

Proposed Rules for Adoption: June 2025

## **RULES OF THE CLAIMS REVIEW/LITIGATION REPORTS OVERSIGHT SUBCOMMITTEE OF THE LEGISLATIVE COUNCIL**

**Section 1. Rules of the Arkansas Legislative Council.** As a standing subcommittee of the Legislative Council, the rules of the Arkansas Legislative Council, as adopted, shall apply to the procedures of this subcommittee.

### **Section 2. Placement of Items on Subcommittee Agenda.**

(a) In order to have an item placed on an upcoming subcommittee agenda, all documentation related to the agenda item shall be submitted to the subcommittee staff no later than the first day of the month immediately preceding the month in which the subcommittee is meeting.

(b)(1) An item submitted after the submission date shall only be considered by the Subcommittee upon a vote to suspend the rules, which requires an affirmative vote of two-thirds (2/3) of a quorum. Upon passage of the motion to suspend the rules, the Subcommittee may take up consideration of the agenda item.

(2) This option shall only be exercised upon a written showing that there is imminent need for review or approval such that the matter cannot be delayed until the next regularly scheduled meeting of the subcommittee.

### **Section 3. Submission of Documents to Subcommittee.**

(a)(1) Only documents submitted by the Director of the Arkansas State Claims Commission will be reviewed by the Subcommittee members when considering claims.

(2) When submitting claims documents to Subcommittee staff, the director shall certify that the documents are in a form that is ready for release to the Subcommittee members and placement on the General Assembly website as Subcommittee exhibits.

(3) Documents submitted to the Subcommittee by an individual or entity other than the Director of the Arkansas State Claims Commission may only be considered by the Subcommittee upon a vote to suspend the rules, which requires an affirmative vote of two-thirds (2/3) of the quorum.

(b)(1) In order to submit information regarding pending litigation pursuant to Arkansas Code §10-3-312, a state agency shall submit information regarding litigation on the State Agency Litigation Notification Form to the Bureau of Legislative Research.

(2) When submitting litigation documents to Subcommittee staff, the state agency shall certify that the documents are in a form that is ready for release to the Subcommittee members and placement on the General Assembly website as Subcommittee exhibits.