

# ARKANSAS GENERAL ASSEMBLY

Senator Gilbert Baker  
Senate Co-Chairman

Senator Terry Smith  
Senate Vice-Chair



Representative Bruce Maloch  
House Co-Chairman

Rep. Kathy Webb  
House Vice-Chair

## JOINT BUDGET COMMITTEE

### PRE-FISCAL SESSION BUDGET HEARINGS PARAMETERS

January 12, 2010

1. The Committee hearings will be held in Room 171 of the State Capitol Building.
2. During the first week of budget hearings, the Committee will meet at 9:00 a.m. and throughout the day Tuesday through Thursday. After the first week of budget hearings the Committee will meet as needed upon call of the Co-Chairs.
3. The Committee will **not** meet the third Monday in January - Dr. Martin Luther King, Jr.'s Birthday and Robert E. Lee's Birthday Holiday.
4. A member of the legislative fiscal staff will summarize the agency budget before the agency begins its presentation.
5. The Director of the Department of Higher Education will present the Arkansas Higher Education Coordinating Board (AHECB) recommendations for all institutions of higher education. The directors of the remaining five agencies that make up what is commonly referred to as the "Big Six" will appear and present his/her budget request before the Committee.
6. Budget subcommittees may be appointed to consider selected budgetary matters in more depth.
7. Each Committee member will receive a Budget Manual, Tax Handbook, "A" Book (Agency Expenditures for 10 years) and "B" Book (Selected Statistical Data).
8. Member's seats are permanently assigned and name plates will be used.
9. Press and Public are not allowed around the table.

PROPOSED

JOINT BUDGET COMMITTEE  
2010 PRE-FISCAL SESSION BUDGET HEARINGS  
BUDGET HEARINGS SPECIAL RULES AND  
POLICY POSITIONS

JANUARY 12, 2010

**Budget Hearing Special Rules.** The following special rules shall apply to actions taken by the Joint Budget Committee during consideration and review of budget requests immediately prior to the convening of a fiscal session. All other rules of the Joint Budget Committee not superseded by the Budget Hearings Special Rules shall remain in effect during budget hearings.

- (a) **Quorum.** The presence of at least a majority (29 members) of the full membership (56) of the Joint Budget Committee shall be necessary to constitute a quorum for the transaction of business concerning budgets or budget-related matters. The determination of the number of members which constitute the quorum for each day and for all day shall be by roll call that day. If a member arrives after the roll call has been completed, the member shall inform the staff of that member's attendance and the staff shall so record it.
- (b) **Vote.** The affirmative vote of 15 members or a full majority of those members of the Joint Budget Committee voting on a matter, whichever is the larger, shall be necessary to adopt any budget matter or motion, unless otherwise provided, except that any change to these rules shall require the affirmative vote of two-thirds (2/3) of the quorum (20 members).
- (c) **Budget Recommendations.** The Joint Budget Committee will prepare a recommended budget for submission to the General Assembly for each agency, department, or branch of State Government which received an appropriation in the preceding General Assembly. If the committee determines that an agency or program should cease to exist, be reorganized or consolidated, it may submit such recommendation to the General Assembly. Budget requests submitted to the Joint Budget Committee shall be prepared and presented in the manner as determined by the committee.
- (d) **Action on Budget Requests.** Final disposition of budget requests or any item of a budget request heard by the Joint Budget Committee, shall not be made in the presence of the chief administrative officer or other employees of the department, agency, or institution whose budget is being considered.

- (e) **Reconsideration of Budget Requests.** After affirmative action has been taken by the Joint Budget Committee on a budget request or on any other item therein, such action shall not be reconsidered except upon an affirmative vote of the greater of twenty (20) members or two-thirds (2/3) of the quorum.
- (f) **Motions for action on Budget Requests.** Whenever the Joint Budget Committee proceeds to act on any budget request, or any item therein, the Chairman shall state that the issue before the Joint Budget Committee is that the budget
- (1) be approved as recommended by the Governor in the case of all budget requests containing specific recommendations by the Governor, or
  - (2) be approved as requested by the department or agency, in the case of those budgets which have not been reviewed and recommended by the Governor.

Motions to amend the budget request, or any item thereof, shall then be in order, unless the Joint Budget Committee shall vote to limit the consideration of such motions. Upon conclusion of the consideration of motions to amend the budget request, the Joint Budget Committee shall then vote on the question of approving the budget, as amended.

If amendments to the budget request are not adopted, or if the motion to adopt the budget as amended fails, the Joint Budget Committee shall then vote upon the budget as recommended by the Governor or as requested by the department or agency, as the case may be.

- (g) **Voting by Alternates.** In the event that there is more than one Joint Budget Committee alternate attending budget hearings for a member of the Joint Budget Committee, the member selected as the first alternate by the alternate's legislative body shall cast the vote for the absent member. If neither the member of the Joint Budget Committee nor the first alternate are in attendance, the member selected as the second alternate may cast the vote for the absent member.

An alternate may vote only when the primary member has not been recorded as having been in attendance during the day. Votes cast by an alternate after the recording of the primary member's attendance shall be invalid. Votes cast by an alternate prior to the recording of the primary member's attendance shall be valid.

- (h) **Roll Call Vote.**

A roll call vote may be requested and approved in the following way:

Upon completion of a voice vote, any three (3) members of the membership of the Joint Budget Committee may require an oral roll call on any issue before the committee and have the ayes and nays entered into the record.

An example of this procedure is provided to provide further clarification:

- 1) A voice vote is completed on an issue.
- 2) Any three (3) members request a roll call vote on the issue.
- 3) Roll call vote is completed and the results are entered into the record.

**(i) Subcommittees**

The co-chairs of the Joint Budget Committee shall be ex-officio members of any subcommittees formed during the Pre-Fiscal Session Budget Hearings. However, the ex-officio members shall not be counted in determining the number of members that constitute a quorum of the subcommittee but the ex-officio members shall be counted in determining whether a quorum is present. For instance, if seven non ex-officio members are appointed to a subcommittee, four members constitute a quorum and if two of the seven members are present and two ex-officio members are present, a quorum exists for the subcommittee to conduct business.

If a member of a subcommittee is unable to attend a meeting of the subcommittee, the member's alternate may attend and vote for that member during the entire meeting. The alternate must notify the staff prior to the meeting of the name of the member for which the alternate is substituting.

## **POLICY POSITIONS OF THE JOINT BUDGET COMMITTEE**

1. No recommendation of the Joint Budget Committee (JBC) on operating budgets is to be considered as approving or disapproving any fee or tax increase proposed unless the motion adopted by the JBC expressly specifies otherwise.
2. No salary recommendation of the JBC for an employee or group of employees referred to a subcommittee is to be considered final action by the JBC until a report on such salary level is submitted by the subcommittee of the JBC appointed to review the salary level request unless the motion adopted by the JBC on the salary recommendation expressly specifies otherwise.
3. No recommendation of the JBC on a special language request referred to a subcommittee is to be considered final action by the JBC until a report on such special language is submitted by the subcommittee of the JBC appointed to review special language requests unless the motion adopted by the JBC expressly specifies otherwise.