

1 State of Arkansas
2 89th General Assembly
3 Fiscal Session, 2014

HR 1001

4
5 By: Representative S. Malone
6

7 **HOUSE RESOLUTION**

8 A RESOLUTION TO AMEND THE RULES OF THE HOUSE OF
9 REPRESENTATIVES OF THE EIGHTY-NINTH GENERAL ASSEMBLY.
10

11
12 **Subtitle**

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

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

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

24 **MEMBERS**

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

33 2. For the purpose of seating in the House Chamber for an upcoming
34 regular session of the General Assembly, the Speaker of the House shall, on
35 the first Friday following the November General Election, declare all House
36 Chamber seats vacant and representatives and representatives-elect must



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

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

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

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

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

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

1 examination.

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

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

7

8

THE SPEAKER

9 10. Selection.

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

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

35 10.(a)(2) The candidate receiving a majority vote of the membership of
36 the House of Representatives shall be declared the winner of such election

1 for Speaker-designate of the House of Representatives of the next-following
2 General Assembly.

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

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

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

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

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

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

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

34 11.(b) Have control of the area set aside for use by the House and, in
35 case of disturbance therein, shall have the authority to have the areas
36 cleared. He/she or his/her designee shall supervise and control the

1 temporary employees while the legislature is in session and the permanent
2 employees during the biennium (A.C.A. 10-2-125 -- Employees of the House of
3 Representatives);

4 11.(c) Preserve order and decorum;

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

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

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

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

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

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

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

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

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

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

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

36 11.(o) Keep a permanent register of the seniority of the members of

1 the House of Representatives.

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

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

8
9 CHIEF OF STAFF

10 12. The Chief of Staff shall be appointed by the Speaker with the
11 approval of the House Management Committee. (Art. 5, Sec.11)

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

13 13.(a) Serve as the principal aide to the Speaker; support the Speaker
14 in dealing with a range of legislative officials, industry officials, local,
15 state and federal government officials, and members of the public; manage all
16 public affairs issues on behalf of the Speaker; directly handle matters of
17 institutional legislative importance at the direction of the Speaker;

18 13.(b) Assist the Speaker in designing, establishing and maintaining
19 an organizational structure and staffing to effectively accomplish the goals
20 and objectives of the House; recruit, employ, train and supervise staff as
21 directed by the Speaker;

22 13.(c) Serve as the chief aide and liaison for the Speaker handling
23 program support activities and complex legislative matters to ensure
24 effective operation of the House;

25 13.(d) Interact regularly, at Speaker's direction, with Office of the
26 Governor, Senate, industry, government and community officials in the
27 representation and development of strategic program initiatives designed to
28 improve all facets of governmental services for the citizens of Arkansas;

29 13.(e) Prepare and or contribute to the preparation of reports,
30 briefings, presentations and responses on strategic legislative issues as
31 appropriate;

32 13.(f) Oversee all facets of the daily operations of the House
33 ensuring compliance with all Rules of the House, all local, state and federal
34 laws, policies, regulations and policy statements;

35 13.(g) Act as travel supervisor or assign duty to designated staff;

36 13.(h) Act as purchasing agent or assign duty to designated staff;

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

2 17.(d) Supervise the engrossment and enrollment of bills and to
3 certify their passage, with the assistance of the appropriate committee (J.R.
4 6 thru 9);

5 17.(e) Transmit bills, other documents, and messages to the Senate, as
6 required and secure a receipt thereof and to receive communications from the
7 Senate and receipts of bills, documents and messages (J.R. 3 and 5)
8 (J.R. 19);

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

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

14 17.(h) Be responsible for the distribution of all literature within
15 the House Chamber and other House premises. One copy of such literature
16 which is distributed in the House Chamber and House premises must bear the
17 signature of a representative authorizing distribution and the signed copy
18 must be filed with the Chief Clerk; and

19 17.(i) The Secretary of the Senate and the Clerk of the House are
20 authorized, subject to approval by the appropriate designated committee, to
21 correct obvious errors occurring in documents originating in the House and
22 the Senate respectively, provided that each such correction is noted on the
23 bill jacket and is documented by a "correction note" at the end of the
24 official daily Journal for the date on which the correction was made. (J.R.
25 23)

26

27

PARLIAMENTARIAN

28 18. The duties of the Parliamentarian shall be to (Art. 5, Sec. 11):

29 18.(a) Convene the first session of the House at the time prescribed
30 by law. The Parliamentarian shall call the members to order, call the roll,
31 preserve order and decorum, and decide all questions of order subject to
32 appeal by any representative pending the election of the Speaker. The
33 Parliamentarian of the previous House shall serve as the official
34 Parliamentarian until the appointment of a new Parliamentarian. In the
35 absence of a Parliamentarian of the previous House, the Speaker of the House
36 shall designate a temporary Parliamentarian to convene the first session of

- 1 the House;
- 2 18.(b) Assist the Speaker in deciding all points of order;
- 3 18.(c) Advise the Speaker on the proprieties of motions and the
4 numbers of votes necessary for passage;
- 5 18.(d) Assist the Speaker in the supervision of the preparation of the
6 daily House calendar;
- 7 18.(e) Assist the Speaker in the selection of a Chaplain for the day;
- 8 18.(f) Assist the Speaker in the assignment of bills to their
9 appropriate committee;
- 10 18.(g) Sit as an ex-officio non-voting member of the House Rules
11 Committee, and serve as secretary and advisor to the House Committee on the
12 Journal; Engrossed and Enrolled Bills;
- 13 18.(h) Prepare and distribute the House Rules and amendments thereto,
14 under the supervision of the Speaker and the House Rules Committee; and
- 15 18.(i) Have an adequate knowledge of Parliamentary Law and the Rules
16 of the Arkansas House of Representatives.

17

18 PARLIAMENTARY PRACTICE

- 19 19. When a question is under debate, motions shall have precedence in
20 the following order (the request for a quorum call is always in order; the
21 Chairperson is not compelled to accept any motion):
- 22 19.(a) To fix the time to which the House will adjourn (non-debatable)
23 (majority of a quorum);
- 24 19.(a)(1) (A majority of a quorum is a majority of those voting when
25 at least a majority of the members are present and voting;)
- 26 19.(b) To adjourn (non-debatable) (majority of a quorum);
- 27 19.(c) To take a recess (non-debatable) (majority of a quorum);
- 28 19.(d) Postpone temporarily; lay on the table (non-debatable)
29 (majority of a quorum) To take from the table (non-debatable) (majority of a
30 quorum) (when the motion to take from the table is adopted, the proposition
31 takes the same position it held when the motion to lay on the table was
32 adopted);
- 33 19.(e) Immediate consideration (non-debatable) (2/3 of a quorum);
- 34 19.(f) Previous question (non-debatable) (5 seconds) (majority of a
35 quorum);
- 36 19.(g) Limit or extend debate (non-debatable) (2/3 of a quorum);

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

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

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

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

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

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

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

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

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

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

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

17 22. Previous question:

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

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

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

33 24. The simple motion to refer is debatable within its narrow limits,
34 but the merits of the proposition to which it is proposed to refer may not be
35 brought into the debate. The motion to refer with instructions is debatable
36 (majority vote of a quorum). When a question is raised about the proper

1 referral of a bill to committee, if the Speaker admits error in the referral
2 of the bill to a committee, the bill may be re-referred by a majority vote of
3 a quorum; however, if the Speaker does not admit error in the referral of the
4 bill to committee, the bill may only be re-referred by a two-thirds (2/3)
5 vote of a quorum. When a bill is re-referred to a committee, any previous
6 committee recommendation is automatically stripped from the bill.

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

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

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

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

24 27. Reconsideration:

25 27.(a) When a proposition has been made and carried or lost, it shall
26 be in order for any member of the majority on the same or succeeding
27 legislative day to move for the reconsideration thereof, or give notice of
28 his/her intentions to do so and such motion shall take precedence over other
29 questions except consideration of a conference report or a motion to adjourn:
30 Provided, the motion or proposition shall only be considered during the
31 period reserved for regular bills. The notice shall not be withdrawn after
32 the said succeeding legislative day without the consent of the House, and
33 thereafter any member may call it up for consideration: Provided, the notice
34 to reconsider must be disposed of within three (3) legislative days following
35 the day the vote was taken; provided, that such notice to reconsider cannot
36 be given after the 57th day of a regular session or during a special session

1 or fiscal session during which times a motion to reconsider must be disposed
2 of immediately.

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

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

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

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

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

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

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

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

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

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

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

21 DAILY ORDER OF BUSINESS

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

24 33. The daily order of business shall be:

25 (a) Prayer

26 (b) Pledge of Allegiance

27 (c) Roll Call

28 (d) Leaves of absence

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

30 (f) Reports from select committees

31 (g) Reports from standing committees

32 (h) Unfinished business

33 (i) Executive communications

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

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

36 2. Introduction, reading and advancement of bills and joint

1 resolutions

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

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

4 5. Senate bills and joint resolutions on third reading

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

6 33.(m) Adjournment.

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

9 34.(b) The following types of resolutions shall be considered for
10 passage during the time set aside for the consideration of members' own
11 amendments to their own bills: a memorial resolution, a concurrent memorial
12 resolution, and a resolution or a concurrent resolution that commends,
13 congratulates, or recognizes an individual, group, or other entity.
14 Notwithstanding Rule 27 (h), a concurrent resolution or concurrent memorial
15 resolution that is subject to this rule may be transmitted to the Senate on
16 the same day that it is passed. A joint resolution proposing a
17 Constitutional amendment shall be placed on the regular House calendar and is
18 subject to Rule 27 (h).

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

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

26 37. Privileged matters may interrupt the order of business. These
27 privileged matters are:

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

31 37.(b) Conference reports;

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

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

36 37.(e) Question of privilege;

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

3 37.(g) Bills returned with the objections of the Governor.
4

5 BILLS

6 38. Any representative may introduce bills, petitions, resolutions and
7 memorials by filing them with the Clerk of the House. (A.C.A. 10-2-112 --
8 Pre-session filing)

9 38.(a) Each measure must have an original and eight (8) copies and
10 eight (8) captions of the title either typewritten, photocopied or computer
11 generated copies. (J.R. 18 [B])

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

14 38.(c) No action shall be taken in the House on any bill, resolution,
15 or amendment that is not physically in the House, nor shall any action be
16 taken in committee on any bill, resolution, or amendment that is not
17 physically in the committee. However, in the House the motion to recall a
18 bill or resolution may be made regardless of the location of the bill or
19 resolution.

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

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

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

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

32 38.(h) The style of the laws of the State of Arkansas shall be: "Be it
33 enacted by the General Assembly of the State of Arkansas." (Art. 5, Sec. 19)

34 38.(i) The General Assembly of Arkansas shall not pass any local or
35 special act. This amendment shall not prohibit the repeal of local or
36 special acts. (Amendment 14)

1 38.(j) No bill shall be passed by either house containing more than
2 one subject, which shall be expressed in the title, and the subtitle. (J.R.
3 4)

4 38.(k) In making appropriations for any fiscal year, the General
5 Assembly shall first pass the General Appropriation Bill provided for in
6 Section 30 of Article 5 of the Constitution, and no other appropriation bill
7 may be enacted before that shall have been done. (As added to Article 5, Sec.
8 40 by Amendment No. 19)

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

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

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

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

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

36 38.(m)(a) No appropriation bill shall be filed for introduction in

1 either the House of Representatives or the Senate later than the fiftieth
2 (50th) day of a regular session except upon consent of two-thirds (2/3) of
3 the members elected to each house; and, no other bill or resolution except
4 adjournment resolutions and resolutions requesting permission to introduce a
5 bill or resolution shall be filed for introduction in either the House of
6 Representatives or the Senate later than the fifty-fifth (55th) day of a
7 regular session, except upon consent of two-thirds (2/3) of the members
8 elected to each house.

9 (b)(1) No appropriation bill shall be filed for introduction in
10 either the House of Representatives or the Senate later than the fifteenth
11 (15th) day of a fiscal session except upon consent of two-thirds (2/3) of the
12 members elected to each house.

13 (2) For a fiscal session, a non-appropriation bill shall not be
14 filed for introduction until ~~a concurrent resolution~~ identical resolutions
15 authorizing the introduction of the non-appropriation bill ~~has~~ have been
16 approved by ~~a~~ an affirmative vote of two-thirds (2/3) of the members elected
17 to each house.

18 (3) ~~A concurrent resolution~~ The identical resolutions
19 authorizing the introduction of a non-appropriation bill in a fiscal session
20 shall not be filed for introduction in either the House of Representatives or
21 the Senate later than the first (1st) day of a fiscal session.

22 (4) A non-appropriation bill shall not be filed for introduction
23 in either the House of Representatives or the Senate later than the fifteenth
24 (15th) day of a fiscal session.

25 (c) When the filing deadline for any bills or resolutions ends on
26 Saturday or Sunday, the deadline is extended until the close of business the
27 following Monday. (J.R. 16)

28 38.(n) The Joint Committee on Constitutional Amendments shall consist
29 of the members of the Senate Committee on State Agencies and Governmental
30 Affairs and the members of the House Committee on State Agencies and
31 Governmental Affairs. No proposed constitutional amendment can be
32 recommended to either House of the General Assembly except upon the
33 affirmative vote of a majority of the members of the Senate Committee on
34 State Agencies and Governmental Affairs and an affirmative vote of a majority
35 of the members of the House Committee on State Agencies and Governmental
36 Affairs. No resolution proposing a constitutional amendment shall be filed

1 in either the House of Representatives or the Senate after the thirty-first
 2 (31st) day of each regular session of the General Assembly. All resolutions
 3 proposing constitutional amendments shall be referred to the Joint Committee
 4 on State Agencies and Governmental Affairs. Other resolutions proposing
 5 constitutional amendments shall not be reported to or considered by either
 6 House of the General Assembly until the original recommendations of the Joint
 7 Committee on State Agencies and Governmental Affairs are disposed of. A
 8 resolution proposing a constitutional amendment may be considered only during
 9 a regular session. The Joint Committee on Constitutional Amendments shall
 10 meet on the first (1st) Tuesday after the thirty-first (31st) day of each
 11 regular session of the General Assembly to establish a meeting calendar and
 12 meet regularly thereafter. (J.R. 21)

13 38.(o)(a) Any proposed legislation affecting any publicly supported
 14 retirement system or pension plan to be considered by the General Assembly at
 15 a regular session shall be introduced in the General Assembly during the
 16 first fifteen (15) calendar days of a regular session. (A.C.A. 10-2-115)

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

21 38.(o)(c) A bill affecting any publicly supported retirement system or
 22 systems shall not be introduced or considered at any special session or
 23 fiscal session of the General Assembly unless the introduction and
 24 consideration of the bill is first approved by a three-fourths (3/4) vote of
 25 the full membership of each House of the General Assembly. (A.C.A. 10-2-115)

26 38.(p) ~~Definition. — As used in this subchapter, unless the context~~
 27 ~~otherwise requires, “fiscal~~ “Fiscal impact statement” means a realistic
 28 statement of the estimated financial cost of implementing or complying with
 29 ~~the a proposed law, regulation, rule, policy, order, or administrative law~~
 30 ~~upon~~ regarding:

31 (1) municipalities or Municipalities;

32 (2) eounties Counties;

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

35 (4) Corrections, if imposing new or additional costs and
 36 restrictions on inmate population patterns or affecting programs or services

1 of the Department of Correction; or

2 (5) Lottery, if amending Chapter 115 of Title 23 of the Arkansas
 3 Code or imposing a new or increased cost to the Arkansas Lottery Commission
 4 or a lottery. to which the proposed law, regulation, rule, policy, order or
 5 administrative law applies. (A.C.A. 19-1-301)

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

18 ~~Bills imposing new or additional costs on municipality or county.~~

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

29 ~~38.(p)(r) 2.~~ Any time before ~~such a bill~~ requiring an expenditure of
 30 public funds or otherwise imposing a new or increased cost obligation is read
 31 for the third time in the House of Representatives, any member of the House
 32 may request and the Speaker shall direct that a fiscal impact statement for
 33 the bill be prepared and placed on the desk of each member not later than
 34 five (5) days from the date of the request. ~~When a member of the House of~~
 35 ~~Representatives so requests a fiscal impact statement on any bill, the~~
 36 ~~Speaker shall furnish the member a fiscal impact statement signature form~~

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

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

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

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

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

29 ~~38.(p)(t) 4. Failure of the sponsor of a bill to provide the fiscal~~
 30 ~~impact statement required in this rule shall not prohibit the consideration~~
 31 ~~of it in the committee to which referred or on the Floor of the ~~house~~ House~~
 32 ~~of Representatives in which the bill is called up for final passage, if no~~
 33 ~~objection to it is made at the time such action is taken. (A.C.A. 19-1-303)~~

34 ~~38.(p) 5. Nothing in this rule shall prohibit a committee to which a~~
 35 ~~bill is referred or the house in which the bill is being considered from~~
 36 ~~suspending the requirement of the filing of a fiscal impact statement on any~~

1 such bill in the same manner as provided for the suspension of the rules in
2 the house in which the bill is being considered. (A.C.A. 19-1-303)

3 ~~38.(p) 6. Copies of the fiscal impact statements prepared in compliance~~
4 ~~with the provisions of this rule shall be made available, upon request for~~
5 ~~them, to representatives of municipal or county governments. A fiscal impact~~
6 ~~statement filed or prepared in compliance with this rule is declared to be a~~
7 ~~public record within the meaning of the Freedom of Information Act of 1967, §~~
8 ~~25-19-101 et seq. (A.C.A. 19-1-303)~~

9 ~~38.(p) 7. For the purposes of this rule, the term "fiscal impact~~
10 ~~statement" means a realistic statement of the estimated financial cost to~~
11 ~~municipalities or counties of implementing or complying with a proposed law~~
12 ~~and regulations promulgated under it. (A.C.A. 19-1-303)~~

13 ~~Bills imposing new or additional costs on education~~

14 ~~38.(q)(a)(1) As used in this section, unless the context otherwise~~
15 ~~requires, "fiscal impact statement" means a realistic written statement of~~
16 ~~the purpose of a proposed law, or a regulation promulgated under a law, and~~
17 ~~the estimated financial cost to the state or any local school district of~~
18 ~~implementing or complying with the proposed law or regulation.~~

19 ~~(2) The fiscal impact statement shall be developed by the~~
20 ~~Office of Economic and Tax Policy of the Bureau of Legislative Research with~~
21 ~~the assistance of the Department of Education within the guidelines adopted~~
22 ~~by the House Committee on Education and the Senate Committee on Education, as~~
23 ~~applicable.~~

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

29 ~~(1) At least three (3) days before the bill may be called~~
30 ~~up for final action in the committee during a regular session or fiscal~~
31 ~~session of the General Assembly; and~~

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

35 ~~(c)(1)(A) If any such House or Senate bill is called up for final~~
36 ~~passage in the House or Senate and a fiscal impact statement has not been~~

1 provided by the author of the bill or by the committee to which the bill was
2 referred, any member of the House or Senate may object to the bill's being
3 called up for final passage until a fiscal impact statement is prepared and
4 made available on the desk of each member of the House or Senate at least one
5 (1) day prior to the bill's being called up for final passage.

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

8 (2) If an objection is made without override, the presiding
9 officer of the House or Senate shall cause the bill to be referred to the
10 office for the preparation of a fiscal impact statement which shall be filed
11 with the presiding officer not later than five (5) days from the date of the
12 request. (A.C.A. 10-2-217)

13 38.(r) Bills imposing new or additional costs and restrictions on
14 inmate population patterns or affecting programs or services of the
15 Department of Corrections.

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

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

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

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

29 (c) Cost impact statements required under this section shall be
30 prepared, upon referral thereof by the Speaker of the House of
31 Representatives, with respect to House bills, and by the President of the
32 Senate upon recommendation of the Senate Rules Committee, with respect to
33 Senate bills, at the time of introduction thereof, to:

34 (1) The Director of the Department of Correction, who shall
35 either personally prepare, or cause appropriate officials of the department
36 to prepare, a cost impact statement to be approved by the director before

1 ~~submission to the house in which the request was made; or~~

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

4 ~~(d) The cost impact statement shall be furnished to the Governor~~
 5 ~~and to the President of the Senate and the Speaker of the House of~~
 6 ~~Representatives who shall cause copies thereof to be prepared for~~
 7 ~~distribution upon the desks of the members of the House and Senate at least~~
 8 ~~twenty-four (24) hours prior to consideration of any such bill by committee~~
 9 ~~or twenty-four (24) hours prior to the bill's being called up for third~~
 10 ~~reading and final passage.~~

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

17 ~~38.(s) Bills imposing new or additional costs to the Arkansas Lottery~~
 18 ~~or a lottery or amending Chapter 115 of Title 23 of the Arkansas Code.~~

19 ~~(a) The author of a bill filed in the House of Representatives or~~
 20 ~~the Senate shall have a fiscal impact statement prepared if the bill:~~

21 ~~(1) Amends Chapter 115 of Title 23 of the Arkansas Code; or~~

22 ~~(2) Imposes a new or increased cost to:~~

23 ~~(A) The Arkansas Lottery Commission; or~~

24 ~~(B) A lottery.~~

25 ~~(b) "Fiscal impact statement" means a realistic written statement~~
 26 ~~of the:~~

27 ~~(1) Purpose of a proposed law or proposed amendment to a~~
 28 ~~law under this chapter; and~~

29 ~~(2) Estimated financial cost to the Arkansas Lottery~~
 30 ~~Commission, the lottery, and this state of implementing or complying with the~~
 31 ~~proposed law or proposed rule.~~

32 ~~(c) The author of the bill shall file the fiscal impact statement~~
 33 ~~with the chair of the committee to which the bill is referred:~~

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

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

4 ~~(3) At least one (1) day before the bill may be called up~~
5 ~~for final action in the committee during an extraordinary session of the~~
6 ~~General Assembly.~~

7 ~~(d)(1) A fiscal impact statement under this section shall be~~
8 ~~developed by the Bureau of Legislative Research within the guidelines adopted~~
9 ~~by the Arkansas Lottery Commission Legislative Oversight Committee.~~

10 ~~(2) The Department of Higher Education or the commission,~~
11 ~~as applicable, shall assist in the preparation of the fiscal impact~~
12 ~~statement.~~

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

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

24 ~~(2) If an objection is made without override, the presiding~~
25 ~~officer of the House of Representatives or the Senate shall cause the bill to~~
26 ~~be referred to the Bureau of Legislative Research for the preparation of a~~
27 ~~fiscal impact statement that shall be filed with the presiding officer of the~~
28 ~~House of Representatives or the Senate not later than five (5) days from the~~
29 ~~date of the request. (A.C.A. 23-115-103)~~

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)

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 may then at any time direct the Clerk to read the bill a second
19 time and assign the bill to committee.

20 (4) The Speaker may declare a shell bill to be not
21 properly introduced when the shell bill has not been substantively amended
22 within seven (7) days of the bill filing deadline.

23 40. Second reading

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

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

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

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

1 an amendment.

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

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

7 The twenty-four (24) hour period begins when a bill is initially
8 introduced and read across the desk. No regular bill or resolution may be
9 brought up for a third reading and final passage on the Floor of the House
10 until it has been on the calendar of the House for at least two (2) days.

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

15 43. A bill ordered to be engrossed or enrolled shall be typed or
16 photocopied.

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

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

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

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

33 47. Amendments to bills and resolutions:

34 47.(a) When a bill or resolution is under consideration, amendments
35 shall be in order. Upon adoption, amendments shall become a part of the bill
36 or resolution. Amendments to amendments may not be offered. All amendments

1 offered before the House or one of its committees must be typewritten on an
2 approved amendment form and signed by the sponsor. All amendments shall be
3 attached to the original bill, numbered by the Bill Clerk, and shall be
4 placed physically or electronically upon the members' desks before being
5 acted upon by the House.

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

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

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

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

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

1 bills with their own amendments.

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

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

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

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

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

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

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

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

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

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

1 47.(q) Members' own House bills may be withdrawn at a specific time
2 set aside by the House by placing them on the "Withdrawal Calendar" no later
3 than 4:30 p.m., the day preceding the day they are to be withdrawn. House
4 bills for withdrawal may be placed on the "Withdrawal Calendar" only by the
5 member whose name is listed first as author of the bill. The member
6 requesting withdrawal may recommend the bill to be studied by the same
7 committee to which the bill was assigned at the time of request for
8 withdrawal.

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

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

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

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

22
23 RESOLUTIONS

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

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

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

35 51. Concurrent resolutions shall be a means of expressing fact,
36 principles, opinions, purposes, and all other matters requiring concurrence

1 of both houses except the subject matter provided for in the joint
 2 resolution. A concurrent resolution is binding on neither house until agreed
 3 to by both.

4 52. Resolutions of Inquiry:

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

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

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

12
 13 STANDING, SELECT, AND SPECIAL COMMITTEES

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

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

23 53.(a) HOUSE STANDING COMMITTEES

24 Class "A" Committees

25 Education

26 Judiciary

27 Public Health, Welfare and Labor

28 Public Transportation

29 Revenue and Taxation

30 Class "B" Committees

31 Aging, Children and Youth, Legislative and Military Affairs

32 Agriculture, Forestry and Economic Development

33 City, County and Local Affairs

34 Insurance and Commerce

35 State Agencies and Governmental Affairs

36 53.(b) JOINT SELECT COMMITTEES

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

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

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

12 (4) Joint Performance Review Committee -- (to consist of twenty (20)
13 members of the House and ten (10) members of the Senate). (A.C.A. 10-3-901
14 thru 10-3-903)

15 (5) Joint Committee on Advanced Communications and Information
16 Technology -- (to consist of ten (10) members of the House, ten (10) House
17 alternates, and seven (7) members of the Senate). (A.C.A. 10-3-1701 thru 10-
18 3-1707)

19 53.(c) HOUSE SELECT COMMITTEES

20 House Rules Committee shall consist of no more than fifteen (15)
21 members.

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

24 53.(d) SPECIAL COMMITTEES

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

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

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

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

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

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

1 53.(2) House Committee on the Journal; Engrossed and Enrolled Bills
2 shall consist of not more than five (5) members. The House Committee on the
3 Journal; Engrossed and Enrolled Bills shall not be considered a standing or
4 select committee. The committee shall consist of the Speaker of the House of
5 Representatives or his or her designee who shall be chairperson, the
6 chairperson of the House Rules Committee who shall be the vice chairperson,
7 the chairperson of the House Management Committee, and two (2) members of the
8 House appointed by the Speaker of the House; and, the House Parliamentarian
9 shall serve as secretary and advisor to the committee. The chairperson of the
10 committee shall receive an allowance in accordance with § 10-2-215.

11 53.(3) Joint Committee on Legislative Printing Requirements and
12 Specifications -- (to consist of the chairperson and vice chairperson of the
13 House Management Committee, the chairperson and vice chairperson of the
14 Senate Efficiency Committee, the Speaker of the House of Representatives or
15 his or her designee and the President Pro Tempore of the Senate). (A.C.A. 10-
16 3-601 thru 10-3-605)

17 54.(a) STANDING COMMITTEES

18 54.(a)(1) Members of the standing committees shall be selected by
19 House District Caucuses of members-elect on the Friday following the November
20 General Election with each caucus selecting five (5) members for each "A"
21 standing committee and five (5) members for each "B" standing committee. The
22 members-elect of the Second District Caucus shall select up to three (3)
23 members for each standing committee from within the Pulaski County membership
24 and the remaining members for each standing committee from without the
25 Pulaski County membership; this provision may be waived by majority vote of
26 the members-elect from without Pulaski County. Standing committee membership
27 shall be confirmed at the same time that representatives are administered the
28 oath of office.

29 54.(a)(2) Each member of the House who is serving a first or second
30 term in the House shall be entitled to serve as a non-voting member of one of
31 the ten (10) joint interim committees designated as "A" and "B" committees.
32 The non-voting members of each of the ten (10) joint interim committees shall
33 be selected by the four (4) House caucuses at a time designated by the
34 Speaker sometime before the adjournment of each regular session. Each caucus
35 shall select not to exceed three (3) first or second term members to serve as
36 non-voting members of each of the ten (10) joint interim committees

1 designated as "A" and "B" committees. The non-voting members shall be
2 entitled to attend meetings of the committees, to serve on subcommittees of
3 the committee, to participate in the deliberations of the committee or
4 subcommittee, and to receive per diem and mileage for attending meetings of
5 the committee or subcommittee, but shall not have a vote in the committee or
6 a subcommittee.

7 54.(a)(3) Members of the House of Representatives who are committee
8 chairpersons or vice-chairpersons or select seniority members who have been
9 assigned an office or other premises shall vacate the office or other
10 premises by December 15 following the General Election in the even-numbered
11 years.

12 54.(a)(4) Each standing committee shall consist of twenty (20)
13 members. Each member of the House shall serve on two (2) standing
14 committees, one (1) of which shall be a Class "A" committee and one (1) of
15 which shall be a Class "B" committee. From within each standing committee
16 there shall be created three (3) permanent subcommittees consisting of eight
17 (8) members. Each member of the House shall serve on two (2) permanent
18 subcommittees, one (1) from a Class "A" standing committee and one (1) from a
19 Class "B" standing committee. The Speaker and the chairperson of each
20 standing committee shall jointly appoint from the membership of the standing
21 committee six (6) persons for each permanent subcommittee available, provided
22 further the chairperson and vice chairperson of each standing committee shall
23 be ex-officio, voting members of each permanent subcommittee created from
24 within their standing committee. The permanent subcommittees of the standing
25 committees may meet after having first obtained prior approval of the
26 standing committee chairperson.

27 54.(a)(5) A signed report from the chairperson of a caucus district
28 will represent final movement to a standing committee. A signed report from
29 the chairperson of a standing committee will represent final movement to a
30 permanent subcommittee. There shall be no transfers from one standing
31 committee to another or from one permanent subcommittee to another during the
32 biennium following initial biennial appointment and or confirmation. After
33 selection of standing committee members and permanent subcommittee members, a
34 vacancy occurring on a standing committee or permanent subcommittee during
35 the biennium because of the death, resignation, impeachment, etc., of a
36 member, shall be temporarily filled by the Speaker of the House assigning the

1 newly elected member, for the remainder of the biennium, to the "A" and "B"
2 standing committees, and the permanent subcommittees previously held by their
3 predecessor. At the end of the biennium, the temporary positions held on the
4 "A" and "B" committees and the permanent subcommittees will be declared
5 vacant and will be available for choosing in accordance with House rules.
6 The newly elected member does not automatically assume a chairmanship or
7 vice-chairmanship, which vacancies shall be filled in the same manner as the
8 original appointment.

9 54.(b) SELECT COMMITTEES

10 54.(b)(1) The Speaker shall appoint all members and all alternates on
11 all House select committees and all Joint Select Committees except the Joint
12 or House Budget Committee. The Speaker shall appoint ex-officio members in
13 accordance with the law.

14 54.(b)(2) The House Budget Committee shall consist of six (6) members
15 of the House of Representatives and two (2) alternates chosen from each
16 caucus district on the first Friday following the November General Election
17 before each regular biennial session. At the time the alternates are
18 selected, one (1) shall be designated as first alternate and the other as
19 second alternate. The selections shall be made by caucus of the House
20 members-elect residing within each caucus district. Members-elect chosen for
21 membership on the House Budget Committee shall select one (1) of their number
22 to serve as chairperson-elect and one (1) to serve as vice chairperson-elect.
23 The term of office of the members shall be from January 1 of odd-numbered
24 years through December 31 of the following even-numbered year. Vacancies in
25 either a member or alternate member position shall be filled in the same
26 manner as the initial member or alternate member position was filled. House
27 Budget Committee membership shall be confirmed at the same time that
28 representatives are administered the oath of office. Prior to confirmation,
29 however, members-elect chosen to serve on the House Budget Committee shall
30 conduct pre-session budget hearings, either standing alone or in conjunction
31 with the Legislative Council.

32 54.(b)(3) No member of the House of Representatives shall serve on
33 more than one (1) select committee. The Legislative Council, the Legislative
34 Joint Auditing Committee, the House Budget Committee, the House Committee on
35 the Journal; Engrossed and Enrolled Bills, and the House Management Committee
36 are excluded therefrom.

1 54.(c)(1) The Speaker of the House shall appoint a chairperson and a
2 vice chairperson of each standing committee and each select committee who
3 shall serve at the pleasure of the Speaker. The Speaker, in consultation
4 with the chairperson of each standing committee, shall appoint from the
5 membership of each permanent subcommittee, a chairperson and vice
6 chairperson, provided however that the vice chairperson of the standing
7 committee may be the chairperson of a permanent subcommittee. No member of
8 the House, with the exception of each House standing committee vice
9 chairperson, shall be chairperson or vice chairperson of more than one (1)
10 standing committee, select committee, or permanent subcommittee.

11 54.(c)(2) The rules or proceedings of the House of Representatives
12 shall be observed in all select committees, standing committees, and
13 subcommittees of the House so far as they may be applicable.

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

17 54.(c)(4) After the membership of a standing committee or a permanent
18 subcommittee is established, no member shall be removed from any standing
19 committee or any permanent subcommittee during the biennium for which he/she
20 was selected. All appointees selected by the Speaker serve at his/her
21 discretion.

22 55. Committee Operations.

23 55.(a) Each committee of the House shall be provided a secretary who
24 shall maintain a current record of all bills, resolutions, amendments,
25 petitions, memorials, or other matters filed in committee. A record of
26 committee actions (committee reports, committee adopted amendments, etc.)
27 shall be filed with the Chief Clerk of the House as the first priority upon
28 adjournment of the committee. The secretary shall post, on a bulletin board
29 and/or electronically, a current list of all measures pending before the
30 committee.

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

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

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

1 expunged;

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

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

10 55.(d) The appropriate subject matter standing committees of the House
11 and the Senate may meet as joint committees whenever agreed by said
12 committees, for the purposes of holding public hearings or considering any
13 proposed or pending legislation but upon conclusion of the joint meeting of
14 said committees, each standing committee of the House of Representatives and
15 the Senate shall take such action and report to their respective houses as
16 determined by said committees. Whenever the appropriate subject committees
17 of the House and Senate hold hearings or meetings, the chairperson of the
18 House committee and the chairperson of the Senate committee shall by
19 agreement determine which of them shall preside at the joint meeting.

20 56. The Speaker of the House shall keep a permanent register of the
21 seniority of the members of the House of Representatives. When it is
22 necessary for the seniority of incoming members to be determined by lot, the
23 Speaker of the House and the Speaker-designate of the House shall conduct a
24 drawing by lots upon receiving certification from the Secretary of State of
25 the election of membership to each General Assembly. Such seniority drawings
26 shall be effective for the purposes of determining legislative license tag
27 numbers, Chamber seating, and State Capitol parking.

28 57. Seniority shall be based on the total consecutive uninterrupted
29 terms served in the House of Representatives. In the event a member has been
30 elected that has had previous non-continuous service, he/she shall rank ahead
31 of members elected in the year his/her uninterrupted services began. In the
32 event that two (2) or more members have equal full terms of non-continuous
33 service, their seniority shall be asserted by drawing lots to determine their
34 numerical standing in rank ahead of members elected in the year his/her
35 uninterrupted services begin.

36 58. Seniority ranking for new members elected for the first time to

1 serve in the General Assembly shall be determined by lot.

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

5 60. Meetings and Hearings:

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

15 60.(b) Special meetings of a standing committee may be called by the
16 chairperson of the committee or by a majority of the members of the committee
17 for conducting any business of the committee; provided, a special meeting of
18 the committee may not conflict with regularly scheduled meetings of any
19 standing committee; provided further, special meetings shall be subject to
20 the same procedures regarding the publishing of agendas and notices of
21 meetings that apply to regular standing committee meetings. (J.R. 22 – Joint
22 Committees)

23 60.(c) The Speaker of the House shall establish a regular schedule of
24 committee meetings in order that each Class "A" committee shall meet at a
25 scheduled time on the mornings of Tuesday and Thursday of each legislative
26 week, and all Class "B" committees shall meet at a scheduled time on the
27 mornings of Wednesday and Friday of each legislative week.

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

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

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

36 61.(b)(2) Testimony in a committee meeting or on the House floor from

1 cell phones, personal data assistants or other electronic devices shall not
2 be allowed. Electronic devices may be used in House committees to assist in
3 the delivery of testimony but in the process of testimony may not be employed
4 for personal communication to outside parties.

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

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

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

12 64.(1) Committee on Education – matters pertaining to public
13 kindergarten, elementary, secondary, and adult education, vocational
14 education, vocational-technical schools, vocational rehabilitation, higher
15 education, private educational institutions, similar legislation, and
16 resolutions germane to the subject matter of the committee;

17 64.(2) Committee on Judiciary – matters pertaining to state and local
18 courts, court clerks and stenographers and other employees of the courts,
19 civil and criminal procedures, probate matters, civil and criminal laws,
20 similar matters, and resolutions germane to the subject matter of the
21 committee;

22 64.(3) Committee on Public Health, Welfare and Labor – matters
23 pertaining to public health, mental health, mental retardation, public
24 welfare, human relations and resources, environmental affairs, water and air
25 pollution, labor and labor relations, contractors and contracting, similar
26 legislation, and resolutions germane to the subject matter of the committee;

27 64.(4) Committee on Public Transportation – matters pertaining to
28 roads and highways, city streets, county roads, road vehicles, highway
29 safety, airports and air transportation, common and contract carriers, mass
30 transit, similar legislation, and resolutions germane to the subject matter
31 of the committee;

32 64.(5) Committee on Revenue and Taxation – matters pertaining to the
33 levy, increase, reduction, collection, enforcement and administration of
34 taxes and other revenue-producing measures, and resolutions germane to the
35 subject matter of the committee;

36 64.(6) Committee on Aging, Children and Youth, Legislative and

1 Military Affairs – matters pertaining to the aged, child custody, adoptions,
2 problems of aging; children and youth, military, veterans, legislative
3 affairs, memorials, other matters whenever the subject matter is not germane
4 to the subject matter of any other standing committee and resolutions germane
5 to the subject matter of the committee;

6 64.(7) Committee on Agriculture, Forestry and Economic Development –
7 matters pertaining to agriculture, livestock, forestry, industrial
8 development, natural resources, oil and gas, publicity and parks, levee and
9 drainage, rivers and harbors, similar legislation and resolutions germane to
10 the subject matter of the committee;

11 64.(8) Committee on City, County and Local Affairs – matters
12 pertaining to city and municipal affairs, county affairs, local improvement
13 districts, water districts, interlocal government cooperation, similar
14 legislation and resolutions germane to the subject matter of the committee;

15 64.(9) Committee on Insurance and Commerce – matters pertaining to
16 banks and banking, savings and loan associations, stock, bonds, and other
17 securities, securities dealers, insurance, public utilities, partnerships and
18 corporations, home mortgage financing and housing, similar legislation and
19 resolutions germane to the subject matter of the committee;

20 64.(10) Committee on State Agencies and Governmental Affairs – matters
21 pertaining to state government and state agencies, except where the subject
22 matter relates more appropriately to another committee, proposed amendments
23 to the Constitution of the State of Arkansas or the Federal government,
24 election laws and procedures, Federal and interstate relations, similar
25 legislation, and resolutions germane to the subject matter of the committee;

26 64.(10)(a) The following permanent subcommittees are hereby created
27 from within each standing committee:

28 64.(10)(a)(1) For the House standing committee on Aging, Children and
29 Youth, Legislative and Military Affairs, the following permanent
30 subcommittees are created:

31 (1) Aging

32 (2) Children and Youth

33 (3) Legislative, Military and Veterans Affairs

34 64.(10)(a)(2) For the House standing committee on Agriculture,
35 Forestry and Economic Development, the following permanent subcommittees are
36 created:

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

4 64.(10)(a)(3) For House standing committee on City, County and Local
5 Affairs, the following permanent subcommittees are created:

- 6 (1) Planning
- 7 (2) Finance
- 8 (3) Local Government Personnel

9 64.(10)(a)(4) For the House standing committee on Education, the
10 following permanent subcommittees are created:

- 11 (1) Early Childhood
- 12 (2) Kindergarten Through Twelve, Vocational/Technical
13 Institutions
- 14 (3) Higher Education

15 64.(10)(a)(5) For the House standing committee on Insurance and
16 Commerce, the following permanent subcommittees are created:

- 17 (1) Financial Institutions
- 18 (2) Insurance
- 19 (3) Utilities

20 64.(10)(a)(6) For the House standing committee on Judiciary, the
21 following permanent subcommittees are created:

- 22 (1) Courts/Civil Law
- 23 (2) Corrections/Criminal Law
- 24 (3) Juvenile Justice/Child Support

25 64.(10)(a)(7) For the House standing committee on Public Health,
26 Welfare and Labor, the following permanent subcommittees are created:

- 27 (1) Human Services
- 28 (2) Health Services
- 29 (3) Labor and Environment

30 64.(10)(a)(8) For the House standing committee on Public
31 Transportation, the following permanent subcommittees are created:

- 32 (1) Motor Vehicle and Highways
- 33 (2) Public Transportation and Rail
- 34 (3) Waterways and Aeronautics

35 64.(10)(a)(9) For the House standing committee on Revenue and
36 Taxation, the following permanent subcommittees are created:

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

2 (2) Income Taxes—Personal and Corporate

3 (3) Complaints and Remediation

4 64.(10)(a)(10) For the House standing committee on State Agencies and
5 Governmental Affairs, the following permanent subcommittees are created:

6 (1) State Agencies and Reorganization

7 (2) Constitutional Issues

8 (3) Elections

9 65.(a) Committee on Rules:

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

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

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

19 65.(a)(4) The Speaker shall refer to the Committee on Rules, any
20 matters dealing with alcohol, cigarettes, movies, pornography, tobacco,
21 tobacco products, coin operated amusement devices, vending machines,
22 lobbying, code of ethics, bingo, lotteries, raffles, racing, race tracks,
23 pari-mutuel betting and similar legislation.

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

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

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

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

2 66.(a) A bill, resolution or amendment in a House committee, having
3 been rejected twice, shall not be placed on the committee calendar again or
4 considered again during the same legislative session unless the vote is
5 expunged (two-thirds of the membership of the committee). The motion to
6 expunge shall be placed on the committee agenda, by a committee member, and
7 placed at the bottom of the active list. A bill or resolution may be amended
8 before a second consideration; but, unless expunged, even an amended bill
9 having failed twice shall not be placed on the calendar or considered.

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

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

17 69. Committee Records and Reports:

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

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

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

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

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

34 69.(a) 5. A record of how every member voted on each bill when action
35 is taken by the committee, including votes on a motion to postpone
36 consideration on the bill and a recorded vote on any other motion, if

1 requested by any two (2) committee members.

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

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

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

10 70. Consent Calendar – Supplemental Calendar. In addition to the
11 regular calendar of the House of Representatives, there shall be a consent
12 calendar on which shall be placed bills that have been recommended “do pass”
13 by committee, which are deemed by the committee or by the Speaker to be non-
14 controversial, and may be used for other non-controversial matters such as
15 resolutions and amendments to bills proposed by the author of the bill, if
16 the Speaker deems such matter to be non-controversial. The Speaker of the
17 House shall maintain the consent calendar. On Thursday of each week, and
18 such other times as the Speaker may deem advisable, the House shall consider
19 bills and other matters on the consent calendar. Provided, that a list of
20 bills and other matters on the consent calendar which are to be considered on
21 a particular day shall be circulated among the members of the House of
22 Representatives the day prior to the date on which the consent calendar is to
23 be considered. If as many as five (5) members object to a bill or other
24 matter on the consent calendar being considered as non-controversial, the
25 Speaker of the House shall remove the same from the consent calendar and
26 shall place it on the regular calendar of the House business. When deemed
27 advisable, in addition to the regular calendar and the consent calendar, the
28 Speaker may provide for a supplemental calendar on which shall be placed
29 bills and resolutions and other matters as requested by the members for
30 consideration. The list of bills, resolutions and other matters on the
31 supplemental calendar for consideration on a particular day shall be
32 circulated among the members of the House. If as many as five (5) members
33 object to a bill, resolution or any other matter on the supplemental calendar
34 the same shall be removed and placed on the regular House calendar for
35 consideration consistent with the wishes of the House. No bill or resolution
36 may be placed for consideration on any more than one (1) House calendar.

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

9 72.(a) Except as provided in subsection (b), no action may be taken in
10 the House Committee on Public Health, Welfare and Labor or on the Floor of
11 the House of Representatives on any bill that provides for licensure of any
12 profession, occupation or class of health care providers not currently
13 licensed or expands the scope of practice of any profession, occupation, or
14 class of health care providers unless the House Committee on Public Health,
15 Welfare and Labor has initiated a study of the feasibility of such
16 legislation at least thirty (30) days prior to convening the next legislative
17 session.

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

24
25 COMMITTEE OF THE WHOLE

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

29 74. The Speaker of the House, in setting the calendar of budgets or
30 appropriation bills to be considered in the House shall, from time to time,
31 confer with the chairperson of the House Budget Committee on the
32 appropriation bills pending and may designate specific days or times to be
33 set aside in the House to be devoted solely to consideration of appropriation
34 bills and other budget matters. At least by the end of business on the
35 previous day before any appropriation bill is to be considered by the House,
36 the chairperson of the House Budget Committee shall cause to be prepared and

1 placed on each member's desk a listing of appropriation bills to be
2 considered in the Committee of the Whole or the House, broken down as
3 follows:

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

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

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

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

22 75. In forming a Committee of the Whole House, the Speaker may leave
23 his/her chair after appointing a chairperson to preside, who shall have the
24 same power as the Speaker to preserve order. A majority of a quorum is
25 required to resolve the House into a Committee of the Whole.

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

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

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

36 79. No motion which has as its effect the limiting of debate in the

1 Committee of the Whole shall be entertained by the chairperson. The motion
2 for the disposition of any matter referred to the committee shall be,
3 "Mr./Ms. Chairman, I move the committee do now rise and report". If the
4 committee had no specific report, the motion should be to rise and report
5 progress.

6
7 LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

8 80. Legislative Council.

9 80.(a) Twenty (20) of the House members of the Legislative Council
10 shall be selected by members-elect of the House Caucus Districts. Each
11 caucus shall select five (5) members. The selections shall occur on the
12 Friday following the November General Election. Following the selections,
13 the newly selected House of Representative members of the Legislative Council
14 shall select one (1) of their number as Legislative Council co-chair and one
15 (1) of their number as Legislative Council co-vice-chair. However no more
16 than one (1) member selected by caucus shall reside within the same county.
17 The term of office of the members shall be from January 1 of odd-numbered
18 years to December 31 of the following even-numbered year. Legislative
19 Council membership shall be confirmed at the same time that representatives
20 are administered the oath of office.

21 80.(b) In order that there may be no House vacancies on the
22 Legislative Council at any time, at the time of selection of the House
23 members to the Council there shall be selected in each Caucus District a
24 first alternate and a second alternate for each member selected from that
25 district. In the event that any House member or House alternate of the
26 Legislative Council resigns from the Council, is disqualified from serving on
27 the Council, dies, or for any other reason there becomes a permanent vacancy
28 in a House position on the Council, the House members of the Caucus District
29 from which the member or alternate was selected shall choose a replacement
30 member or alternate to serve the remainder of the term. When a vacancy
31 occurs in a House member position on the Council or a House alternate
32 position on the Council, that person's alternate shall serve until a signed
33 report from the Caucus chairperson designating otherwise is filed with the
34 Speaker. The Speaker shall notify the Council chairperson of all changes in
35 membership on the Council.

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

1 81. Legislative Joint Auditing Committee.

2 81.(a) House members of the Legislative Joint Auditing Committee shall
3 be selected by members-elect of each House Caucus District. The selections
4 shall occur on the Friday following the November General Election. Following
5 the selections, the newly selected House of Representative members of the
6 Legislative Joint Auditing Committee shall select one (1) of their number as
7 Legislative Joint Auditing Committee co-chair and one (1) of their number as
8 Legislative Joint Auditing Committee co-vice-chair. Each caucus shall select
9 five (5) members. However no more than two (2) members shall reside within
10 the same county. The term of office of the members shall be from January 1
11 of odd-numbered years to December 31 of the following even-numbered year.
12 Legislative Joint Auditing Committee membership shall be confirmed at the
13 same time that representatives are administered the oath of office.

14 81.(b) In order that there may be no House vacancies on the
15 Legislative Joint Auditing Committee at any time, at the time of selection of
16 the House members to the Committee there shall be selected in each Caucus
17 District a first alternate and a second alternate for each member selected
18 from that District. In the event that any House member or House alternate of
19 the Legislative Joint Auditing Committee resigns from the Committee, is
20 disqualified from serving on the Committee, dies, or for any other reason
21 there becomes a permanent vacancy in a House position on the Committee, the
22 House membership of the Caucus District from which the member or alternate
23 was selected shall choose a replacement member or alternate to serve the
24 remainder of the term. When a vacancy occurs in a House member position on
25 the Committee or a House alternate position on the Committee, that person's
26 alternate shall serve until a signed report from the Caucus chairperson
27 designating otherwise is filed with the Speaker. The Speaker shall notify
28 the Committee chairperson of all changes in membership on the Committee.

29 81.(c) Ex-officio members in accordance with A.C.A. 10-3-403 thru 10-
30 3-404.

31
32 CAUCUS DISTRICTS

33 82. The four caucus chairpersons shall be selected from among the
34 first- and second-term members of the caucus, and such selection shall be
35 reported to the Speaker of the House prior to September 1, preceding the next
36 regular session.

1 The First Caucus District shall be composed of the following House of
2 Representatives Districts: 11; 12; 13; 14; 43; 47; 48; 49; 50; 51; 52; 53;
3 54; 55; 56; 57; 58; 59; 60; 61; 62; 63; 64; 83; and 100.

4 The Second Caucus District shall be composed of the following House of
5 Representatives Districts: 23; 27; 28; 29; 30; 31; 32; 33; 34; 35; 36; 37;
6 38; 39; 40; 41; 42; 44; 45; 46; 65; 66; 67; 70; and 72.

7 The Third Caucus District shall be composed of the following House of
8 Representatives Districts: 68; 71; 75; 76; 77; 78; 79; 80; 81; 84; 85; 86;
9 87; 88; 89; 90; 91; 92; 93; 94; 95; 96; 97; 98; and 99.

10 The Fourth Caucus District shall be composed of the following House of
11 Representatives Districts: 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 15; 16; 17; 18;
12 19; 20; 21; 22; 24; 25; 26; 69; 73; 74; and 82.

13
14 DEBATE

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

25 84. When a representative desires to interrupt a representative having
26 the Floor, he/she shall first obtain recognition of the Speaker and
27 permission of the representative occupying the Floor; and when so recognized
28 and such permission is obtained, he/she may ask questions of the
29 representative occupying the Floor; but shall not propound a series of
30 interrogatives or otherwise badger the representative having the Floor.

31 85. No representative shall occupy more than thirty (30) minutes in
32 debate on any question in the House. The representative reporting a measure
33 under consideration from a committee or the author may open and close debate.
34 If debate shall extend beyond one (1) day, the author or sponsor shall be
35 entitled to thirty (30) minutes to close. The right to close may not be
36 automatically exercised after limited debate, the previous question or

1 immediate consideration is voted.

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

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

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DECORUM

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88. No person other than a member of the Arkansas General Assembly,
designated legislative staff, or on special and certain occasions those
persons specifically invited by the Speaker of the House, shall be permitted
on the Floor of the House Chamber while the House is in session or in brief
recess. The Speaker shall develop policies governing limited public access
to the Floor during the interim. Arrangements for photographers shall be
established, the direction and control of which shall be regulated by the
Speaker of the House. No one in the House Chamber other than a member of the
Legislature may advocate or oppose passage of a measure while the House is in
session. No legislative aides, lobbyists or unauthorized persons shall be
permitted access to the House Floor, ~~lounges~~ work areas, or House support
areas. This Rule shall be enforced by the Speaker of the House and/or the
House Management Committee. The House Management Committee and the Rules
Committee shall recommend punishment to the House for violation of this Rule.
(A.C.A. 10-2-110 -- Disorderly Conduct)

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

32

33

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

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91. If any representative, in speaking or otherwise, transgresses the
rules of the House, the Speaker shall or any representative may, call him/her
to order. He/she shall immediately be seated unless permitted, on a motion

1 of another representative, to explain. The House shall, if called upon,
2 decide on the issue without debate. If the decision is in favor of the
3 representative called to order, he/she shall be free to continue; and, if the
4 dispute shall warrant, a representative shall be open to censure or such
5 punishment as the House shall impose.

6 92. Normal conformity to good manners and taste shall be expected of
7 each member of the House. Representatives shall avoid references to
8 personalities and extend to each representative courtesies which they wish
9 for themselves.

10 93. Introduction of and recognition of family, constituents, or groups
11 shall not become excessive. Members should be extremely reluctant in using
12 the time of the House for these personal courtesies. If deemed appropriate by
13 the Speaker of the House, he/she shall make all introductions from
14 information provided to the Speaker by a member or appropriate House staff.

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

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

21
22 VOTING

23 96. No person not a representative shall cast a vote for a
24 representative.

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

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

30 99. Any representative who will be absent from the House may pair
31 his/her vote with a representative who shall be present.

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

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

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

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

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

6 99.(d) Pairs shall be announced by the Speaker immediately prior to
7 the Roll Call from a Pair Form presented to the Speaker by the representative
8 present. At the time of the announcement the Speaker shall (1) determine
9 that the member who is required to be present is present, and (2) provide the
10 membership with an opportunity to express procedural objections to the pairs.

11 99.(e) The representative may not cast his/her vote by other methods
12 when he/she is paired.

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

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

21 101.(a) Representatives voting aye shall stand at their seats until
22 counted.

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

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

27 101.(d) The Speaker or his/her designee shall be responsible for
28 counting the vote and the Speaker shall announce the result of the vote.

29 102. The Electronic Voting System shall have the same force and effect
30 as a Roll Call. (Not less than a majority of the members of each House of
31 the General Assembly may enact a law.) (Art. 5, Sec. 37 as added by Amend.
32 19, Sec. 1)

33 103. The Speaker, with three (3) representatives, is sufficient to
34 adjourn, or recess to a time certain, or sine die. (Neither house shall,
35 without the consent of the other, adjourn for more than three (3) days, nor
36 to any other place than that in which the two (2) houses shall be sitting.)

1 (Art. 5, Sec. 28)

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

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

10 105. Extraordinary sessions of the General Assembly. (Art. 6, Sec. 19)

11 106. Homestead exemption increase (3/4 vote) (Art. 16, Sec. 16 as
12 added by Amend. 59)

13 107. Workmen's Compensation Laws (Art. 5, Sec. 32 as amended by Amend.
14 26)

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

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

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

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

35 (b) The House of Representatives shall recess without regard to the
36 party affiliation of the individual scheduled for inauguration as President

1 of the United States.

2 (c) This section shall not apply if a recess under this section would
3 occur on a date the House of Representatives shall recess in observance of
4 the birthday of Dr. Martin Luther King, Jr. under § 10-2-128.

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ADDENDUM

16

HOUSE OF REPRESENTATIVES

17

COMMITTEE CHAIRPERSONS MANUAL

18

AND

19

HOUSE COMMITTEE RULES

20

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

24

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

27

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

32

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

34

35 4) The presider shall decide all questions of order subject to appeal to the
36 Speaker of the House who may refer the question to the Rules Committee whose

1 decision may be appealed to the full House.

2
3 5) The presider shall supervise and direct the staff of the committee.

4
5 6) The presider shall prepare, or supervise the preparation of, and sign all
6 reports of the committee and submit them to the full House.

7
8 House Rule 55.(b) and 55.(c)

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

27
28 (House Rule 66) No committee shall transact business without a quorum (a
29 majority of the committee membership present). All final action on bills or
30 resolutions, and on proposed amendments to bills or resolutions, shall be
31 decided by a majority vote of the total membership of the committee.
32 Provided, however, that the Speaker of the House shall not be included for
33 the purpose of determining what is a majority of a standing committee, unless
34 present at the time of the vote. A member of the committee must be present
35 at the time of the vote for his/her vote to be counted on any matter
36 considered by the committee (no pairs, no proxies).

1
2 8) (House Rule 54. (c)(2)) The rules or proceedings of the House of
3 Representatives shall be observed in all select committees, standing
4 committees, and subcommittees of the House so far as they may be applicable.
5

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

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

12 19(a) To fix the time to which the House will adjourn (non-debatable)
13 (majority of a quorum);

14 19(a)(1) (A majority of a quorum is a majority of those voting when at least
15 a majority of the members are present and voting);

16 19(b) To adjourn (non-debatable) (majority of a quorum);

17 19(c) To take a recess (non-debatable) (majority of a quorum);

18 19(d) Postpone temporarily; lay on the table (non-debatable) (majority of a
19 quorum) To take from the table (non-debatable) (majority of a quorum) (when
20 the motion to take from the table is adopted, the proposition takes the same
21 position it held when the motion to lay on the table was adopted);

22 19(e) Immediate consideration (non-debatable) (2/3 of a quorum);

23 19(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);

24 19(g) Limit or extend debate (non-debatable) (2/3 of a quorum);

25 19(h) To expunge (debatable) (2/3 of membership) (67);

26 19(i) Postpone to a day certain (debatable) (majority of a quorum);

27 19(j) Committee of the Whole, go into (non-debatable) (majority of a
28 quorum);

29 19(k) Refer (debatable) (majority of a quorum);

30 19(l) Amend (debatable) (majority of a quorum);

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

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

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

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

36 9) (House Rule 60(a)) All committee and subcommittee meetings including but

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

9
10 10) (House Rule 60(b)) Special meetings of a standing committee may be
11 called by the chairperson of the committee or by a majority of the members of
12 the committee for conducting any business of the committee; provided, a
13 special meeting of the committee may not conflict with regularly scheduled
14 meetings of any standing committee; provided further, special meetings shall
15 be subject to the same procedures regarding the publishing of agendas and
16 notices of meetings that apply to regular standing committee meetings. (J.R.
17 22 - Joint Committee)

18
19 11) (House Rule 61(a)) All persons wishing to offer testimony to a committee
20 hearing shall be given a reasonable opportunity to do so as determined by a
21 majority of the committee. An oral or written statement shall not be a
22 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 committee,
29 having been rejected twice, shall not be placed on the committee calendar
30 again or considered again during the same legislative session unless the vote
31 is expunged (two-thirds of the membership of the committee). The motion to
32 expunge shall be placed on the committee agenda, by a committee member, and
33 placed at the bottom of the active list. A bill or resolution may be amended
34 before a second consideration; but, unless expunged, even an amended bill
35 having failed twice shall not be placed on the calendar or considered. Notice
36 of reconsideration not permitted in committee.

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

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

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

16) (House Rule 69) Committee Records and Reports

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

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

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

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

69(a) 4. The reason for the committee's action on the bill or resolution, 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 referral
16 of a bill or resolution to committee, if the Speaker admits error in the
17 referral of the bill or resolution to a committee, the bill or resolution may
18 be re-referred by a majority vote of a quorum; however, if the Speaker does
19 not admit error in the referral of the bill or resolution to committee, the
20 bill or resolution may only be re-referred by a two-thirds (2/3) vote of a
21 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 without
31 delay place all bills or resolutions referred to the committees on the
32 committee agendas. Staff will notify the sponsor of bills or resolutions
33 assigned to committee. Referred bills shall be placed on the committee's
34 active agenda in the order they are read across the desk on the House Floor.
35 When an active agenda is established in a committee and bills from that
36 agenda are not placed on the deferred list and if they are passed over, they

1 are placed at the bottom of the list of the day's active agenda. Bills read
2 across the desk on the House Floor later that same day or on a later day are
3 placed on the active agenda in the order they are read below bills already on
4 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
12 21) If the sponsor or a representative is not present to present the bill or
13 resolution when called up after the bill or resolution has appeared on the
14 active agenda when called up during the third meeting, the bill or resolution
15 will be automatically dropped from the active agenda and placed on the
16 deferred list unless the sponsor notifies staff to put the bill or resolution
17 back on the active agenda before the agenda is prepared, for the next called
18 meeting. Requests to move bills or resolutions from the deferred list to the
19 active agenda must be made by 2:30 p.m. two (2) days prior to the scheduled
20 committee meeting. Bills moved from the deferred list to the active agenda
21 shall be listed at the bottom of the active agenda. Bills on the deferred
22 list may be moved to the active calendar as provided by rule for a total of
23 three (3) times only. A suspension of this rule by the Committee (two-thirds
24 of a quorum) will be required for each transfer of any bill having been moved
25 three (3) times previously.

26
27 22) Bills or resolutions suggested as non-controversial will be considered
28 before consideration of controversial bills or resolutions on the agenda.
29 The objection of one (1) committee member to the consideration of a bill or
30 resolution as non-controversial will automatically keep the bill or
31 resolution from being considered as being non-controversial. Even though a
32 bill or resolution has been considered as non-controversial, it will be
33 necessary after a "do pass" or "do pass as amended" recommendation that a
34 motion be made and there be unanimous consent of no less than a quorum of the
35 Committee for a bill or resolution to be eligible to be placed on the House
36 Non-controversial Calendar.

1
2 23) If a bill or resolution is discussed by a committee at a meeting, but is
3 not voted on because of time limitations or because the vote is deferred to
4 the next meeting, the bill or resolution will not lose its order on the
5 agenda and will not be counted as having been considered.

6
7 24) The author/sponsor of a bill or resolution may make a presentation for
8 his/her bill or resolution and may elect at that time to respond to questions
9 from the committee members. Following the initial presentation, non-
10 legislative---non-committee members will be allowed to alternately speak
11 against and for the bill or resolution. A procedural motion made by a member
12 of the committee and adopted by the committee to limit or end debate will be
13 allowed to govern non-legislative--non-committee members' discussions. At the
14 conclusion of the non-legislative--non-committee member proponent and
15 opponent presentations, the sponsor may return to the podium and may elect to
16 field questions from the committee members. Those questions should be
17 limited to requests for clarification or the securing of information.
18 Questions that are rhetorically offered and are dilatory for the effect of
19 debate are discouraged. At this point, the chair will entertain motions from
20 committee members only. For disposition of a proposition in a House
21 Committee, procedural motions (limit debate, immediate consideration, etc.)
22 are allowed only following a main motion (do pass, do not pass, do pass as
23 amended, etc.). Discussion from that point forward is limited to committee
24 members for and against the motion, if debatable, in alternating fashion. If
25 immediate consideration is not adopted and if debate has not been limited and
26 time has not expired, the sponsor of the motion will be allowed to close for
27 his/her motion. During the closing, the sponsor of the motion may elect to
28 field questions from committee members. At the conclusion of these
29 presentations, a vote will be taken on the motion properly before the
30 committee.

31
32 25) As determined by the presider courtesy may be extended to General
33 Assembly members who are non-committee members who need to return to their
34 own committee meetings.

35
36 26) (House Rule 66) Eleven (11) members of a standing committee constitute a

1 committee quorum with the Speaker present if he/she is a member of the
2 committee and ten (10) members when the Speaker is not present. A committee
3 recommendation of a bill or resolution will require these same numbers.

4
5 27) Smoking is prohibited in the committee rooms and all adjoining rooms.

6
7 28) (House Rule 69(a)5) A roll call vote will be required if requested by
8 any two (2) committee members, except for a quorum call which may be
9 requested by one (1) member. The request for a quorum call is always in
10 order.

11
12 29) When a roll call is required, the roll will be called by seniority with
13 the vice chairperson being called next to last and the chairperson last. For
14 a member's vote to be counted and recorded, he/she must vote "yes", "no" or
15 "present".

16
17 30) During a roll call vote, when a member's name has been called twice and
18 he/she does not respond, or when a member passes, they will not be allowed to
19 vote at a later time on the current issue before the committee.

20
21 31) No seconds are required during the legislative process except those that
22 are explicit in the rules, (roll call, previous question, sound the ballot,
23 etc.)

24
25 32) (House Rule 38(p)±) "Fiscal impact statement" means a realistic
26 statement of the estimated financial cost of implementing or complying with a
27 proposed law regarding:

28 (1) Municipalities;

29 (2) Counties;

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

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

35 (5) Lottery, if amending Chapter 115 of Title 23 of the Arkansas Code
36 or imposing a new or increased cost to the Arkansas Lottery Commission or a

1 lottery.

2
 3 33) (House Rule 38(q)) When any House or Senate bill or resolution requiring
 4 an expenditure of public funds or otherwise imposing a new or increased cost
 5 obligation ~~on any municipality or county~~ is pending before any committee of
 6 the House of Representatives, any member of the committee may request that a
 7 fiscal impact statement for such bill or resolution be placed on the desk of
 8 each member of the committee before the bill or resolution is called up for
 9 final action in the committee. If such request is made, the chairperson of
 10 the committee shall refer the bill or resolution to the appropriate state
 11 agency or to the legislative staff for the preparation of a fiscal impact
 12 statement, to be returned to the committee in writing not later than five (5)
 13 days from the date of the request.

14
 15 ~~33~~34) (House Rule 38(s)) Fiscal impact statements shall be made available to
 16 House Committees:

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

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

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

26
 27 35) (House Rule 38-~~(p)~~4(t)) Failure of the sponsor of a bill or resolution
 28 to provide the fiscal impact statement required in this rule shall not
 29 prohibit the consideration of it in the committee to which referred or on the
 30 floor of the ~~house in which the bill or resolution is called up for final~~
 31 ~~passage~~ House of Representatives, if no objection to it is made at the time
 32 such action is taken.

33
 34 ~~(House Rule 38(p)5)~~ ~~Nothing in this rule shall prohibit a committee to~~
 35 ~~which a bill or resolution is referred or the house in which the bill or~~
 36 ~~resolution is being considered from suspending the requirement of the filing~~

1 of a fiscal impact statement on any such bill or resolution in the same
2 manner as provided for the suspension of the rules in the house in which the
3 bill or resolution is being considered.

4
5 ~~36) Bills imposing new or additional costs on education.~~

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

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

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

21 ~~(1) At least three (3) days before the bill may be called up for final~~
22 ~~action in the committee during a regular session or fiscal session of the~~
23 ~~General Assembly; and~~

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

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

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

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

1 preparation of a fiscal impact statement which shall be filed with the
2 presiding officer not later than five (5) days from the date of the request.
3 ~~(A.C.A. 10-2-127)~~

4
5 ~~37) Bills imposing new or additional costs and restrictions on inmate
6 population patterns or affecting programs or services of the Department of
7 Corrections.~~

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

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

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

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

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

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

29 ~~(2) Any other state agency which has information available upon
30 which to base a cost impact statement.~~

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

1 ~~reading and final passage.~~

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

8 TRACKING ITEM 24

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

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

11 3. Presentation of bill by sponsor. The sponsor may respond to questions
 12 from committee members.

13 a. If there are amendments, recognize amendment sponsor(s) to
 14 present amendment(s).

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

17 c. Declare disposition of amendment(s).

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

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

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

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

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

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

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

32 b. Recognize committee members for questions/discussion.

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

35 d. A procedural motion made by a member of the Committee and adopted
 36 by the Committee to limit or end debate (immediate consideration) will be

1 allowed to govern the legislative members' discussion.

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

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

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

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

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

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