

1 State of Arkansas
2 93rd General Assembly
3 Regular Session, 2021

HR 1001

4
5 By: Representative Shepherd

6
7 **HOUSE RESOLUTION**

8 TO ADOPT THE RULES OF THE HOUSE OF REPRESENTATIVES OF
9 THE NINETY-THIRD GENERAL ASSEMBLY.

10
11
12 **Subtitle**

13 TO ADOPT THE RULES OF THE HOUSE OF
14 REPRESENTATIVES OF THE NINETY-THIRD
15 GENERAL ASSEMBLY.

16
17
18 BE IT RESOLVED BY THE HOUSE OF REPRESENTATIVES OF THE NINETY-THIRD GENERAL
19 ASSEMBLY OF THE STATE OF ARKANSAS:

20
21 SECTION 1. The Rules of the House of Representatives of the Ninety-
22 Third General Assembly of the State of Arkansas are adopted to read as
23 follows:

24
25 **MEMBERS**

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

35 2. For the purpose of seating in the House Chamber for an upcoming
36 regular session of the General Assembly, the Speaker of the House, ~~shall, on~~



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

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

26 4. A majority of all representatives elected to the House shall be
27 necessary to transact business. When less than a quorum of House members
28 shall assemble, those present shall be authorized to send for the absent
29 representatives or adjourn. Penalties may be decided by a majority of the
30 representatives present. ~~(Art. 5, Sec. 11)~~ (Arkansas Constitution, Article 5,
31 § 11)

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

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

1 Clerk.

2 7. Every bill or resolution in the possession of the House or of any
3 committee thereof shall be made available to any member for his/her
4 examination.

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

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

10

11

THE SPEAKER

12

10. Selection.

13

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

18

10.(a)(1) A caucus of the entire House of Representatives shall be
19 held fifteen (15) minutes following sine die adjournment of the fiscal
20 session held in each even-numbered year, at which time the members of the
21 House shall select by secret ballot a member of the House to be known as the
22 Speaker-designate. Each candidate for Speaker-designate shall be allowed
23 fifteen (15) minutes to address the House before the ballot is taken. All
24 members are required to be present for the addresses and for the election.
25 In the event a member is unable to attend, absentee ballots may be requested
26 by a member for himself/herself from the Speaker's Office no sooner than
27 twenty (20) calendar days prior to the scheduled election and must be
28 completed and returned to the Speaker's Office no later than four p.m. (4:00
29 p.m.) the day before the scheduled election. It is the intent of the
30 Speaker's office to accommodate any and all members for Speaker-designate
31 voting, should a member have a documented emergency arise, the Speaker may
32 direct staff to allow for absentee voting up to two (2) hours prior to the
33 scheduled election. Leave for absence shall be requested immediately before
34 the time of the election. The Speaker shall announce the name and number of
35 votes received by the candidate who received at least a majority of the votes
36 of the membership of the House. Each candidate shall be entitled to verify

1 the number of votes he or she received.

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

6 10.(a)(3) If no candidate receives a majority vote of the membership
7 of the House of Representatives, the names of the two (2) candidates
8 receiving the highest number of votes cast shall be placed on a run-off
9 ballot and distributed among the membership of the House of Representatives
10 in the same manner provided above.

11 10.(a)(4) If it is determined that the Speaker-designate will not
12 serve as a member of the House of Representatives of the next-following
13 General Assembly due to death, resignation, or failure to be a candidate for
14 or to win reelection, a vacancy in the position of Speaker-designate shall
15 exist and be filled at the caucus of the entire House of Representatives-
16 elect held on the Friday of the week designated for the biennial Institute of
17 Legislative Procedure (House Legislative Orientation), and the Speaker of the
18 House of Representatives shall be elected upon convening of the next regular
19 session.

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

24 10.(a)(6) Petitions seeking pledge signatures of members of the House
25 of Representatives for a particular candidate seeking selection as Speaker-
26 designate shall not be circulated among the members of the House of
27 Representatives.

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

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

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

36 11.(b) Have control of the area set aside for use by the House and, in

1 case of disturbance therein, shall have the authority to have the areas
2 cleared. ~~He/she~~ He or she or ~~his/her~~ his or her designee shall supervise and
3 control the temporary employees while the legislature is in session and the
4 permanent employees during the biennium ~~(A.C.A. 10-2-125 -- Employees of the~~
5 ~~House of Representatives)~~ (Arkansas Code 10-2-125 -- Employees and
6 officers.);

7 11.(c) Preserve order and decorum;

8 11.(d) Sign all acts, proceedings and orders of the House. All writs,
9 warrants and subpoenas issued by the House shall be signed and attested by
10 ~~him/her~~ him or her and the Clerk ~~(J.R. 10; A.C.A. 21-10-101 thru 21-10-108)~~
11 (Joint Rules of the House of Representatives and the Senate, Rule 10;
12 Arkansas Code, Title 21, Chapter 10 - Uniform Facsimile Signatures of Public
13 Officials Act);

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

16 11.(f) Appoint and confirm all representatives to certain committees
17 and to appoint and confirm committee chairpersons and vice chairpersons in
18 accordance with the House Rules and Statutes. ~~In making appointments, the~~
19 ~~Speaker shall consider the political composition and the geographic and~~
20 ~~demographic diversity of the House; the skills, expertise, personal~~
21 ~~preferences, and seniority of individual appointees; and he or she shall in~~
22 ~~good faith consult with the minority and majority party leadership before~~
23 ~~making such appointments;~~

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

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

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

30 11.(j) Appoint, at the beginning of each session, a member of the
31 House to serve as Speaker Pro Tempore. The Speaker Pro Tempore shall serve
32 during the absences of the Speaker and shall perform the Speaker's duties.
33 The Speaker Pro Tempore shall not serve more than ten (10) consecutive
34 legislative days without the consent of the House, or beyond adjournment.
35 The Speaker of the House may appoint four (4) Assistant Speakers Pro Tempore;

36 11.(k) Supervise and direct the preparation of the daily House

1 calendar;

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

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

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

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

12 11.(p) When either body shall request a conference, and appoint a
13 committee for that purpose, the other body shall also appoint a committee of
14 equal number to confer, and such conference shall be held at any time and
15 place agreed on by the chairpersons.

16 11.(q) Approve, by cosigning with either the Chief of Staff or the
17 Coordinator of Legislative Services, the disbursement of all House funds.

18

19

CHIEF OF STAFF

20 12. The Chief of Staff shall be appointed by the Speaker with the
21 approval of the House Management Committee.

22 13. The duties of the Chief of Staff shall be to:

23 13.(a) Oversee all facets of the daily operations of the House
24 ensuring compliance with all Rules of the House, all local, state and federal
25 laws, policies, regulations and policy statements;

26 13.(b) Act as travel supervisor or assign duty to designated staff;

27 13.(c) Act as purchasing agent or assign duty to designated staff;

28 13.(d) Coordinate preparation for General, Fiscal and Special Sessions
29 of the House of Representatives; and

30 13.(e) Act as custodian of House properties.

31

32

COORDINATOR OF LEGISLATIVE SERVICES

33 14. The Coordinator of House Legislative Services shall be appointed
34 by the Speaker of the House with the approval of the House Management
35 Committee.

36 15. The duties of the Coordinator of House Legislative Services shall

1 be to:

2 15.(a) Coordinate and supervise the activities of the Chief Clerk,
3 employees of the House Fiscal Office, and other temporary and permanent
4 employees as assigned by the Chief of Staff;

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

6 15.(c) Report to the Chief of Staff.

7

8

THE CHIEF CLERK

9 16. The Chief Clerk shall be appointed by the Speaker ~~designate by~~
10 ~~November 1 of the even numbered years~~, subject to confirmation by a majority
11 vote of the membership of the House.

12 17. The duties of the Chief Clerk shall be to (~~A.C.A.~~ Arkansas Code
13 § 10-2-102):

14 17.(a) Have custody of all bills, papers and records of the House and
15 not to permit them to be taken out of ~~his/her~~ his or her custody except by
16 the provisions established in ~~House Rule #8~~ Rule 8 of the Rules of the House
17 of Representatives. Staff must sign a receipt for all bills taken from the
18 Clerk;

19 17.(b) Keep the Journal of the proceedings of the House, and, under
20 the direction of the Speaker, subject to the will of the House, correct
21 errors in the Journal;

22 17.(c) Keep the necessary records for the House;

23 17.(d) Supervise the engrossment and enrollment of bills and to
24 certify their passage, with the assistance of the appropriate committee (~~J.R.~~
25 ~~6 thru 9~~) (Joint Rules of the House of Representatives and the Senate,
26 Rules 6 -- 9.);

27 17.(e) Transmit bills, other documents, and messages to the Senate, as
28 required and secure a receipt thereof and to receive communications from the
29 Senate and receipts of bills, documents and messages;

30 17.(f) Attend every session of the House, call or delegate the reading
31 of the roll and the reading of all bills, resolutions and other papers as
32 directed by the Speaker;

33 17.(g) Coordinate and supervise activities of temporary and permanent
34 employees as assigned by the Chief of Staff;

35 17.(h) Be responsible for the distribution of all literature within
36 the House Chamber and other House premises. One copy of such literature

1 which is distributed in the House Chamber and House premises must bear the
2 signature of a representative authorizing distribution and the signed copy
3 must be filed with the Chief Clerk; and

4 17.(i) The Secretary of the Senate and the Clerk of the House are
5 authorized, subject to approval by the appropriate designated committee, to
6 correct obvious errors occurring in documents originating in the House and
7 the Senate respectively, provided that each such correction is noted on the
8 bill jacket and is documented by a "correction note" at the end of the
9 official daily Journal for the date on which the correction was made.

10
11 PARLIAMENTARIAN

12 18. The duties of the Parliamentarian shall be to:

13 18.(a) Convene the first session of the House at the time prescribed
14 by law. The Parliamentarian shall call the members to order, call the roll,
15 preserve order and decorum, and decide all questions of order subject to
16 appeal by any representative pending the election of the Speaker. The
17 Parliamentarian of the previous House shall serve as the official
18 Parliamentarian until the appointment of a new Parliamentarian. In the
19 absence of a Parliamentarian of the previous House, the Speaker of the House
20 shall designate a temporary Parliamentarian to convene the first session of
21 the House;

22 18.(b) Assist the Speaker in deciding all points of order;

23 18.(c) Advise the Speaker on the proprieties of motions and the
24 numbers of votes necessary for passage;

25 18.(d) Assist the Speaker in the supervision of the preparation of the
26 daily House calendar;

27 18.(e) Assist the Speaker in the selection of a Chaplain for the day;

28 18.(f) Assist the Speaker in the assignment of bills to their
29 appropriate committee;

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

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

35 18.(i) Have an adequate knowledge of Parliamentary Law and the Rules
36 of the Arkansas House of Representatives.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

PARLIAMENTARY PRACTICE

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

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

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

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

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

19.(d) Postpone temporarily; lay on the table (non-debatable) (majority of a quorum) To take from the table (non-debatable) (majority of a quorum) (when the motion to take from the table is adopted, the proposition takes the same position it held when the motion to lay on the table was adopted);

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

19.(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);

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

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

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

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

19.(k) Refer (debatable) (majority of a quorum);

19.(l) Amend (debatable) (majority of a quorum);

19.(m) Postpone indefinitely (debatable) (majority of membership);

19.(n) Take out of proper order (non-debatable) (2/3 of a quorum);

19.(o) Special order of business (debatable) (2/3 of a quorum); and

19.(p) To suspend the rules (non-debatable) (2/3 of a quorum).

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

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

1 22. Previous question:

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

8 22.(b) Pending a vote on the main question, one (1) motion to refer is
9 permitted. A motion to refer under this rule applies to House resolutions as
10 well as to House bills, to Senate bills and to Senate amendments to a House
11 bill, and to a motion to amend the Journal. The motion to refer under this
12 rule is non-debatable and may not be laid upon the table.

13 23. A motion to postpone to a day certain may not specify the hour; a
14 special order is necessary to specify the hour; the motion may be amended and
15 it is debatable within narrow limits only, confined to the merit of the
16 motion itself.

17 24. The simple motion to refer is debatable within its narrow limits,
18 but the merits of the proposition to which it is proposed to refer may not be
19 brought into the debate. The motion to refer with instructions is debatable
20 (majority vote of a quorum). When a question is raised about the proper
21 referral of a bill to committee, if the Speaker admits error in the referral
22 of the bill to a committee, the bill may be re-referred by a majority vote of
23 a quorum; however, if the Speaker does not admit error in the referral of the
24 bill to committee, the bill may only be re-referred by a two-thirds (2/3)
25 vote of a quorum. When a bill is re-referred to a committee, any previous
26 committee recommendation is automatically stripped from the bill.

27 24.(a) When a motion is under consideration, only two (2) substitutes
28 to that motion shall be in order. Only a motion applicable to the main
29 motion and of a higher precedence upon recognition may be substituted for the
30 motion under consideration. A substitute to the third degree shall not be in
31 order. Unless specified otherwise by the presenter of the motion at the time
32 the motion is made, a substitute motion shall apply to the main motion.

33 25. The motion to postpone indefinitely opens to debate all the merits
34 of the proposition to which it is applied. It may not be applied to the
35 motion to refer, or to suspend the rules, or to motions relating to the order
36 of business.

1 25.(a) The motion for indefinite postponement and possible
2 consideration by a joint interim committee shall be as follows: "Mr. Speaker,
3 I move that consideration of _____ be postponed indefinitely and that
4 consideration be given by the joint interim committee on _____ for a study
5 of _____." (majority of membership).

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

8 27. Reconsideration:

9 27.(a) When a proposition has been made and carried or lost, it shall
10 be in order for any member of the majority on the same or succeeding
11 legislative day to move for the reconsideration thereof, or give notice of
12 ~~his/her~~ his or her intentions to do so and such motion shall take precedence
13 over other questions except consideration of a conference report or a motion
14 to adjourn: Provided, the motion or proposition shall only be considered
15 during the period reserved for regular bills. The notice shall not be
16 withdrawn after the said succeeding legislative day without the consent of
17 the House, and thereafter any member may call it up for consideration:
18 Provided, the notice to reconsider must be disposed of within three (3)
19 legislative days following the day the vote was taken; provided, that such
20 notice to reconsider cannot be given after the 57th day of a regular session
21 or during a special session or fiscal session during which times a motion to
22 reconsider must be disposed of immediately.

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

31 27.(c) A bill in the possession of the House is not considered passed
32 or an amendment agreed to if a motion to reconsider is pending; the effect of
33 the motion being to suspend the original proposition. A notice or motion to
34 reconsider shall not be allowed unless the bill is in the House. A bill
35 shall not leave the House once notice of reconsideration is given. When the
36 motion to reconsider is decided in the affirmative, the question immediately

1 recurs on the motion reconsidered. However, prior to consideration of the
2 question at hand, the Speaker shall have the title, expressing the main
3 contents of the proposition being reconsidered, read to the House. When the
4 motion to reconsider is defeated, a second motion to reconsider may not be
5 made.

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

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

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

15 27.(g) The "Clincher" motion is two (2) motions in one (1); it is a
16 motion to reconsider and to lay on the table. Having prevailed, the
17 proposition shall not be again considered except by expunging the record.
18 The "Clincher" motion is adopted by a majority of the membership. The
19 Speaker shall accept a "Sound the Ballot" request after the "Clincher" has
20 been adopted and before the next order of business is called.

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

28 28. No dilatory motion shall be entertained by the Speaker.

29 29. Two-thirds (2/3) of a quorum may suspend the rules, other than
30 rules that require a two-thirds (2/3) or three-fourths (3/4) vote of the
31 membership. ~~(J.R. 12 — Suspending Joint Rules)~~ Rule 12 of the Joint Rules of
32 the Senate and House of Representatives - Suspension of Joint Rules

33 30. No standing rule or order shall be revised without one (1) day's
34 notice being given thereof.

35 31. In every case not provided for in the House rules, the Speaker,
36 the Parliamentarian, and the members shall be guided by Mason's Manual of

1 Legislative Procedure. Each member of the Rules Committee may be furnished a
 2 copy of the current edition and of each new or revised edition of Mason's
 3 Manual of Legislative Procedure and additional copies may be available to
 4 other members from the Parliamentarian, upon approval of the Rules Committee.

5
 6 DAILY ORDER OF BUSINESS

7 32. The House shall convene at ~~1:30 p.m., unless otherwise~~ a time
 8 ordered by the House membership.

9 33. The daily order of business shall be:

10 (a) Prayer

11 (b) Pledge of Allegiance

12 (c) Roll Call

13 (d) Leaves of absence

14 (e) Reading and approval of the previous day's Journal

15 (f) Reports from select committees

16 (g) Reports from standing committees

17 (h) Unfinished business

18 (i) Executive communications

19 (j) Introduction, reading and advancement of bills and resolutions

20 33.(k)1. Senate communications and amendments to House bills

21 2. Introduction, reading and advancement of bills and joint
 22 resolutions

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

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

25 5. Senate bills and joint resolutions on third reading

26 33.(l) Announcement of committee meetings, and

27 33.(m) Adjournment.

28 34.(a) Introduction and reading of bills and resolutions may be
 29 ordered by the Speaker of the House at ~~his/her~~ his or her discretion.

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

35 Notwithstanding Rule 27 (h), a concurrent resolution or concurrent memorial
 36 resolution that is subject to this rule may be transmitted to the Senate on

1 the same day that it is passed. A joint resolution proposing a
 2 Constitutional amendment shall be placed on the regular House calendar and is
 3 subject to Rule 27 (h).

4 35. Items "(a)" through "(h)" shall take no more than one (1) hour of
 5 House time each day unless extended by a majority vote of the House members
 6 present.

7 36. Unfinished business items, except items "(a)" through "(g)", take
 8 up where the House left the day before when it adjourned. Items "(a)"
 9 through "(g)" begin new each day.

10 37. Privileged matters may interrupt the order of business. These
 11 privileged matters are:

12 37.(a) Appropriation bills and revenue bills, sponsored by the
 13 committees on Budget, Revenue and Taxation and the Committee on Rules;

14 37.(b) Conference reports;

15 37.(c) Special orders reported by the Committee on Rules for
 16 consideration by the House;

17 37.(d) Consideration of amendments between the House and Senate after
 18 disagreement;

19 37.(e) Question of privilege;

20 37.(f) Privileged resolutions reported under the right to report any
 21 time; and

22 37.(g) Bills returned with the objections of the Governor.

23 24 BILLS

25 38. Any representative may introduce bills, petitions, resolutions and
 26 memorials by filing them with the Clerk of the House. ~~(A.C.A. 10-2-112 --~~
 27 ~~Pre-session filing)~~ (Arkansas Code § 10-2-112 - Prefiling of bills and
 28 resolutions -- Assignment to committee -- Printing.)

29 38.(a) Each measure must have an original along with copies and
 30 captions, the number of which is to be determined by the Chief Clerk.

31 38.(b) The Clerk shall take the original and perforate or stamp it as
 32 the original.

33 38.(c) No action shall be taken in the House on any bill, resolution,
 34 or amendment that is not physically in the House, ~~nor shall any action be~~
 35 ~~taken in committee on any bill, resolution, or amendment that is not~~
 36 ~~physically in the committee.~~ However, in the House the motion to recall a

1 bill or resolution may be made regardless of the location of the bill or
2 resolution.

3 38.(d) No alterations or erasures or otherwise defacement of the bill
4 or amendments shall be permitted.

5 38.(e) All amendments shall be entered on a separate sheet of paper
6 noting the page number, the line or lines to be changed and the words to be
7 deleted or inserted.

8 38.(f) All bills, resolutions, amendments, petitions and memorials
9 must be signed by the author.

10 38.(g) The improper introduction of a bill, resolution, amendment,
11 petition or memorial involves a question of privilege. Such measures
12 improperly introduced, as determined by the Speaker or the House Committee on
13 the Journal; Engrossed and Enrolled Bills, shall be returned to the
14 representative who introduced them.

15 38.(h) The style of the laws of the State of Arkansas shall be: "Be it
16 enacted by the General Assembly of the State of Arkansas." ~~(Art. 5, Sec. 19)~~
17 (Arkansas Constitution, Article 5, § 19 - Style of laws -- Enacting Clause.)

18 38.(i) The General Assembly of Arkansas shall not pass any local or
19 special act. This amendment shall not prohibit the repeal of local or
20 special acts. ~~(Amendment 14)~~ (Arkansas Constitution, Amendment 14 - Local
21 Acts.)

22 38.(j) No bill shall be passed by either house containing more than
23 one subject, which shall be expressed in the title, and the subtitle. ~~(J.R.~~
24 ~~4)~~ Rule 4 of the Joint Rules of the Senate and House of Representatives -
25 Contents of Bills

26 38.(k) In making appropriations for any fiscal year, the General
27 Assembly shall first pass the General Appropriation Bill provided for in
28 Section 30 of Article 5 of the Constitution, and no other appropriation bill
29 may be enacted before that shall have been done. ~~(As added to Article 5, Sec.~~
30 ~~40 by Amendment No. 19)~~ (Arkansas Constitution, Article 5, § 40 - General
31 appropriation bill -- Enactment.

32 38.(l) No money shall be drawn from the treasury except in pursuance
33 of specific appropriation made by law, the purpose of which shall be
34 distinctly stated in the bill, and the maximum amount which may be drawn
35 shall be specified in dollars and cents; and no appropriation shall be for a
36 longer period than one (1) fiscal year. ~~(Art. 5, Sec. 29)~~ (Arkansas

1 Constitution, Article 5, § 29 - Appropriations.)

2 The general appropriation bill shall embrace nothing but appropriations
3 for the ordinary expense of the executive, legislative and judicial
4 departments of the State; all other appropriations shall be made by separate
5 bills, each embracing but one (1) subject. ~~(Art. 5, Sec. 30)~~ (Arkansas
6 Constitution, Article 5, § 30 - General and special appropriations.)

7 No state tax shall be allowed, or appropriation of money made, except
8 to raise means for the payment of the just debts of the State, for defraying
9 the necessary expenses of government, to sustain common schools, to repel
10 invasion and suppress insurrection, except by a majority of two-thirds (2/3)
11 of both houses of the General Assembly. ~~(Art. 5, Sec. 31)~~ (Arkansas
12 Constitution, Article 5, § 31 - Purposes of taxes and appropriations.)

13 None of the rates for property, excise, privilege or personal taxes,
14 now levied shall be increased by the General Assembly except after the
15 approval of the qualified electors voting thereon at an election, or in case
16 of emergency, by the votes of three-fourths (3/4) of the members elected to
17 each House of the General Assembly. ~~(Art. 5, Sec. 38 added by Amend. 19,~~
18 ~~Sec. 2)~~ (Arkansas Constitution, Article 5, § 38 - Taxes -- Increase --
19 Approval by electors.)

20 Excepting monies raised or collected for educational purposes, highway
21 purposes, to pay Confederate pensions and the just debts of the State, the
22 General Assembly is hereby prohibited from appropriating or expending more
23 than the sum of Two and One-Half Million Dollars for all purposes, for any
24 fiscal year; provided the limit herein fixed may be exceeded by the votes of
25 three-fourths (3/4) of the members elected to each House of the General
26 Assembly. ~~(Art. 5, Sec. 39 added by Amend. 19, Sec. 3)~~ (Arkansas
27 Constitution, Article 5, § 39 - State expenses -- Limitation -- Exceptions.)

28 38.(m)(a) No appropriation bill shall be filed for introduction in
29 either the House of Representatives or the Senate later than the fiftieth
30 (50th) day of a regular session except upon consent of two-thirds (2/3) of
31 the members elected to each house.

32 (b)(1) No appropriation bill shall be filed for introduction in
33 either the House of Representatives or the Senate later than the fifteenth
34 (15th) day of a fiscal session except upon consent of two-thirds (2/3) of the
35 members elected to each house.

36 (2) For a fiscal session, a non-appropriation bill shall

1 not be filed for introduction until identical resolutions authorizing the
2 introduction of the non-appropriation bill have been approved by an
3 affirmative vote of two-thirds (2/3) of the members elected to each house.

4 (3) The identical resolutions authorizing the introduction
5 of a non-appropriation bill in a fiscal session shall not be filed for
6 introduction in either the House of Representatives or the Senate later than
7 the first (1st) day of a fiscal session.

8 (4) A non-appropriation bill shall not be filed for
9 introduction in either the House of Representatives or the Senate later than
10 the fifteenth (15th) day of a fiscal session.

11 (c) When the filing deadline for any bills or resolutions ends
12 on Saturday or Sunday, the deadline is extended until the close of business
13 the following Monday.

14 38.(n)(a) No resolution proposing a constitutional amendment shall be
15 filed in the House of Representatives after the thirty-first (31st) day of
16 each regular session of the General Assembly. Proposed constitutional
17 amendments may only be considered during regular sessions.

18 38.(n)(b) All resolutions proposing constitutional amendments shall be
19 referred to the House Committee on State Agencies and Governmental Affairs,
20 which by an affirmative vote of its members may recommend proposals one-at-a-
21 time to the House of Representatives for its consideration.

22 38.(n)(c) Any proposed constitutional amendment initiated in and
23 approved by the House of Representatives shall be transmitted to the Senate
24 for its consideration. If the Senate fails to approve a House-proposed
25 constitutional amendment, the House of Representatives may proceed to
26 initiate other proposed constitutional amendments one-at-a-time for Senate
27 consideration.

28 38.(n)(d) Any proposed constitutional amendment received from the
29 Senate shall be referred to the House Committee on State Agencies and
30 Governmental Affairs, which by an affirmative vote of its members may
31 recommend the proposal to the House of Representatives for its consideration.

32 38.(n)(e) Upon adoption by the General Assembly of a House-proposed
33 constitutional amendment and a Senate-proposed constitutional amendment, in
34 accordance with the Joint Rules, a third proposed constitutional amendment
35 may be considered and voted upon by the General Assembly only after identical
36 resolutions authorizing the consideration of the third proposed

1 constitutional amendment have been approved by an affirmative vote of two-
2 thirds (2/3) of the members elected to each house.

3 38.(o)(a) Any proposed legislation affecting any publicly supported
4 retirement system or pension plan to be considered by the General Assembly at
5 a regular session shall be introduced in the General Assembly during the
6 first fifteen (15) calendar days of a regular session. ~~(A.C.A. 10-2-115)~~
7 (Arkansas Code § 10-2-115, Introduction of bills affecting public retirement
8 programs.)

9 38.(o)(b) No such bill shall be introduced after the fifteenth day of
10 a regular session unless its introduction is first approved by a three-
11 fourths (3/4) vote of the full membership of each House of the General
12 Assembly. ~~(A.C.A. 10-2-115)~~ (Arkansas Code § 10-2-115, Introduction of bills
13 affecting public retirement programs.)

14 38.(o)(c) A bill affecting any publicly supported retirement system or
15 systems shall not be introduced or considered at any special session or
16 fiscal session of the General Assembly unless the introduction and
17 consideration of the bill is first approved by a three-fourths (3/4) vote of
18 the full membership of each House of the General Assembly. ~~(A.C.A. 10-2-115)~~
19 (Arkansas Code § 10-2-115, Introduction of bills affecting public retirement
20 programs.)

21 38.(p) "Fiscal impact statement" means a realistic statement of the
22 estimated financial cost of implementing or complying with a proposed law
23 regarding:

24 (1) Municipalities;

25 (2) Counties;

26 (3) Education, as related to the State of Arkansas and local
27 school districts grades kindergarten through twelve (K-12);

28 (4) Corrections, if imposing new or additional costs and
29 restrictions on inmate population patterns or affecting programs or services
30 of the Department of Correction; or

31 (5) Lottery, if amending ~~Chapter 115 of Title 23 of the Arkansas~~
32 ~~Code~~ Arkansas Code, Title 23, Chapter 115 or imposing a new or increased cost
33 to the Arkansas Lottery Commission or a lottery.

34 38.(q) When any House or Senate bill requiring an expenditure of
35 public funds or otherwise imposing a new or increased cost obligation is
36 pending before any committee of the House of Representatives, any member of

1 the committee may request that a fiscal impact statement for such bill be
2 placed on the desk of each member of the committee before the bill is called
3 up for final action in the committee. If such request is made, the
4 chairperson of the committee shall refer the bill to the appropriate state
5 agency or to the legislative staff for the preparation of a fiscal impact
6 statement, to be returned to the committee in writing not later than five (5)
7 days from the date of the request.

8 38.(r) Any time before a bill requiring an expenditure of public funds
9 or otherwise imposing a new or increased cost obligation is read for the
10 third time in the House of Representatives, any member of the House may
11 request and the Speaker shall direct that a fiscal impact statement for the
12 bill be prepared and placed on the desk of each member not later than five
13 (5) days from the date of the request.

14 38.(s) Fiscal impact statements shall be made available to House
15 Committees:

16 (1) At least ~~three (3) days~~ one (1) day before the bill may be
17 called up for final action in the House Committee during a regular
18 legislative session or fiscal session of the General Assembly; and

19 (2) At least one (1) day before the bill may be called up for
20 final action in the House Committee during a special session of the General
21 Assembly.

22 Fiscal impact statements shall be made available to the full House of
23 Representatives at least one (1) day before the bill may be called up for
24 third reading and final action in the House of Representatives.

25 38.(t) Failure of the sponsor of a bill to provide the fiscal impact
26 statement required in this rule shall not prohibit the consideration of it in
27 the committee to which referred or on the Floor of the House of
28 Representatives, if no objection to it is made at the time such action is
29 taken.

30 39.(a) The first reading of a bill shall be for information and unless
31 otherwise ordered by the House, it shall be placed on the second reading
32 calendar. (Every bill shall be read at length on three different days in
33 each house, unless the rules be suspended by two-thirds (2/3) of the House,
34 when the same may be read a second or third time on the same day; ~~Art. 5,~~
35 ~~Sec. 22~~) (Arkansas Constitution, Article 5, § 22 - Passage of bills.)

36 39.(b) No bill shall be read and considered either a first, second or

1 third time which does not contain a bill number, at least one author, a title
2 expressing the main contents of the bill, a subtitle, an enacting clause and
3 at least one section which shall be expressed in the title and the subtitle.
4 The Speaker shall not entertain a motion to suspend this rule.

5 39.(c)(1) "Shell bill" means a bill, typically with no substantive
6 provisions, that is introduced for purposes of later being amended to include
7 the actual legislative proposals advanced by the sponsor and within the
8 subject matter of the title of the shell bill.

9 (2) After a bill has been read for the first time, the
10 Speaker may declare a bill to be a shell bill and refer the shell bill to the
11 House Committee on the Journal; Engrossed and Enrolled Bills.

12 (3) Notwithstanding House Rule 40.(d), shell bills may be
13 amended after first reading with a substantive amendment under the process of
14 members amending their own bills with their own amendments. If the Committee
15 on the Journal; Engrossed and Enrolled Bills determines that the shell bill
16 has been substantively amended and engrossed and no longer meets the
17 definition of a shell bill, it shall report its determination to the Speaker.
18 The Speaker shall then direct the Clerk to read the bill a second time and
19 assign the bill to committee.

20 40. Second reading

21 40.(a) A bill shall be read a second time and the Speaker shall assign
22 the bill to its appropriate committee.

23 40.(b) A bill or resolution may not be divided for assignment to
24 committee although it may contain certain matters properly within the
25 jurisdiction of several committees.

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

32 40.(d) In order to amend a bill, it shall be necessary to adopt a
33 motion to place the bill back on second reading for the purpose of submitting
34 an amendment.

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

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

4 The twenty-four (24) hour period begins when a bill is initially
5 introduced and read across the desk.

6 41.(b) A bill shall not be placed on a committee agenda until the
7 second calendar day following the initial filing of the bill.

8 42. A calendar of bills and resolutions to be considered in the order
9 of business during any legislative day shall be printed and placed on the
10 members' desks prior to the adjournment of the preceding legislative day.
11 Calendared items are considered to be a motion for passage.

12 43. A bill ordered to be engrossed or enrolled shall be typed or
13 photocopied.

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

20 45.(a) When a bill has been passed and transmitted to the Senate, it
21 may be recalled from the Senate by the same vote that was necessary to pass
22 the bill.

23 45.(b) When a bill has been passed and transmitted to the Governor's
24 Office, it may be recalled from the Governor's Office by the same vote that
25 was necessary to pass the bill.

26 46. A committee may receive a bill, resolution, amendment, petition
27 and memorial only through the House, and the House may receive same only
28 through a member. (Art.5, Sec. 34 -- No new bill shall be introduced into
29 either house during the last three days of a regular or fiscal session.)

30 47. Amendments to bills and resolutions:

31 47.(a) When a bill or resolution is under consideration, amendments
32 shall be in order. Upon adoption, amendments shall become a part of the bill
33 or resolution. Amendments to amendments may not be offered. All amendments
34 offered before the House or one of its committees must be typewritten on an
35 approved amendment form and signed by the sponsor. All amendments shall be
36 attached to the original bill, numbered by the Bill Clerk, and shall be

1 placed physically or electronically upon the members' desks before being
2 acted upon by the House.

3 47.(b) When a House bill has been amended in the Senate, upon return
4 of said bill to the House, the Speaker shall re-refer the bill, together with
5 the Senate amendment(s), to the committee to which the bill was originally
6 referred, for review. Concurrence in the Senate amendment shall not be
7 considered by the House until the committee report is received by the House.
8 When a House bill is amended and passed by the Senate and is returned to the
9 House, the bill shall be reprinted with the Senate amendments included
10 therein and specifically identified and shall be placed on each member's desk
11 before final action is taken on the bill by the House. When the Senate
12 amendment is before the House, the same number of votes will be required to
13 concur in the Senate amendment as was required in the original passage of the
14 bill in the House. Amendments containing an emergency clause require sixty-
15 seven (67) votes.

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

20 47.(d) Every amendment proposed must be germane to the subject of the
21 proposition to be amended.

22 47.(e) All appropriation bills and other bills which are required to
23 be submitted to the Budget Committee, or to another designated committee of
24 the House and Senate, which are amended on the Floor of either House of the
25 General Assembly by an amendment which was not recommended favorably by the
26 Budget Committee, or by any other committee of the House and Senate to which
27 referred, shall be re-referred to such committee of the House and Senate for
28 consideration and recommendation before said bill may be considered for final
29 passage or concurrence by the House of Representatives.

30 47.(f) Members' own House bills and Senate bills on which a House
31 member is the lead sponsor may be amended with their own amendments beginning
32 at a specific time set aside by the House. Senate bills may be amended in
33 accordance with the applicable rules provided for amending members' own House
34 bills with their own amendments.

35 47.(g) Members' own amendments to their own House bills and Senate
36 bills with House sponsors must be signed only by the sponsor of the bill

1 whose name is listed first in the list of sponsors.

2 47.(h) Members' own amendments to their own House bills and Senate
3 bills on which there are House sponsors must be presented to the House Bill
4 Clerk only by the sponsor of the House or Senate bill whose name is listed
5 first in the list of sponsors.

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

8 47.(j) The sponsor shall present a stamped, numbered and signed copy
9 of a proposed amendment to the Calendar Clerk in order to have the bill and
10 amendment placed on the "Members' Own Bill/Own Amendment Calendar".

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

14 47.(l) An objection by any member, written or oral, to the Speaker of
15 the House or ~~his/her~~ his or her designee, shall cause a member's own
16 amendment to ~~his/her~~ his or her own bill to not be considered and to be
17 removed from the "Members' Own Bill/Own Amendment Calendar" and automatically
18 placed on the same day's regular amendment calendar for consideration.

19 47.(m) A member's own House bill or Senate bill amended with a
20 member's own amendment shall be transmitted directly to Engrossing after
21 having been amended.

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

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

30 47.(p) When a bill has a committee recommendation and is subsequently
31 amended to change the title, and/or the list of sponsors and/or an emergency
32 clause, such amendment shall not cause the bill to be re-referred to
33 committee.

34 47.(q) Members' own House bills may be withdrawn at a specific time
35 set aside by the House by placing them on the "Withdrawal Calendar" no later
36 than 4:30 p.m., the day preceding the day they are to be withdrawn. House

1 bills for withdrawal may be placed on the "Withdrawal Calendar" only by the
 2 member whose name is listed first as author of the bill. The member
 3 requesting withdrawal may recommend the bill to be studied by the same
 4 committee to which the bill was assigned at the time of request for
 5 withdrawal.

6 47.(r) The Speaker of the House at a specific time set aside by the
 7 House may transfer to another committee bills or resolutions by placing them
 8 on the "Re-referral Calendar" no later than 4:30 p.m. the day before they are
 9 to be transferred.

10 47.(s) Budget bills sponsored by members but recommended to be amended to
 11 delete the sponsor and substitute the Joint Budget Committee as sponsor may
 12 be amended during the period set aside to amend "Members Own Bills with their
 13 Own Amendments".

14 47.(s)(t) The Rules governing members amending their own bills with
 15 their own amendments shall be in effect for House and Senate Budget bills so
 16 far as they are applicable.

17 47.(t)(u) Budget bills to be amended deleting the sponsor and
 18 substituting the Joint Budget Committee shall be placed on the Joint Budget
 19 Calendar by the Joint Budget Calendar Clerk.

20 47.(u)(v) The House Chairman of the Joint Budget Committee shall sign
 21 all amendments deleting the sponsor and substituting the Joint Budget
 22 Committee as sponsor.

24 RESOLUTIONS

25 48. Resolutions shall follow the same procedure as bills.

26 49. A House resolution shall be directed at some matter for the sole
 27 action of the House and may be introduced in extraordinary sessions, lack of
 28 germaneness notwithstanding. Fifty-one (51) votes shall be required to adopt
 29 a House resolution.

30 50. Joint resolutions are for incidental, unusual, or informal
 31 objectives of legislation (i.e., as extending the thanks of the State to
 32 individuals; invitations to celebrities to visit the State), or to submit
 33 proposed amendments to the United States Constitution, ratifying United
 34 States Constitutional amendments and proposing amendments to the Arkansas
 35 Constitution.

36 51. Concurrent resolutions shall be a means of expressing fact,

1 principles, opinions, purposes, and all other matters requiring concurrence
 2 of both houses except the subject matter provided for in the joint
 3 resolution. A concurrent resolution is binding on neither house until agreed
 4 to by both.

5 52. Resolutions of Inquiry:

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

9 52.(b) A House resolution authorizing a committee to request
 10 information is treated as a resolution of inquiry.

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

13

14 STANDING, SELECT, AND SPECIAL COMMITTEES

15 ~~(Interim Committees) (A.C.A. 10-3-201 thru 10-3-220)~~ (Arkansas Code,
 16 Title 10, Subchapter 2 -- Interim Committees Generally)

17 53. The committees of the House of Representatives shall consist of
 18 ten (10) standing committees, seven (7) select committees, and three (3)
 19 special committees. The standing committees shall be five (5) Class "A"
 20 committees and five (5) Class "B" committees. The seven (7) select
 21 committees shall be five (5) joint select committees and two (2) House select
 22 committees. The three (3) special committees shall be two (2) joint
 23 committees and one (1) House committee. The House standing, joint select,
 24 select and special committees are as follows:

25 53.(a) HOUSE STANDING COMMITTEES

26 Class "A" Committees

27 Education

28 Judiciary

29 Public Health, Welfare and Labor

30 Public Transportation

31 Revenue and Taxation

32 Class "B" Committees

33 Aging, Children and Youth, Legislative and Military Affairs

34 Agriculture, Forestry and Economic Development

35 City, County and Local Affairs

36 Insurance and Commerce

1 State Agencies and Governmental Affairs

2 53.(b) JOINT SELECT COMMITTEES

3 (1) Joint Budget -- (to consist of twenty four (24) members of the
4 House and twenty four (24) members of the Senate, and the immediate past co-
5 chairs of the Legislative Council and ex-officio members in accordance with
6 ~~A.C.A. 10-3-502.~~ ~~(A.C.A. 10-3-501 thru 10-3-509)~~ Arkansas Code § 10-3-502.
7 (Arkansas Code, Subchapter 5, -- Joint Budget Committee) The House members of
8 the Joint Budget Committee shall be known as the House Budget Committee.

9 (2) Joint Committee on Energy -- (to consist of fifteen (15) members
10 of the House, fifteen (15) House alternates, and ten (10) members of the
11 Senate). ~~(A.C.A. 10-3-801 thru 10-3-822).~~ (Arkansas Code, Title 10,
12 Subchapter 8 -- Energy Committees.)

13 (3) Joint Committee on Public Retirement and Social Security
14 Programs -- (to consist of ten (10) members of the House, ten (10) House
15 alternates, and ten (10) members of the Senate). ~~(A.C.A. 10-3-701 thru 10-3-~~
16 ~~703).~~ (Arkansas Code, Title 10, Subchapter 7 -- Retirement Committees)

17 (4) Joint Performance Review Committee -- (to consist of twenty (20)
18 members of the House and ten (10) members of the Senate). ~~(A.C.A. 10-3-901~~
19 ~~thru 10-3-903).~~ (Arkansas Code, Title 10, Subchapter 9 -- Joint Performance
20 Review Committees)

21 (5) Joint Committee on Advanced Communications and Information
22 Technology -- (to consist of ten (10) members of the House, ten (10) House
23 alternates, and seven (7) members of the Senate). ~~(A.C.A. 10-3-1701 thru 10-~~
24 ~~3-1707).~~ (Arkansas Code, Title 10, Subchapter 17 -- Joint Committee on
25 Advanced Communications and Information Technology)

26 53.(c) HOUSE SELECT COMMITTEES

27 House Rules Committee shall consist of no more than fifteen (15)
28 members.

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

31 53.(d) SPECIAL COMMITTEES

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

34 53.(d)(1)(a) The chairperson of the House Budget Committee;

35 53.(d)(1)(b) Two (2) members of the House of Representatives appointed
36 by the Speaker;

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

4 53.(d)(1)(d) The Speaker of the House of Representatives or his or her
5 designee; and

6 53.(d)(1)(e) Seven (7) members of the Senate to be named by the Senate
7 Committee on Committees. ~~(A.C.A. 10-3-1101 thru 10-3-1111)~~ (Arkansas Code,
8 Title 10, Subchapter 11 -- Joint Interim Committee on Legislative Facilities)

9 53.(2) House Committee on the Journal; Engrossed and Enrolled Bills
10 shall consist of not more than five (5) members. The House Committee on the
11 Journal; Engrossed and Enrolled Bills shall not be considered a standing or
12 select committee. The committee shall consist of the Speaker of the House of
13 Representatives or his or her designee who shall be chairperson, the
14 chairperson of the House Rules Committee who shall be the vice chairperson,
15 the chairperson of the House Management Committee, and two (2) members of the
16 House appointed by the Speaker of the House; and, the House Parliamentarian
17 shall serve as secretary and advisor to the committee. The chairperson of the
18 committee shall receive an allowance in accordance with Arkansas Code § 10-2-
19 215.

20 53.(3) Joint Committee on Legislative Printing Requirements and
21 Specifications -- (to consist of the chairperson and vice chairperson of the
22 House Management Committee, the chairperson and vice chairperson of the
23 Senate Efficiency Committee, the Speaker of the House of Representatives or
24 his or her designee and the President Pro Tempore of the Senate). ~~(A.C.A. 10-~~
25 ~~3-601 thru 10-3-605)~~ (Arkansas Code, Title 10, Subchapter 6 -- Joint
26 Committee on Legislative Printing Requirements and Specifications)

27 54.(a) STANDING COMMITTEES

28 54.(a)(1) Selection of membership positions on House committees for
29 members-elect shall take place during the caucus of the entire House of
30 Representatives-elect ~~on the first Friday~~ following the November General
31 Election.

32 54.(a)(2) Each standing committee shall consist of twenty (20)
33 members. Each member of the House of Representatives shall serve on two (2)
34 standing committees, one (1) of which shall be a Class "A" standing committee
35 and one (1) of which shall be a Class "B" standing committee. A member may
36 not serve on more than one (1) committee of the same class. Members of the

1 standing committees shall be selected as follows:

2 (A) Each Class "A" standing committee and each Class "B"
3 standing committee shall have five (5) members from each of the four (4)
4 House district caucuses.

5 (B)(i) The most senior member of the House of
6 Representatives shall select first and shall choose a position on a Class "A"
7 standing committee. The next-senior member shall then choose a position on a
8 Class "A" standing committee. The seniority rotation procedure shall
9 continue until the member with the least seniority makes his or her
10 selection.

11 (ii) After the member with the least seniority makes
12 his or her Class "A" standing committee selection, the most senior member
13 shall select his or her Class "B" standing committee. The seniority rotation
14 shall continue until the member with the least seniority selects his or her
15 Class "B" standing committee.

16 (C)(i) A member may trade a committee membership with
17 another member.

18 (ii) A trade of committee membership may only occur
19 by the close of business on the day of the committee selection process.

20 (iii) A trade of committee membership shall be in
21 writing and signed by the members who are trading their committee
22 memberships, the trading members' political caucus leaders, and the Speaker
23 of the House of Representatives.

24 (iv) Once completed, written and signed
25 documentation of the trade of committee membership shall be filed in the House
26 Journal.

27 (D)(i) The Speaker of the House shall have the authority
28 to make adjustments to committee membership following the committee selection
29 process only for the purpose of adjusting the majority to minority party
30 ratio on the standing committees.

31 (ii) The adjustments to committee membership made by
32 the Speaker shall not exceed placing eleven (11) members of the majority
33 party on a twenty (20) member committee.

34 ~~(iii) Final committee memberships shall be announced~~
35 ~~no later than the House Orientation held in December before a Regular~~
36 ~~Session.~~

1 54.(a)(3) Standing committee membership shall be confirmed at the same
2 time that House members are administered the oath of office.

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

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

31 54.(a)(6) A non-returning member of the House of Representatives who
32 has been assigned an office or other premises shall vacate the office or
33 other premises by December 15 following the General Election in the even-
34 numbered years; and, by the same date, a returning member shall be prepared
35 to vacate his or her assigned office or premises at the direction of the
36 Speaker.

1 54.(b) SELECT COMMITTEES

2 54.(b)(1) With the exception of the House Budget Committee, the
3 Speaker shall appoint all members and all alternates on all House select
4 committees and all Joint Select Committees. The Speaker shall appoint ex-
5 officio members in accordance with the law.

6 54.(b)(2)(A) Selection of positions on the House Budget Committee
7 shall occur following the Class "A" standing committee and Class "B" standing
8 committee selections and in conjunction with selection of members for the
9 Legislative Council and the Legislative Joint Auditing Committee.

10 (B) The most senior member of the House of Representatives
11 shall select first and shall choose a primary or alternate position on the
12 House Budget Committee, the Legislative Council, or the Legislative Joint
13 Auditing Committee. The next-senior member shall then choose a primary or
14 alternate position on the House Budget Committee, the Legislative Council, or
15 the Legislative Joint Auditing Committee. The seniority rotation procedure
16 shall continue until the member with the least seniority makes his or her
17 selection or until all primary and alternate positions on the House Budget
18 Committee, the Legislative Council, or the Legislative Joint Auditing
19 Committee are filled.

20 (C)(i) The Speaker of the House shall have the authority
21 to make adjustments to committee membership following the committee selection
22 process only for the purpose of adjusting the majority to minority ratio on
23 the House Budget Committee, the Legislative Council, and the Legislative
24 Joint Auditing Committee.

25 (ii) The adjustments to committee membership made by
26 the Speaker shall not exceed the minimum necessary to ensure majority party
27 membership exceeds minority party membership on the committees.

28 (iii) Final committee memberships shall be announced
29 no later than the House Orientation held in December before a Regular
30 Session.

31 54.(b)(3) The House Budget Committee shall consist of six (6) members
32 of the House of Representatives and two (2) alternates from each House caucus
33 district. At the time the alternates are selected, one (1) shall be
34 designated as first alternate and the other as second alternate. The term of
35 office of the members shall be from January 1 of odd-numbered years through
36 December 31 of the following even-numbered year. Vacancies in either a member

1 or alternate member position shall be filled in the same manner as the
2 initial member or alternate member position was filled. House Budget
3 Committee membership shall be confirmed at the same time that House members
4 are administered the oath of office. Prior to confirmation, however, members
5 chosen to serve on the House Budget Committee shall conduct pre-session
6 budget hearings, either standing alone or in conjunction with the Legislative
7 Council.

8 54.(b)(4) No member of the House of Representatives shall serve on
9 more than one (1) select committee. The Legislative Council, the Legislative
10 Joint Auditing Committee, the House Budget Committee, the House Committee on
11 the Journal; Engrossed and Enrolled Bills, and the House Management Committee
12 are excluded therefrom.

13 54.(c)(1) The Speaker of the House of Representatives shall appoint a
14 chairperson and a vice chairperson of each standing committee and each select
15 committee who shall serve at the pleasure of the Speaker of the House of
16 Representatives. The Speaker, in consultation with the chairperson of each
17 standing committee, shall appoint from the membership of each permanent
18 subcommittee, a chairperson and vice chairperson provided however that the
19 vice chairperson of the standing committee may be the chairperson of a
20 permanent subcommittee. No member of the House of Representatives, with the
21 exception of each House standing committee vice chairperson, shall be
22 chairperson or vice chairperson of more than one (1) standing committee,
23 select committee, or permanent subcommittee.

24 54.(c)(2) The rules or proceedings of the House of Representatives
25 shall be observed in all select committees, standing committees, and
26 subcommittees of the House of Representatives so far as ~~they~~ the rules or
27 proceedings may be applicable.

28 54.(c)(3) The House Committee on the Journal; Engrossed and Enrolled
29 Bills shall serve as the supervisory committee over the preparation of the
30 Journal and engrossing and enrolling of bills.

31 54.(c)(4) After the membership of a standing committee or a permanent
32 subcommittee is established, no member shall be removed from any standing
33 committee or any permanent subcommittee during the biennium for which he or
34 she was selected. All appointees selected by the Speaker of the House of
35 Representatives serve at his or her discretion.

36 55. Committee Operations.

1 55.(a) Each committee of the House shall be provided a secretary who
2 shall maintain a current record of all bills, resolutions, amendments,
3 petitions, memorials, or other matters filed in committee. A record of
4 committee actions (committee reports, committee adopted amendments, etc.)
5 shall be filed with the Chief Clerk of the House as the first priority upon
6 adjournment of the committee. The secretary shall post, on a bulletin board
7 and/or electronically, a current list of all measures pending before the
8 committee.

9 55.(b) All committees shall consider the bills, resolutions,
10 amendments, petitions, and memorials referred to them ~~and in their possession~~
11 and make one of the following reports in writing to the House:

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

13 55.(b)(2) That a bill, resolution, petition or memorial “do not pass”,
14 in which event the measure shall not be considered unless the vote is
15 expunged;

16 55.(b)(3) That a bill, resolution, petition or memorial “do pass as
17 amended”.

18 55.(c) No bill, resolution, petition or memorial shall be acted upon
19 by the House without a “do pass” or a “do pass as amended” recommendation.
20 No bills shall be placed on the non-controversial calendar or deemed to be
21 non-controversial in any way unless a motion is adopted in the committee to
22 which the bill was referred. With a quorum present, the motion is considered
23 adopted if there are no negative votes.

24 55.(d) The appropriate subject matter standing committees of the House
25 and the Senate may meet as joint committees whenever agreed by said
26 committees, for the purposes of holding public hearings or considering any
27 proposed or pending legislation but upon conclusion of the joint meeting of
28 said committees, each standing committee of the House of Representatives and
29 the Senate shall take such action and report to their respective houses as
30 determined by said committees. Whenever the appropriate subject committees
31 of the House and Senate hold hearings or meetings, the chairperson of the
32 House committee and the chairperson of the Senate committee shall by
33 agreement determine which of them shall preside at the joint meeting.

34 ~~56. The Speaker of the House shall keep a permanent register of the~~
35 ~~seniority of the members of the House of Representatives. When it is~~
36 ~~necessary for the seniority of incoming members to be determined by lot, the~~

1 ~~Speaker of the House and the Speaker designate of the House shall conduct a~~
2 ~~drawing by lots upon receiving certification from the Secretary of State of~~
3 ~~the election of membership to each General Assembly. Such seniority drawings~~
4 ~~shall be effective for the purposes of determining legislative license tag~~
5 ~~numbers, Chamber seating, and State Capitol parking.~~

6 ~~57. Seniority shall be based on the total consecutive uninterrupted~~
7 ~~terms served in the House of Representatives. In the event a member has been~~
8 ~~elected that has had previous non-continuous service, he/she he or she shall~~
9 ~~rank ahead of members elected in the year his/her uninterrupted services~~
10 ~~began. In the event that two (2) or more members have equal full terms of~~
11 ~~non-continuous service, their seniority shall be asserted by drawing lots to~~
12 ~~determine their numerical standing in rank ahead of members elected in the~~
13 ~~year his/her uninterrupted services begin.~~

14 ~~58. Seniority ranking for new members elected for the first time to~~
15 ~~serve in the General Assembly shall be determined by lot.~~

16 ~~59. The chairperson shall appoint the clerk or clerks or other~~
17 ~~employees of his/her committee, subject to committee approval, who shall be~~
18 ~~paid at the public's expense, the House having first provided therefor. Rules~~
19 ~~56-59 [Repealed.]~~

20 60. Meetings and Hearings:

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

31 60.(b) Special meetings of a standing committee may be called by the
32 chairperson of the committee or by a majority of the members of the committee
33 for conducting any business of the committee; provided, a special meeting of
34 the committee may not conflict with regularly scheduled meetings of any
35 standing committee; provided further, special meetings shall be subject to
36 the same procedures regarding the publishing of agendas and notices of

1 meetings that apply to regular standing committee meetings.

2 ~~60.(c) The Speaker of the House shall establish a regular schedule of~~
3 ~~committee meetings in order that each Class "A" committee shall meet at a~~
4 ~~scheduled time on the mornings of Tuesday and Thursday of each legislative~~
5 ~~week, and all Class "B" committees shall meet at a scheduled time on the~~
6 ~~mornings of Wednesday and Friday of each legislative week.~~

7 ~~60.(d)~~ The Speaker of the House shall establish a schedule of House
8 standing and select committee meetings so as to minimize conflicts.

9 61.(a) All persons wishing to offer testimony to a committee hearing
10 shall be given a reasonable opportunity to do so as determined by a majority
11 of the committee. An oral or written statement shall not be a prerequisite
12 to offer testimony before a committee.

13 61.(b)(1) The committee shall have the opportunity to ask questions of
14 persons offering testimony.

15 ~~61.(b)(2) Testimony in a committee meeting or on the House floor from~~
16 ~~cell phones, personal data assistants or other electronic devices shall not~~
17 ~~be allowed. Electronic devices may be used in House committees to assist in~~
18 ~~the delivery of testimony but in the process of testimony may not be employed~~
19 ~~for personal communication to outside parties. Electronic devices such as~~
20 ~~smart phones, tablets or personal computers may be used by participants in~~
21 ~~debate but during presentations may not be employed for personal~~
22 ~~communications with outside parties.~~

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

26 63. No committee shall sit while the House is in session except the
27 Committee on Rules or a Conference Committee, which shall notify the House.

28 64. The following subject areas shall be within the jurisdiction of
29 each of the respective House standing committees:

30 64.(1) Committee on Education – matters pertaining to public
31 kindergarten, elementary, secondary, and adult education, vocational
32 education, vocational-technical schools, vocational rehabilitation, higher
33 education, private educational institutions, similar legislation, and
34 resolutions germane to the subject matter of the committee;

35 64.(2) Committee on Judiciary – matters pertaining to state and local
36 courts, court clerks and stenographers and other employees of the courts,

1 civil and criminal procedures, probate matters, civil and criminal laws,
2 similar matters, and resolutions germane to the subject matter of the
3 committee;

4 64.(3) Committee on Public Health, Welfare and Labor – matters
5 pertaining to public health, mental health, mental retardation, public
6 welfare, human relations and resources, environmental affairs, water and air
7 pollution, labor and labor relations, contractors and contracting, similar
8 legislation, and resolutions germane to the subject matter of the committee;

9 64.(4) Committee on Public Transportation – matters pertaining to
10 roads and highways, city streets, county roads, road vehicles, highway
11 safety, airports and air transportation, common and contract carriers, mass
12 transit, similar legislation, and resolutions germane to the subject matter
13 of the committee;

14 64.(5) Committee on Revenue and Taxation – matters pertaining to the
15 levy, increase, reduction, collection, enforcement and administration of
16 taxes and other revenue-producing measures, and resolutions germane to the
17 subject matter of the committee;

18 64.(6) Committee on Aging, Children and Youth, Legislative and
19 Military Affairs – matters pertaining to the aged, child custody, adoptions,
20 problems of aging; children and youth, military, veterans, legislative
21 affairs, memorials, other matters whenever the subject matter is not germane
22 to the subject matter of any other standing committee and resolutions germane
23 to the subject matter of the committee;

24 64.(7) Committee on Agriculture, Forestry and Economic Development –
25 matters pertaining to agriculture, livestock, forestry, industrial
26 development, natural resources, oil and gas, publicity and parks, levee and
27 drainage, rivers and harbors, similar legislation and resolutions germane to
28 the subject matter of the committee;

29 64.(8) Committee on City, County and Local Affairs – matters
30 pertaining to city and municipal affairs, county affairs, local improvement
31 districts, water districts, interlocal government cooperation, similar
32 legislation and resolutions germane to the subject matter of the committee;

33 64.(9) Committee on Insurance and Commerce – matters pertaining to
34 banks and banking, savings and loan associations, stock, bonds, and other
35 securities, securities dealers, insurance, public utilities, partnerships and
36 corporations, home mortgage financing and housing, similar legislation and

1 resolutions germane to the subject matter of the committee;

2 64.(10) Committee on State Agencies and Governmental Affairs – matters
3 pertaining to state government and state agencies, except where the subject
4 matter relates more appropriately to another committee, proposed amendments
5 to the Constitution of the State of Arkansas or the Federal government,
6 election laws and procedures, Federal and interstate relations, similar
7 legislation, and resolutions germane to the subject matter of the committee;

8 64.(10)(a) The following permanent subcommittees are hereby created
9 from within each standing committee:

10 64.(10)(a)(1) For the House standing committee on Aging, Children and
11 Youth, Legislative and Military Affairs, the following permanent
12 subcommittees are created:

- 13 (1) Aging
- 14 (2) Children and Youth
- 15 (3) Legislative, Military and Veterans Affairs

16 64.(10)(a)(2) For the House standing committee on Agriculture,
17 Forestry and Economic Development, the following permanent subcommittees are
18 created:

- 19 (1) Agriculture, Forestry and Natural Resources
- 20 (2) Small Business and Economic Development
- 21 (3) Parks and Tourism

22 64.(10)(a)(3) For House standing committee on City, County and Local
23 Affairs, the following permanent subcommittees are created:

- 24 (1) Planning
- 25 (2) Finance
- 26 (3) Local Government Personnel

27 64.(10)(a)(4) For the House standing committee on Education, the
28 following permanent subcommittees are created:

- 29 (1) Early Childhood
- 30 (2) Kindergarten Through Twelve, Vocational/Technical
31 Institutions
- 32 (3) Higher Education

33 64.(10)(a)(5) For the House standing committee on Insurance and
34 Commerce, the following permanent subcommittees are created:

- 35 (1) Financial Institutions
- 36 (2) Insurance

1 (3) Utilities

2 64.(10)(a)(6) For the House standing committee on Judiciary, the
3 following permanent subcommittees are created:

4 (1) Courts/Civil Law

5 (2) Corrections/Criminal Law

6 (3) Juvenile Justice/Child Support

7 64.(10)(a)(7) For the House standing committee on Public Health,
8 Welfare and Labor, the following permanent subcommittees are created:

9 (1) Human Services

10 (2) Health Services

11 (3) Labor and Environment

12 64.(10)(a)(8) For the House standing committee on Public
13 Transportation, the following permanent subcommittees are created:

14 (1) Motor Vehicle and Highways

15 (2) Public Transportation and Rail

16 (3) Waterways and Aeronautics

17 64.(10)(a)(9) For the House standing committee on Revenue and
18 Taxation, the following permanent subcommittees are created:

19 (1) Sales, Use, Miscellaneous Taxes and Exemptions

20 (2) Income Taxes—Personal and Corporate

21 (3) Complaints and Remediation

22 64.(10)(a)(10) For the House standing committee on State Agencies and
23 Governmental Affairs, the following permanent subcommittees are created:

24 (1) State Agencies and Reorganization

25 (2) Constitutional Issues

26 (3) Elections

27 65.(a) Committee on Rules:

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

30 65.(a)(2) It shall always be in order to call up, for consideration, a
31 report from the Committee on Rules.

32 65.(a)(3) The Committee on Rules shall present to the House reports
33 concerning rules, joint rules, and order of business on the third day after
34 convening of the House. The permanent rules shall be adopted by a majority
35 of the members and thereafter they may be changed only by a vote of sixty-
36 seven (67) members.

1 65.(a)(4) The Speaker shall refer any matter he or she deems
2 appropriate to the Committee on Rules, including without limitation any
3 matters dealing with alcohol, cigarettes, movies, pornography, tobacco,
4 tobacco products, coin operated amusement devices, vending machines,
5 lobbying, code of ethics, bingo, lotteries, raffles, racing, race tracks,
6 pari-mutuel betting and similar legislation.

7 65.(a)(5) Rules of the preceding General Assembly shall automatically
8 be adopted as temporary rules of the current assembly and may be amended or
9 suspended by a majority vote of the membership.

10 65.(b) House Budget Committee. All appropriation bills coming before
11 the House shall be assigned to and considered by the House Budget Committee.

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

21 66.(a) A bill, resolution or amendment in a House committee, having
22 been rejected twice, shall not be placed on the committee calendar again or
23 considered again during the same legislative session unless the vote is
24 expunged (two-thirds of the membership of the committee). The motion to
25 expunge shall be placed ~~on the committee agenda,~~ by a committee member, ~~and~~
26 ~~placed~~ at the bottom of the ~~active list~~ committee agenda. A bill or
27 resolution may be amended before a second consideration; but, unless
28 expunged, even an amended bill having failed twice shall not be placed on the
29 calendar or considered.

30 67. Upon written request by the author of a bill directed to the
31 chairperson of the committee, a bill shall be considered by the full
32 committee within ten (10) days of the time of such request, but the
33 committees may delay final action on a bill by a majority vote of the
34 committee.

35 68. No bill shall be introduced with a committee as the author of said
36 bill unless that committee has voted unanimously to sponsor the bill.

1 69. Committee Records and Reports:

2 69.(a) The chairperson of each committee of the House shall keep or
3 cause to be kept a separate record for each committee meeting in which there
4 shall be entered:

5 69.(a) 1. The time and place of each hearing and each meeting of the
6 committee.

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

13 69.(a) 3. A summary of each bill's major provision which may be
14 several paragraphs in length in case of major bills or simply the title of
15 the bill in the case of minor bills.

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

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

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

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

29 69.(c) Other reports may be filed with the Clerk of the House.

30 70. Consent Calendar – Supplemental Calendar. In addition to the
31 regular calendar of the House of Representatives, there shall be a consent
32 calendar on which shall be placed bills that have been recommended "do pass"
33 by committee, which are deemed by the committee or by the Speaker to be non-
34 controversial, and may be used for other non-controversial matters such as
35 resolutions and amendments to bills proposed by the author of the bill, if
36 the Speaker deems such matter to be non-controversial. The Speaker of the

1 House shall maintain the consent calendar. ~~On Thursday of each week, and~~
2 ~~such other times as the Speaker may deem advisable, the House shall consider~~
3 ~~bills and other matters on the consent calendar.~~ Provided, that a list of
4 bills and other matters on the consent calendar which are to be considered on
5 a particular day shall be circulated among the members of the House of
6 Representatives the day prior to the date on which the consent calendar is to
7 be considered. If as many as five (5) members object to a bill or other
8 matter on the consent calendar being considered as non-controversial, the
9 Speaker of the House shall remove the same from the consent calendar and
10 shall place it on the regular calendar of the House business. When deemed
11 advisable, in addition to the regular calendar and the consent calendar, the
12 Speaker may provide for a supplemental calendar on which shall be placed
13 bills and resolutions and other matters as requested by the members for
14 consideration. The list of bills, resolutions and other matters on the
15 supplemental calendar for consideration on a particular day shall be
16 circulated among the members of the House. If as many as five (5) members
17 object to a bill, resolution or any other matter on the supplemental calendar
18 the same shall be removed and placed on the regular House calendar for
19 consideration consistent with the wishes of the House. No bill or resolution
20 may be placed for consideration on any more than one (1) House calendar,
21 supplemental calendars excepted.

22 71. A vote of two-thirds (2/3) of the elected membership of the House
23 of Representatives shall be necessary to remove a bill from a committee. A
24 bill may be reported by a committee at any time as provided by the House
25 Rules except for bills introduced after the fiftieth (50th) day of the
26 Regular Session, or during a special session, which shall, upon written
27 request by the author, be acted on at the next regular meeting of the
28 committee, but committees may delay final action on a bill by a majority vote
29 of the committee.

30 72.(a) Except as provided in subsection (b), no action may be taken in
31 the House Committee on Public Health, Welfare and Labor or on the Floor of
32 the House of Representatives on any bill that provides for licensure of any
33 profession, occupation or class of health care providers not currently
34 licensed or expands the scope of practice of any profession, occupation, or
35 class of health care providers unless the House Committee on Public Health,
36 Welfare and Labor has initiated a study of the feasibility of such

1 legislation at least thirty (30) days prior to convening the next legislative
2 session.

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

9

10

COMMITTEE OF THE WHOLE

11

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

15

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

27

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

31

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

35

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

39

40 74.(d) Appropriation bills amended in the Senate without Joint Budget
41 Committee or House Budget Committee action. The aforementioned list of
42 appropriation bills shall include the number of the bill, the author of the

1 bill, and the name and agency and/or program for which the appropriation is
2 to be made. In the event the Joint Budget Committee or the House Budget
3 Committee recommendations in regard to the appropriation shall differ, in any
4 respect, from the recommendations made by the Legislative Council in regard
5 thereto, said list shall identify each such change in the appropriation bill
6 which differs from the recommendation of the Legislative Council.

7 75. In forming a Committee of the Whole House, the Speaker may leave
8 ~~his/her~~ his or her chair after appointing a chairperson to preside, who shall
9 have the same power as the Speaker to preserve order. A majority of a quorum
10 is required to resolve the House into a Committee of the Whole.

11 76. When the House resolves itself into the Committee of the Whole,
12 non-members who are to participate in the matters to be discussed may be
13 invited into the House Chambers by the proponents or opponents of the
14 proposals to be discussed but all such non-members shall leave at the time
15 the committee arises.

16 77. A Committee of the Whole cannot report a measure without a quorum
17 of its members present.

18 78. The rules and proceedings of the House shall be observed in
19 Committee of the Whole House so far as they may be applicable. Decisions
20 will be made by voice or standing votes.

21 79. No motion which has as its effect the limiting of debate in the
22 Committee of the Whole shall be entertained by the chairperson. The motion
23 for the disposition of any matter referred to the committee shall be,
24 "~~Mr./Ms. Chairman~~ Mr. or Madam Chair, I move the committee do now rise and
25 report". If the committee had no specific report, the motion should be to
26 rise and report progress.

27
28 LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

29 80. Legislative Council.

30 80.(a)(1) The House of Representatives shall select twenty (20)
31 members to serve on the Legislative Council, to include five (5) members from
32 each of the four (4) House district caucuses, in the manner set forth in Rule
33 54.(b) of these rules.

34 80.(a)(2) The Speaker shall select one (1) of their number as
35 Legislative Council co-chair and one (1) of their number as Legislative
36 Council co-vice-chair. No more than two (2) members selected from each caucus

1 shall reside within the same county. The term of office of the members shall
2 be from January 1 of odd-numbered years to December 31 of the following even-
3 numbered year. Legislative Council membership shall be confirmed at the same
4 time that House members are administered the oath of office.

5 80.(b) In order that there may be no House vacancies on the
6 Legislative Council at any time, at the time of selection of the House
7 members to the Legislative Council, there shall be selected from each House
8 Caucus District in the same manner as is set forth in Rule 54.(b) of these
9 rules, a first alternate and a second alternate for each member selected from
10 that district. In the event that any House member or House alternate of the
11 Legislative Council resigns from the Legislative Council, is disqualified
12 from serving on the Legislative Council, dies, or for any other reason there
13 becomes a permanent vacancy in a House position on the Legislative Council,
14 the Speaker of the House of Representatives shall select from the same House
15 caucus district a replacement member or alternate to serve the remainder of
16 the term. When a vacancy occurs in a House member position on the Legislative
17 Council or a House alternate position on the Legislative Council, that
18 person's alternate shall serve until a new member is chosen. The Speaker of
19 the House of Representatives shall notify the Legislative Council chairperson
20 of all changes in membership on the Legislative Council.

21 80.(c) Ex-officio members shall be selected in accordance with
22 Arkansas Code § 10-3-301.

23 81. Legislative Joint Auditing Committee.

24 81.(a) The House of Representatives shall select twenty (20) members to
25 serve on the Legislative Joint Auditing Committee, to include five (5)
26 members from each of the four (4) House District Caucuses, in the manner set
27 forth in Rule 54.(b) of these rules. Following the selections, the Speaker
28 of the House of Representatives shall select one (1) of their number as
29 Legislative Joint Auditing Committee co-chair and one (1) of their number as
30 Legislative Joint Auditing Committee co-vice-chair. No more than two (2)
31 members shall reside within the same county. The term of office of the
32 members shall be from January 1 of odd-numbered years to December 31 of the
33 following even-numbered year. Legislative Joint Auditing Committee membership
34 shall be confirmed at the same time that House members are administered the
35 oath of office.

36 81.(b) In order that there may be no House vacancies on the

1 Legislative Joint Auditing Committee at any time, at the time of selection of
2 the House members to the Legislative Joint Auditing Committee there shall be
3 selected, from each House Caucus District in the same manner as is set forth
4 in Rule 54.(b) of these rules, a first alternate and a second alternate for
5 each member selected from that House caucus district. In the event that any
6 House member or House alternate of the Legislative Joint Auditing Committee
7 resigns from the Legislative Joint Auditing Committee, is disqualified from
8 serving on the Committee, dies, or for any other reason there becomes a
9 permanent vacancy in a House position on the Legislative Joint Auditing
10 Committee, the Speaker of the House of Representatives shall select from the
11 same House caucus district a replacement member or alternate to serve the
12 remainder of the term. When a vacancy occurs in a House member position on
13 the Legislative Joint Auditing Committee or a House alternate position on the
14 Legislative Joint Auditing Committee, that person's alternate shall serve
15 until a new member is chosen. The Speaker of the House of Representatives
16 shall notify the Legislative Joint Auditing Committee chairperson of all
17 changes in membership on the Legislative Joint Auditing Committee.

18 81.(c) Ex-officio members shall be selected in accordance with
19 Arkansas Code §§ 10-3-403 and 10-3-404.

20 21 CAUCUS DISTRICTS

22 82. Each of the four caucuses shall select from among the members of
23 the caucus a chairperson.

24 The First Caucus District shall be composed of the following House of
25 Representatives Districts: 11; 12; 13; 14; 43; 47; 48; 49; 50; 51; 52; 53;
26 54; 55; 56; 57; 58; 59; 60; 61; 62; 63; 64; 83; and 100.

27 The Second Caucus District shall be composed of the following House of
28 Representatives Districts: 23; 27; 28; 29; 30; 31; 32; 33; 34; 35; 36; 37;
29 38; 39; 40; 41; 42; 44; 45; 46; 65; 66; 67; 70; and 72.

30 The Third Caucus District shall be composed of the following House of
31 Representatives Districts: 68; 71; 75; 76; 77; 78; 79; 80; 81; 84; 85; 86;
32 87; 88; 89; 90; 91; 92; 93; 94; 95; 96; 97; 98; and 99.

33 The Fourth Caucus District shall be composed of the following House of
34 Representatives Districts: 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 15; 16; 17; 18;
35 19; 20; 21; 22; 24; 25; 26; 69; 73; 74; and 82.

36

1 DEBATE

2 83. When a representative desires to speak or to have the attention of
3 the House, ~~he/she~~ he or she shall rise from ~~his/her~~ his or her seat and
4 respectfully address ~~himself/herself~~ himself or herself to "~~Mr./Madam~~ Mr. or
5 Madam Speaker", (or in the Committee of the Whole, "~~Mr./Madam~~ Mr. or Madam
6 Chairperson") and upon recognition, ~~he/she~~ he or she may address the House
7 from ~~his/her~~ his or her seat or the "well" of the House. Representatives
8 must be at their seats before obtaining recognition. Any representative who
9 receives recognition from the Chair must confine ~~himself/herself~~ himself or
10 herself to the question before the House, or a privileged motion. No
11 representative shall proceed until recognized by the Speaker. When two (2)
12 or more representatives arise at once, the Speaker shall name the member who
13 shall be first to speak.

14 84. When a representative desires to interrupt a representative having
15 the Floor, ~~he/she~~ he or she shall first obtain recognition of the Speaker and
16 permission of the representative occupying the Floor; and when so recognized
17 and such permission is obtained, ~~he/she~~ he or she may ask questions of the
18 representative occupying the Floor; but shall not propound a series of
19 interrogatives or otherwise badger the representative having the Floor.

20 85. No representative shall occupy more than thirty (30) minutes in
21 debate on any question in the House. The representative reporting a measure
22 under consideration from a committee or the author may open and close debate.
23 If debate shall extend beyond one (1) day, the author or sponsor shall be
24 entitled to thirty (30) minutes to close. The right to close may not be
25 automatically exercised after limited debate, the previous question or
26 immediate consideration is voted.

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

31 87. A representative having the Floor may not yield it to another for
32 any purpose including making a motion; but, if ~~he/she~~ he or she desires to
33 allow a motion to be made, ~~he/she~~ he or she must yield the Floor.

34

35

DECORUM

36 88. No person other than a member of the Arkansas General Assembly,

1 designated legislative staff, or on special and certain occasions those
2 persons specifically invited by the Speaker of the House, shall be permitted
3 on the Floor of the House Chamber while the House is in session or in brief
4 recess. The Speaker shall develop policies governing limited public access
5 to the Floor during the interim. Arrangements for photographers shall be
6 established, the direction and control of which shall be regulated by the
7 Speaker of the House. No one in the House Chamber other than a member of the
8 Legislature may advocate or oppose passage of a measure while the House is in
9 session. No legislative aides, lobbyists or unauthorized persons shall be
10 permitted access to the House Floor, work areas, or House support areas.
11 This Rule shall be enforced by the Speaker of the House and/or the House
12 Management Committee. The House Management Committee and the Rules Committee
13 shall recommend punishment to the House for violation of this Rule.

14 ~~(A.C.A. 10-2-110 -- Disorderly Conduct)~~ (Arkansas Code 10-2-110 -- Disorderly
15 Conduct)

16 89. The House Chamber during regular, fiscal and special sessions and
17 during the interim shall be used only for the legislative business of the
18 House and for the caucus meetings of its members, except upon occasions where
19 the House, by resolution, agrees to take part in any ceremonies to be
20 observed therein; and the Speaker shall not entertain a motion for suspension
21 of this rule.

22 90. No representative shall use intemperate language with reference to
23 the House or its members.

24 91. If any representative, in speaking or otherwise, transgresses the
25 rules of the House, the Speaker shall or any representative may, call ~~him/her~~
26 him or her to order. ~~He/she~~ He or she shall immediately be seated unless
27 permitted, on a motion of another representative, to explain. The House
28 shall, if called upon, decide on the issue without debate. If the decision
29 is in favor of the representative called to order, ~~he/she~~ he or she shall be
30 free to continue; and, if the dispute shall warrant, a representative shall
31 be open to censure or such punishment as the House shall impose.

32 92. Normal conformity to good manners and taste shall be expected of
33 each member of the House. Representatives shall avoid references to
34 personalities and extend to each representative courtesies which they wish
35 for themselves.

36 93. Introduction of and recognition of family, constituents, or groups

1 shall not become excessive. Members should be extremely reluctant in using
2 the time of the House for these personal courtesies. If deemed appropriate by
3 the Speaker of the House, ~~he/she~~ he or she shall make all introductions from
4 information provided to the Speaker by a member or appropriate House staff.

5 94. The smoking of cigarettes, cigars and pipes or other tobacco
6 products shall not be permitted in the Chamber of the House of
7 Representatives or in the members' private work area.

8 95. A Roll Call shall not be interrupted by a motion or other order of
9 business from the time the Speaker calls up the ballot until ~~he/she~~ he or she
10 casts up the ballot and announces the result of said ballot.

11
12 VOTING

13 96. No person not a representative shall cast a vote for a
14 representative.

15 97. Any question or motion, except final passage of a bill or final
16 action on a joint resolution, may be put to the House by a voice vote at the
17 discretion of the Speaker.

18 98. Any five (5) representatives shall have the right to call for the
19 ayes and nays and have the result entered on the Journal. ~~(Art. 5, Sec. 12)~~
20 (Arkansas Constitution, Article 5, § 12 -- Powers and duties of each house.)

21 99. Any representative who will be absent from the House may pair
22 ~~his/her~~ his or her vote with a representative who shall be present.

23 99.(a) These representatives must be casting opposite votes.

24 99.(b) Dated pairs reflecting the bill number are counted when signed
25 by both representatives,

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

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

31 99.(c) Pairs shall be presented to the Speaker only on the day of the
32 vote for which the representatives are paired is to be taken.

33 99.(d) Pairs shall be announced by the Speaker immediately prior to
34 the Roll Call from a Pair Form presented to the Speaker by the representative
35 present. At the time of the announcement the Speaker shall (1) determine
36 that the member who is required to be present is present, and (2) provide the

1 membership with an opportunity to express procedural objections to the pairs.

2 99.(e) The representative may not cast ~~his/her~~ his or her vote by
3 other methods when ~~he/she~~ he or she is paired.

4 100. The demand to "Sound the Ballot" (a device to determine how each
5 representative voted) may be accomplished by any five (5) members rising and
6 requesting the Speaker to have the names called and the way the member voted
7 repeated. When contested, any representative (except a representative voting
8 by pair vote and the Speaker and a substitute Speaker) who is not present and
9 in his seat shall have ~~his/her~~ his or her vote eliminated.

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

12 101.(a) Representatives voting aye shall stand at their seats until
13 counted.

14 101.(b) Then, representatives voting no shall stand at their seats
15 until counted.

16 101.(c) No representative shall be counted that is not at ~~his/her~~ his
17 or her assigned voting station (~~his/her~~ his or her seat on the House Floor).

18 101.(d) The Speaker or ~~his/her~~ his or her designee shall be
19 responsible for counting the vote and the Speaker shall announce the result
20 of the vote.

21 102. The Electronic Voting System shall have the same force and effect
22 as a Roll Call. (Not less than a majority of the members of each House of
23 the General Assembly may enact a law.) ~~(Art. 5, Sec. 37 as added by Amend-~~
24 ~~19, Sec. 1)~~ (Arkansas Constitution, Article 5, § 21, as added by Arkansas
25 Constitution, Amendment 19, § 1.)

26 103. The Speaker, with three (3) representatives, is sufficient to
27 adjourn, or recess to a time certain, or sine die. (Neither house shall,
28 without the consent of the other, adjourn for more than three (3) days, nor
29 to any other place than that in which the two (2) houses shall be sitting.)
30 ~~(Art. 5, Sec. 28)~~ (Arkansas Constitution, Article 5, § 28 -- Adjournments)

31 (Governor's power to adjourn) In cases of disagreement between the
32 two (2) houses of the General Assembly, at a regular or special session, with
33 respect to the time of adjournment, the Governor may, if the facts be
34 certified to ~~him/her~~ him or her by the presiding officers of the two (2)
35 houses, adjourn them to a time not beyond the day of their next meeting; and,
36 on account of danger from an enemy or disease, to such other place of safety

1 as ~~he/she~~ he or she may think proper. ~~(Art. 6, Sec. 20)~~ (Arkansas
2 Constitution, Article 6, § 20 -- Power to adjourn General Assembly.)

3 104. Vetoes. ~~(Art. 6, Sees. 15 thru 17; A.C.A. 10-2-116)~~ (Arkansas
4 Constitution, Article 16, §§ 15-17; Arkansas Code § 10-2-116)

5 105. Extraordinary sessions of the General Assembly. ~~(Art. 6, Sec. 19)~~
6 (Arkansas Constitution, Article 6, § 19 -- Extraordinary sessions of General
7 Assembly -- Calling -- Purposes.)

8 106. Homestead exemption increase (3/4 vote) ~~(Art. 16, Sec. 16 as~~
9 ~~added by Amend. 59)~~ (Arkansas Constitution, Article 16, § 16, as added by
10 Arkansas Constitution, Amendment 59.)

11 107. Workmen's Compensation Laws ~~(Art. 5, Sec. 32 as amended by Amend.~~
12 ~~26)~~ (Arkansas Constitution, Article 5, § 32, as amended by Arkansas
13 Constitution, Amendment 26.)

14 108. It shall be a violation of the Rules of the House for any member
15 of the House to accept a campaign contribution during the period beginning
16 thirty (30) days before and ending thirty (30) days after any regular session
17 of the General Assembly. If there is an extended recess of the General
18 Assembly, the period shall end thirty (30) days after the beginning of the
19 recess. It shall also be a violation of the Rules of the House for any member
20 of the House to accept a campaign contribution during any extended session of
21 the General Assembly or during any special session of the General Assembly.

22 109. All Roll Call votes on bills, emergency clauses on bills,
23 resolutions, and amendments in the House of Representatives shall be entered
24 by the House into the General Assembly's Internet web site.

25 110.(a)(1) Except as provided in subdivisions 110.(a)(2) and (c) of
26 this section, the House of Representatives, when in session, shall recess on
27 January 20 of any year in which the inauguration of an individual to the
28 office of President of the United States is scheduled to occur.

29 (2) If the inauguration of an individual to the office of
30 President of the United States is scheduled to occur on January 21 of any
31 year, the House of Representatives shall recess on that date rather than
32 January 20.

33 (b) The House of Representatives shall recess without regard to the
34 party affiliation of the individual scheduled for inauguration as President
35 of the United States.

36 (c) This section shall not apply if a recess under this section would

1 occur on a date the House of Representatives shall recess in observance of
2 the birthday of Dr. Martin Luther King, Jr. under Arkansas Code § 10-2-128.

3 111. Eligibility, Qualifications, and Removal of Members of the House
4 of Representatives. (Arkansas Constitution, ~~Art.~~ Article 5, § 12; and other
5 applicable constitutional ~~and statutory~~ provisions)

6 112. Impeachments.

7 112.(a) The House of Representatives has the sole power of impeachment
8 under Arkansas Constitution, Article 15, § 2, and shall initiate impeachment
9 proceedings by filing articles of impeachment in the form of a House
10 Resolution, co-sponsored by at least thirty-four (34) members. Upon filing
11 of the impeachment resolution, the Speaker of the House shall refer the
12 impeachment resolution to committee for the following purposes:

13 (1) To investigate the allegations asserted in the articles of
14 impeachment; and

15 (2) To make a recommendation to the House of Representatives as
16 to whether cause exists to impeach the official that is the subject of the
17 articles of impeachment.

18 112.(b) All meetings of the committee to which the articles of
19 impeachment are referred shall be open to the public. Advance notice shall
20 be given to the public for all meetings consistent with notice requirements
21 of other House committee meetings and shall include publication of the agenda
22 for the meeting.

23 112.(c) The committee shall adopt rules to govern the proceedings
24 concerning the issue of impeachment in order to ensure due process,
25 fundamental fairness, and a thorough investigation, provided that the rules
26 of the committee are not inconsistent with this rule.

27 112.(d) The committee shall gather information and may hear testimony
28 related to the question of whether cause exists to impeach the official that
29 is the subject of the articles of impeachment.

30 112.(e)(1) Upon conclusion of its investigation, the committee shall
31 return its recommendation to the House of Representatives regarding the
32 resolution containing the articles of impeachment.

33 (2) The committee by an affirmative vote of a majority of its
34 membership may offer amendments to the impeachment resolution.

35 (3) The committee shall submit to the House of Representatives,
36 along with its recommendation on the resolution, a report regarding its

1 findings and conclusions. If the recommendation of the committee is not
2 unanimous, at the request of two (2) members, the members in opposition to
3 the recommendation of the committee may submit a dissenting report.

4 (4) The recommendation of the committee, along with the
5 committee report and any dissenting report, shall be provided to the members
6 of the House of Representatives no less than three (3) business days prior to
7 consideration of the impeachment resolution by the House of Representatives.

8 112.(f) Upon the conclusion of the three (3) business days, the
9 Speaker of the House shall call the House of Representatives into a meeting
10 in order to take up consideration of the impeachment resolution and the
11 recommendation of the committee.

12 112.(g) Passage of the impeachment resolution shall require an
13 affirmative vote of a majority of the members of the House of
14 Representatives. The vote shall be by roll call.

15
16 ADDENDUM

17 HOUSE OF REPRESENTATIVES
18 COMMITTEE CHAIRPERSONS MANUAL

19 AND

20 HOUSE COMMITTEE RULES
21

22 A committee chairperson is a member appointed by the Speaker of the House to
23 function as the parliamentary head of a standing, select, special or joint
24 committee.

25
26 1) The chairperson (or vice chairperson in his or her absence) shall call
27 the committee to order at the appointed time.

28
29 2) The presider shall determine a quorum present either by declaration,
30 without objection, or by calling the roll (for quorum purposes only a roll
31 call will be required if there is one objection by a committee member to the
32 declaration of the presence of a quorum).

33
34 3) The presider shall maintain order of the committee meeting.

35
36 4) The presider shall decide all questions of order subject to appeal to the

1 Speaker of the House who may refer the question to the Rules Committee whose
2 decision may be appealed to the full House.

3
4 5) The presider shall supervise and direct the staff of the committee.

5
6 6) The presider shall prepare, or supervise the preparation of, and sign all
7 reports of the committee and submit them to the full House.

8
9 House Rule 55.(b) and 55.(c)

10 55.(b) All committees shall consider the bills, resolutions,
11 amendments, petitions, and memorials referred to them ~~and in their possession~~
12 and make one of the following reports in writing to the House:

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

14 55.(b)(2) That a bill, resolution, petition or memorial "do not pass",
15 in which event the measure shall not be considered unless the vote is
16 expunged;

17 55.(b)(3) That a bill, resolution, petition or memorial "do pass as
18 amended".

19 55.(c) No bill, resolution, petition or memorial shall be acted upon
20 by the House without a "do pass" or a "do pass as amended" recommendation.
21 No bills shall be placed on the non-controversial calendar or deemed to be
22 non-controversial in any way unless a motion is adopted in the committee to
23 which the bill was referred. With a quorum present, the motion is considered
24 adopted if there are no negative votes.

25
26 7) A quorum (one more than half the total membership of the committee) must
27 be present to transact official House committee business.

28
29 (House Rule 66) No committee shall transact business without a quorum (a
30 majority of the committee membership present). All final action on bills or
31 resolutions, and on proposed amendments to bills or resolutions, shall be
32 decided by a majority vote of the total membership of the committee.
33 Provided, however, that the Speaker of the House shall not be included for
34 the purpose of determining what is a majority of a standing committee, unless
35 present at the time of the vote. A member of the committee must be present
36 at the time of the vote for ~~his/her~~ his or her vote to be counted on any

1 matter considered by the committee (no pairs, no proxies).

2
3 8) (House Rule 54. (c)(2)) The rules or proceedings of the House of
4 Representatives shall be observed in all select committees, standing
5 committees, and subcommittees of the House so far as they may be applicable.

6
7 The precedence of motions so far as they are applicable shall be as listed in
8 House Rule 19(a) – (q):

9
10 (House Rule 19) When a question is under debate, motions shall have
11 precedence in the following order (the request for a quorum call is always in
12 order; the chairperson is not compelled to accept any motion):

13 19(a) To fix the time to which the House will adjourn (non-debatable)
14 (majority of a quorum);

15 19(a)(1) (A majority of a quorum is a majority of those voting when at least
16 a majority of the members are present and voting);

17 19(b) To adjourn (non-debatable) (majority of a quorum);

18 19(c) To take a recess (non-debatable) (majority of a quorum);

19 19(d) Postpone temporarily; lay on the table (non-debatable) (majority of a
20 quorum) To take from the table (non-debatable) (majority of a quorum) (when
21 the motion to take from the table is adopted, the proposition takes the same
22 position it held when the motion to lay on the table was adopted);

23 19(e) Immediate consideration (non-debatable) (2/3 of a quorum);

24 19(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);

25 19(g) Limit or extend debate (non-debatable) (2/3 of a quorum);

26 19(h) To expunge (debatable) (2/3 of membership) (67);

27 19(i) Postpone to a day certain (debatable) (majority of a quorum);

28 19(j) Committee of the Whole, go into (non-debatable) (majority of a
29 quorum);

30 19(k) Refer (debatable) (majority of a quorum);

31 19(l) Amend (debatable) (majority of a quorum);

32 19.(m) Postpone indefinitely (debatable) (majority of membership);

33 19.(n) Take out of proper order (non-debatable) (2/3 of a quorum);

34 19.(o) Special order of business (debatable) (2/3 of a quorum); and

35 19.(p) To suspend the rules (non-debatable) (2/3 of a quorum).

36

1 9) (House Rule 60(a)) All committee and subcommittee meetings including but
2 not limited to hearings at which public testimony is to be taken, (normally
3 called "public hearings") shall be open to the public (Art. V, Sec. 13) and
4 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,
5 resolutions, and other proposals to be considered at such meetings shall be
6 posted in a designated place at least eighteen (18) hours in advance; but in
7 case of an emergency, a two-thirds (2/3) majority of the membership of the
8 committee may bring bills or resolutions up for consideration upon notice of
9 not less than two (2) hours.

10
11 10) (House Rule 60(b)) Special meetings of a standing committee may be
12 called by the chairperson of the committee or by a majority of the members of
13 the committee for conducting any business of the committee; provided, a
14 special meeting of the committee may not conflict with regularly scheduled
15 meetings of any standing committee; provided further, special meetings shall
16 be subject to the same procedures regarding the publishing of agendas and
17 notices of meetings that apply to regular standing committee meetings.

18
19 11) (House Rule 61(a)) All persons wishing to offer testimony to a
20 committee hearing shall be given a reasonable opportunity to do so as
21 determined by a majority of the committee. An oral or written statement
22 shall not be a prerequisite to offer testimony before a committee.

23
24 12) (House Rule 63) No committee shall sit while the House is in session
25 except the Committee on Rules or a Conference Committee, which shall notify
26 the House.

27
28 13) (House Rule 66(a)) A bill, resolution or amendment in a House
29 committee, having been rejected twice, shall not be placed on the committee
30 ~~calendar~~ agenda again or considered again during the same legislative session
31 unless the vote is expunged (two-thirds of the membership of the committee).
32 The motion to expunge shall be placed on the committee agenda, by a committee
33 member, and placed at the bottom of the active list. A bill or resolution may
34 be amended before a second consideration; but, unless expunged, even an
35 amended bill having failed twice shall not be placed on the ~~calendar~~ agenda
36 or considered. Notice of reconsideration not permitted in committee.

1

2 14) (House Rule 47(a)) When a bill or resolution is under consideration,
3 amendments shall be in order. Upon adoption, amendments shall become a part
4 of the bill or resolution. Amendments to amendments may not be offered. All
5 amendments offered before the House or one of its committees must be
6 typewritten on an approved amendment form and signed by the sponsor. All
7 amendments shall be attached to the original bill or resolution, numbered by
8 the Bill Clerk, and shall be placed upon the members' desks before being
9 acted upon by the House.

10

11 (House Rule 38(e)) All amendments shall be entered on a separate sheet of
12 paper noting the line or lines to be changed and the words to be deleted or
13 inserted.

14

15 15) (House Rule 68) No bill or resolution shall be introduced with a
16 committee as the author of said bill or resolution unless that committee has
17 voted unanimously to sponsor the bill or resolution.

18

19 16) (House Rule 69) Committee Records and Reports

20 69(a) The chairperson of each committee of the House shall keep or cause to
21 be kept a separate record for each committee meeting in which there shall be
22 entered:

23 69(a) 1. The time and place of each hearing and each meeting of the
24 committee.

25 69(a) 2. The number and title of the bill or resolution with one of the
26 following three recommendations: "do pass", "do pass as amended", or "do not
27 pass". If a committee recommends a bill or resolution "do pass as amended"
28 and any of the amendments recommended by the committee are not adopted on the
29 floor, the bill or resolution shall be re-referred to the same committee for
30 further consideration and recommendation.

31 69(a) 3. A summary of each bill or resolution's major provisions which may
32 be several paragraphs in length in case of major bills or resolutions or
33 simply the title of the bill or resolution in the case of minor bills or
34 resolutions.

35 69(a) 4. The reason for the committee's action on the bill or resolution,
36 including a brief minority report, if requested by any two (2) committee

1 members.

2 69(a) 5. A record of how every member voted on each bill or resolution when
3 action is taken by the committee, including votes on a motion to postpone
4 consideration on the bill or resolution and a recorded vote on any other
5 motion, if requested by any two (2) committee members.

6 69(a) 6. A list of all people testifying before a committee on each bill or
7 resolution, the interest that they represent, and an indication of their
8 position on the bill or resolution.

9

10 17) (House Rule 69(b)) Such records for each separate committee meeting
11 shall be approved by the chairperson before the expiration of a seven (7) day
12 period, with the exception of those records referred to in (a) 1. and 2.,
13 hereinabove which shall be filed immediately with the Clerk of the House.

14

15 18) (House Rule 24 part) When a question is raised about the proper
16 referral of a bill or resolution to committee, if the Speaker admits error in
17 the referral of the bill or resolution to a committee, the bill or resolution
18 may be re-referred by a majority vote of a quorum; however, if the Speaker
19 does not admit error in the referral of the bill or resolution to committee,
20 the bill or resolution may only be re-referred by a two-thirds (2/3) vote of
21 a quorum. When a bill or resolution is re-referred to a committee, any
22 previous committee recommendation is automatically stripped from the bill or
23 resolution. When a motion is under consideration, only two (2) substitutes
24 to that motion shall be in order. Only a motion applicable to the main
25 motion and of a higher precedence upon recognition may be substituted for the
26 motion under consideration. A substitute to the third degree shall not be in
27 order. Unless specified otherwise by the presenter of the motion at the time
28 the motion is made, a substitute motion shall apply to the main motion.

29

30 19) (House Rule 55 (a)) House Committee Staff will automatically and
31 without delay ~~place~~ prepare a list of all bills or resolutions referred to
32 the committees and on the committee agendas. ~~Staff will~~ notify the sponsor
33 of bills or resolutions assigned to committee. ~~Referred bills shall be~~
34 ~~placed on the committee's active agenda in the order they are read across the~~
35 ~~desk on the House Floor. When an active agenda is established in a committee~~
36 ~~and bills from that agenda are not placed on the deferred list and if they~~

1 are passed over, they are placed at the bottom of the list of the day's
2 active agenda. Bills read across the desk on the House Floor later that same
3 day or on a later day are placed on the active agenda in the order they are
4 read below bills already on the active agenda.

5
6 20) After a bill or resolution has appeared on the Committee agenda and has
7 been called up for consideration by the Committee and the sponsor of the bill
8 or resolution or a representative is not present to present the bill or
9 resolution, the bill or resolution will be placed on the active agenda two
10 (2) additional times, but will be placed at the bottom of the active agenda.
11 The chairperson of each committee will designate which bills or resolutions
12 will appear on the agenda for each committee meeting. A bill shall not be
13 placed on a committee agenda until the second calendar day following the
14 initial filing of the bill.

15
16 21) If the sponsor or a representative is not present to present the bill or
17 resolution when called up after the bill or resolution has appeared on the
18 active agenda when called up during the third meeting, the bill or resolution
19 will be automatically dropped from the active agenda and placed on the
20 deferred list unless the sponsor notifies staff to put the bill or resolution
21 back on the active agenda before the agenda is prepared, for the next called
22 meeting. Requests The sponsor may request a bill or resolution be moved to a
23 deferred list of bills and resolutions. A bill or resolution passed over
24 after appearing on three (3) committee agendas shall be moved to the deferred
25 list. Sponsor requests to move bills or resolutions from the deferred list
26 to the active agenda must be made by 2:30 p.m. two (2) days prior to the
27 scheduled committee meeting. Bills moved from the deferred list to the
28 active agenda shall be listed at the bottom of the active agenda. Bills on
29 the deferred list may be moved to the active calendar as provided by rule for
30 a total of three (3) times only. A suspension of this rule by the Committee
31 (two thirds of a quorum) will be required for each transfer of any bill
32 having been moved three (3) times previously.

33
34 22) Bills or resolutions suggested as non-controversial will be considered
35 before consideration of controversial bills or resolutions on the agenda.
36 Bills and resolutions designated by sponsors as non-controversial shall

1 appear on a consent agenda section of a committee's agenda. The objection of
2 one (1) committee member to the consideration of a bill or resolution as non-
3 controversial ~~will automatically keep the bill or resolution from being~~
4 ~~considered as being non-controversial~~ shall result in the bill or resolution
5 being moved back to the referred items list. A committee by unanimous
6 consent a quorum being present, may designate as non-controversial any bill
7 or resolution receiving a "do pass" or "do pass as amended" recommendation.
8 ~~Even though a bill or resolution has been considered as non-controversial, it~~
9 ~~will be necessary after a "do pass" or "do pass as amended" recommendation~~
10 ~~that a motion be made and there be unanimous consent of no less than a quorum~~
11 ~~of the Committee for a bill or resolution to be eligible to be placed on the~~
12 ~~House Non-controversial Calendar.~~

13
14 23) If a bill or resolution is discussed by a committee at a meeting, but is
15 not voted on because of time limitations or because the vote is deferred to
16 the next meeting, the bill or resolution will not lose its order on the
17 agenda and will not be counted as having been considered.

18
19 24) The author/sponsor of a bill or resolution may make a presentation for
20 ~~his/her~~ his or her bill or resolution and may elect at that time to respond
21 to questions from the committee members. Following the initial presentation,
22 non-legislative---non-committee members will be allowed to alternately speak
23 against and for the bill or resolution. A procedural motion made by a member
24 of the committee and adopted by the committee to limit or end debate will be
25 allowed to govern non-legislative--non-committee members' discussions. At the
26 conclusion of the non-legislative--non-committee member proponent and
27 opponent presentations, the sponsor may return to the podium and may elect to
28 field questions from the committee members. Those questions should be
29 limited to requests for clarification or the securing of information.
30 Questions that are rhetorically offered and are dilatory for the effect of
31 debate are discouraged. At this point, the chair will entertain motions from
32 committee members only. For disposition of a proposition in a House
33 Committee, procedural motions (limit debate, immediate consideration, etc.)
34 are allowed only following a main motion (do pass, do not pass, do pass as
35 amended, etc.). Discussion from that point forward is limited to committee
36 members for and against the motion, if debatable, in alternating fashion. If

1 immediate consideration is not adopted and if debate has not been limited and
2 time has not expired, the sponsor of the motion will be allowed to close for
3 ~~his/her~~ his or her motion. During the closing, the sponsor of the motion may
4 elect to field questions from committee members. At the conclusion of these
5 presentations, a vote will be taken on the motion properly before the
6 committee.

7
8 25) As determined by the presider courtesy may be extended to General
9 Assembly members who are non-committee members who need to return to their
10 own committee meetings.

11
12 26) (House Rule 66) Eleven (11) members of a standing committee constitute
13 a committee quorum with the Speaker present if ~~he/she~~ he or she is a member
14 of the committee and ten (10) members when the Speaker is not present. A
15 committee recommendation of a bill or resolution will require these same
16 numbers.

17
18 27) Smoking is prohibited in the committee rooms and all adjoining rooms.

19
20 28) (House Rule 69(a)5) A roll call vote will be required if requested by
21 any two (2) committee members, except for a quorum call which may be
22 requested by one (1) member. The request for a quorum call is always in
23 order.

24
25 29) When a roll call is required, the roll will be called by seniority with
26 the vice chairperson being called next to last and the chairperson last. For
27 a member's vote to be counted and recorded, ~~he/she~~ he or she must vote "yes",
28 "no" or "present".

29
30 30) During a roll call vote, when a member's name has been called twice and
31 ~~he/she~~ he or she does not respond, or when a member passes, they will not be
32 allowed to vote at a later time on the current issue before the committee.

33
34 31) No seconds are required during the legislative process except those that
35 are explicit in the rules, (roll call, previous question, sound the ballot,
36 etc.)

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

32) (House Rule 38(p)) "Fiscal impact statement" means a realistic statement of the estimated financial cost of implementing or complying with a proposed law regarding:

- (1) Municipalities;
- (2) Counties;
- (3) Education, as related to the State of Arkansas and local school districts grades kindergarten through twelve (K-12);
- (4) Corrections, if imposing new or additional costs and restrictions on inmate population patterns or affecting programs or services of the Department of Correction; or
- (5) Lottery, if amending ~~Chapter 115 of Title 23 of the Arkansas Code~~ Arkansas Code, Title 23, Chapter 115, or imposing a new or increased cost to the Arkansas Lottery Commission or a lottery.

33) (House Rule 38(q)) When any House or Senate bill or resolution requiring an expenditure of public funds or otherwise imposing a new or increased cost obligation is pending before any committee of the House of Representatives, any member of the committee may request that a fiscal impact statement for such bill or resolution be placed on the desk of each member of the committee before the bill or resolution is called up for final action in the committee. If such request is made, the chairperson of the committee shall refer the bill or resolution to the appropriate state agency or to the legislative staff for the preparation of a fiscal impact statement, to be returned to the committee in writing not later than five (5) days from the date of the request.

34) (House Rule 38(s)) Fiscal impact statements shall be made available to House Committees:

- (1) At least ~~three (3) days~~ one (1) day before the bill may be called up for final action in the House Committee during a regular legislative session or fiscal session of the General Assembly; and
- (2) At least one (1) day before the bill may be called up for final action in the House Committee during a special session of the General Assembly.

Fiscal impact statements shall be made available to the full House of

1 Representatives at least one (1) day before the bill may be called up for
2 third reading and final action in the House of Representatives.

3
4 35) (House Rule 38(t)) Failure of the sponsor of a bill or resolution to
5 provide the fiscal impact statement required in this rule shall not prohibit
6 the consideration of it in the committee to which referred or on the floor of
7 the House of Representatives, if no objection to it is made at the time such
8 action is taken.

9
10 TRACKING ITEM 24

11 1. "The next item on the Committee's agenda is HB/SB ____."

12 2. "Sen./Rep. ____, you are recognized to present HB/SB ____."

13 3. Presentation of bill by sponsor. The sponsor may respond to questions
14 from committee members.

15 a. If there are amendments, recognize amendment sponsor(s) to present
16 amendment(s).

17 b. To consider amendment(s), use same procedure listed below for
18 consideration of bill(s). (Items 4 - 9)

19 c. Declare disposition of amendment(s).

20 d. Continue with bill as amended or unamended (back to Item 4).

21 4. Go to list of citizen proponents and opponents or ask "Is there anyone in
22 the audience that desires to speak for or against the bill?" Recognition of
23 citizens for discussion, alternating speakers in support and in opposition.

24 5. A procedural motion made by a member of the Committee and adopted by the
25 Committee to limit or end debate will be allowed to govern non-legislative,
26 non-Committee members' (citizen) discussion.

27 6. Upon completion of public commentary, recognize the sponsor for
28 questions, then move to committee discussion and motions.

29 7. Ask "What is the pleasure of the Committee?"

30 Motions (after recognition and the motion by a committee member
31 only)

32 a. "Rep. ____, would you like to explain your motion?"

33 b. Recognize committee members for questions/discussion.

34 c. In discussion, alternate between those supporting and those
35 opposing the motion.

36 d. A procedural motion made by a member of the Committee and adopted

1 by the Committee to limit or end debate (immediate consideration) will be
2 allowed to govern the legislative members' discussion.

3 e. Recognize the member making the motion to close for the motion if
4 debate has not been limited and time has not expired (proponents may save
5 some time for member to close).

6 f. Repeat until all motions are resolved, and action on the bill is
7 complete.

8 8. "The motion before the committee is _____. All of those in support
9 of the motion indicate so by saying 'aye'; those opposed, 'no'."

10 9. The motion passes/fails, and state the disposition of the bill.

11 10. Roll call. (If requested by two or more members) Ask the committee
12 staff person to call the roll, then state the disposition of the bill.

13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36