

PERSONNEL SUBCOMMITTEE RULES

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.

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 ten (10) calendar days prior to the scheduled subcommittee 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 request 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.