

1 State of Arkansas
2 95th General Assembly
3 Regular Session, 2025

HR 1001

4
5 By: Representative Evans
6

7
8 **HOUSE RESOLUTION**

9 TO ADOPT THE RULES OF THE HOUSE OF REPRESENTATIVES OF
10 THE NINETY-FIFTH GENERAL ASSEMBLY.

11
12
13 **Subtitle**

14 TO ADOPT THE RULES OF THE HOUSE OF
15 REPRESENTATIVES OF THE NINETY-FIFTH
16 GENERAL ASSEMBLY.

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

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

24
25 **MEMBERS**

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

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



1 the November General Election, shall declare all House Chamber seats vacant
2 and representatives and representatives-elect must select in the order of
3 their seniority any seat not occupied after notification by the Chief Clerk
4 of available seats. Absence or failure to select a seat at the assigned
5 selection time will automatically allow the Speaker to assign the member to
6 his or her same seat if it is available or the member or member-elect to a
7 seat selected by the Speaker. The Chief Clerk shall furnish voting machine
8 and desk keys.

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

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

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

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

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

36 8. No member at any time shall take from the House or any committee

1 any bill or other paper belonging to the House, without consent of the
2 Speaker, subject to the will of the House.

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

5

6

THE SPEAKER

7 10. Selection.

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

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

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

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

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

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

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

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

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

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

31 11.(b) Have control of the area set aside for use by the House and, in
32 case of disturbance therein, shall have the authority to have the areas
33 cleared. He or she or his or her designee shall supervise and control the
34 temporary employees while the legislature is in session and the permanent
35 employees during the biennium (Arkansas Code 10-2-125 -- Employees and
36 officers.);

1 11.(c) Preserve order and decorum;

2 11.(d) Sign all acts, proceedings and orders of the House. All writs,
3 warrants and subpoenas issued by the House shall be signed and attested by
4 him or her and the Clerk (Joint Rules of the House of Representatives and
5 the Senate, Rule 10; Arkansas Code, Title 21, Chapter 10 - Uniform Facsimile
6 Signatures of Public Officials Act);

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

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

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

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

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

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

24 11.(k) Supervise and direct the preparation of the daily House
25 calendar;

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

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

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

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

36 11.(p) When either body shall request a conference, and appoint a

1 committee for that purpose, the other body shall also appoint a committee of
2 equal number to confer, and such conference shall be held at any time and
3 place agreed on by the chairpersons.

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

7 CHIEF OF STAFF

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

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

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

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

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

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

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

20 COORDINATOR OF LEGISLATIVE SERVICES

21 14. The Coordinator of House Legislative Services shall be appointed
22 by the Speaker of the House with the approval of the House Management
23 Committee.

24 15. The duties of the Coordinator of House Legislative Services shall
25 be to:

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

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

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

32 THE CHIEF CLERK

33 16. The Chief Clerk shall be appointed by the Speaker, subject to
34 confirmation by a majority vote of the membership of the House.

35 17. The duties of the Chief Clerk shall be to (Arkansas Code § 10-2-
36 102):

1 preserve order and decorum, and decide all questions of order subject to
 2 appeal by any representative pending the election of the Speaker. The
 3 Parliamentarian of the previous House shall serve as the official
 4 Parliamentarian until the appointment of a new Parliamentarian. In the
 5 absence of a Parliamentarian of the previous House, the Speaker of the House
 6 shall designate a temporary Parliamentarian to convene the first session of
 7 the House;

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

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

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

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

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

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

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

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

23

24

PARLIAMENTARY PRACTICE

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

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

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

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

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

34 19.(d) Postpone temporarily; lay on the table (non-debatable)
 35 (majority of a quorum) To take from the table (non-debatable) (majority of a
 36 quorum) (when the motion to take from the table is adopted, the proposition

1 takes the same position it held when the motion to lay on the table was
2 adopted);

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

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

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

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

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

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

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

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

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

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

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

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

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

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

23 22. Previous question:

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

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

35 23. A motion to postpone to a day certain may not specify the hour; a
36 special order is necessary to specify the hour; the motion may be amended and

1 it is debatable within narrow limits only, confined to the merit of the
2 motion itself.

3 24. The simple motion to refer is debatable within its narrow limits,
4 but the merits of the proposition to which it is proposed to refer may not be
5 brought into the debate. The motion to refer with instructions is debatable
6 (majority vote of a quorum). When a question is raised about the proper
7 referral of a bill to committee, if the Speaker admits error in the referral
8 of the bill to a committee, the bill may be re-referred by a majority vote of
9 a quorum; however, if the Speaker does not admit error in the referral of the
10 bill to committee, the bill may only be re-referred by a two-thirds (2/3)
11 vote of a quorum. When a bill is re-referred to a committee, any previous
12 committee recommendation is automatically stripped from the bill.

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

19 25. The motion to postpone indefinitely opens to debate all the merits
20 of the proposition to which it is applied. It may not be applied to the
21 motion to refer, or to suspend the rules, or to motions relating to the order
22 of business.

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

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

30 27. Reconsideration:

31 27.(a) When a proposition has been made and carried or lost, it shall
32 be in order for any member of the majority on the same or succeeding
33 legislative day to move for the reconsideration thereof, or give notice of
34 his or her intentions to do so and such motion shall take precedence over
35 other questions except consideration of a conference report or a motion to
36 adjourn: Provided, the motion or proposition shall only be considered during

1 the period reserved for regular bills. The notice shall not be withdrawn
2 after the said succeeding legislative day without the consent of the House,
3 and thereafter any member may call it up for consideration: Provided, the
4 notice to reconsider must be disposed of within three (3) legislative days
5 following the day the vote was taken; provided, that such notice to
6 reconsider cannot be given after the 57th day of a regular session or during
7 a special session or fiscal session during which times a motion to reconsider
8 must be disposed of immediately.

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

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

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

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

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

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

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

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

15 29. Two-thirds (2/3) of a quorum may suspend the rules, other than
16 rules that require a two-thirds (2/3) or three-fourths (3/4) vote of the
17 membership. Rule 12 of the Joint Rules of the Senate and House of
18 Representatives - Suspension of Joint Rules

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

21 31. In every case not provided for in the House rules, the Speaker,
22 the Parliamentarian, and the members shall be guided by Mason's Manual of
23 Legislative Procedure. Each member of the Rules Committee may be furnished a
24 copy of the current edition and of each new or revised edition of Mason's
25 Manual of Legislative Procedure and additional copies may be available to
26 other members from the Parliamentarian, upon approval of the Rules Committee.
27

28 DAILY ORDER OF BUSINESS

29 32. The House shall convene at a time ordered by the House membership.

30 33. The daily order of business shall be:

31 (a) Prayer

32 (b) Pledge of Allegiance

33 (c) Roll Call

34 (d) Leaves of absence

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

36 (f) Reports from select committees

- 1 (g) Reports from standing committees
2 (h) Unfinished business
3 (i) Executive communications
4 (j) Introduction, reading and advancement of bills and resolutions
5 33.(k)1. Senate communications and amendments to House bills
6 2. Introduction, reading and advancement of bills and joint
7 resolutions
8 3. Bills and resolutions from the Senate on first reading
9 4. Bills and resolutions from the Senate on second reading
10 5. Senate bills and joint resolutions on third reading
11 33.(l) Announcement of committee meetings, and
12 33.(m) Adjournment.
13 34.(a) Introduction and reading of bills and resolutions may be
14 ordered by the Speaker of the House at his or her discretion.
15 34.(b) The following types of resolutions shall be considered for
16 passage during the time set aside for the consideration of members' own
17 amendments to their own bills: a memorial resolution, a concurrent memorial
18 resolution, and a resolution or a concurrent resolution that commends,
19 congratulates, or recognizes an individual, group, or other entity.
20 Notwithstanding Rule 27 (h), a concurrent resolution or concurrent memorial
21 resolution that is subject to this rule may be transmitted to the Senate on
22 the same day that it is passed. A joint resolution proposing a
23 Constitutional amendment shall be placed on the regular House calendar and is
24 subject to Rule 27 (h).
25 35. Items "(a)" through "(h)" shall take no more than one (1) hour of
26 House time each day unless extended by a majority vote of the House members
27 present.
28 36. Unfinished business items, except items "(a)" through "(g)", take
29 up where the House left the day before when it adjourned. Items "(a)"
30 through "(g)" begin new each day.
31 37. Privileged matters may interrupt the order of business. These
32 privileged matters are:
33 37.(a) Appropriation bills and revenue bills, sponsored by the
34 committees on Budget, Revenue and Taxation and the Committee on Rules;
35 37.(b) Conference reports;
36 37.(c) Special orders reported by the Committee on Rules for

1 consideration by the House;

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

4 37.(e) Question of privilege;

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

7 37.(g) Bills returned with the objections of the Governor.
8

9

BILLS

10 38. Any representative may introduce bills, petitions, resolutions and
11 memorials by filing them with the Clerk of the House. (Arkansas Code § 10-2-
12 112 - Prefiling of bills and resolutions -- Assignment to committee -
13 - Printing.)

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

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

18 38.(c) No action shall be taken in the House on any bill, resolution,
19 or amendment that is not physically in the House. However, in the House the
20 motion to recall a bill or resolution may be made regardless of the location
21 of the bill or resolution.

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

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

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

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

34 38.(h) The style of the laws of the State of Arkansas shall be: "Be it
35 enacted by the General Assembly of the State of Arkansas." (Arkansas
36 Constitution, Article 5, § 19 - Style of laws -- Enacting Clause.)

1 38.(i) The General Assembly of Arkansas shall not pass any local or
2 special act. This amendment shall not prohibit the repeal of local or
3 special acts. (Arkansas Constitution, Amendment 14 - Local Acts.)

4 38.(j) No bill shall be passed by either house containing more than
5 one subject, which shall be expressed in the title, and the subtitle. Rule 4
6 of the Joint Rules of the Senate and House of Representatives - Contents of
7 Bills

8 38.(k) In making appropriations for any fiscal year, the General
9 Assembly shall first pass the General Appropriation Bill provided for in
10 Section 30 of Article 5 of the Constitution, and no other appropriation bill
11 may be enacted before that shall have been done. (Arkansas Constitution,
12 Article 5, § 40 - General appropriation bill -- Enactment.

13 38.(l) No money shall be drawn from the treasury except in pursuance
14 of specific appropriation made by law, the purpose of which shall be
15 distinctly stated in the bill, and the maximum amount which may be drawn
16 shall be specified in dollars and cents; and no appropriation shall be for a
17 longer period than one (1) fiscal year. (Arkansas Constitution, Article 5,
18 § 29 - Appropriations.)

19 The general appropriation bill shall embrace nothing but appropriations
20 for the ordinary expense of the executive, legislative and judicial
21 departments of the State; all other appropriations shall be made by separate
22 bills, each embracing but one (1) subject. (Arkansas Constitution, Article 5,
23 § 30 - General and special appropriations.)

24 No state tax shall be allowed, or appropriation of money made, except
25 to raise means for the payment of the just debts of the State, for defraying
26 the necessary expenses of government, to sustain common schools, to repel
27 invasion and suppress insurrection, except by a majority of two-thirds (2/3)
28 of both houses of the General Assembly. (Arkansas Constitution, Article 5,
29 § 31 - Purposes of taxes and appropriations.)

30 None of the rates for property, excise, privilege or personal taxes,
31 now levied shall be increased by the General Assembly except after the
32 approval of the qualified electors voting thereon at an election, or in case
33 of emergency, by the votes of three-fourths (3/4) of the members elected to
34 each House of the General Assembly. (Arkansas Constitution, Article 5,
35 § 38 - Taxes -- Increase -- Approval by electors.)

36 Excepting monies raised or collected for educational purposes, highway

1 purposes, to pay Confederate pensions and the just debts of the State, the
2 General Assembly is hereby prohibited from appropriating or expending more
3 than the sum of Two and One-Half Million Dollars for all purposes, for any
4 fiscal year; provided the limit herein fixed may be exceeded by the votes of
5 three-fourths (3/4) of the members elected to each House of the General
6 Assembly. (Arkansas Constitution, Article 5, § 39 - State expenses -
7 - Limitation -- Exceptions.)

8 38.(m)(1) No appropriation bill shall be filed for introduction in
9 either the House of Representatives or the Senate later than the fiftieth
10 (50th) day of a regular session except upon consent of two-thirds (2/3) of
11 the members elected to each house.

12 (2)(A) No appropriation bill shall be filed for introduction in
13 either the House of Representatives or the Senate later than the fifteenth
14 (15th) day of a fiscal session except upon consent of two-thirds (2/3) of the
15 members elected to each house.

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

20 (C) The identical resolutions authorizing the introduction
21 of a non-appropriation bill in a fiscal session shall not be filed for
22 introduction in either the House of Representatives or the Senate later than
23 the first (1st) day of a fiscal session.

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

27 (3) When the filing deadline for any bills or resolutions ends
28 on Saturday or Sunday, the deadline is extended until the close of business
29 the following Monday.

30 38.(n)(1) No resolution proposing a constitutional amendment shall be
31 filed in the House of Representatives after the thirty-first (31st) day of
32 each regular session of the General Assembly. Proposed constitutional
33 amendments may only be considered during regular sessions.

34 (2) All resolutions proposing constitutional amendments shall be
35 referred to the House Committee on State Agencies and Governmental Affairs,
36 which by an affirmative vote of its members may recommend proposals one-at-a-

1 time to the House of Representatives for its consideration.

2 (3) Any proposed constitutional amendment initiated in and
3 approved by the House of Representatives shall be transmitted to the Senate
4 for its consideration. If the Senate fails to approve a House-proposed
5 constitutional amendment, the House of Representatives may proceed to
6 initiate other proposed constitutional amendments one-at-a-time for Senate
7 consideration.

8 (4) Any proposed constitutional amendment received from the
9 Senate shall be referred to the House Committee on State Agencies and
10 Governmental Affairs, which by an affirmative vote of its members may
11 recommend the proposal to the House of Representatives for its consideration.

12 (5) Upon adoption by the General Assembly of a House-proposed
13 constitutional amendment and a Senate-proposed constitutional amendment, in
14 accordance with the Joint Rules, a third proposed constitutional amendment
15 may be considered and voted upon by the General Assembly only after identical
16 resolutions authorizing the consideration of the third proposed
17 constitutional amendment have been approved by an affirmative vote of two-
18 thirds (2/3) of the members elected to each house.

19 38.(o)(1) Any proposed legislation affecting any publicly supported
20 retirement system or pension plan to be considered by the General Assembly at
21 a regular session shall be introduced in the General Assembly during the
22 first fifteen (15) calendar days of a regular session. (Arkansas Code § 10-2-
23 115, Introduction of bills affecting public retirement programs.)

24 (2) No such bill shall be introduced after the fifteenth day of
25 a regular session unless its introduction is first approved by a three-
26 fourths (3/4) vote of the full membership of each House of the General
27 Assembly. (Arkansas Code § 10-2-115, Introduction of bills affecting public
28 retirement programs.)

29 (3) A bill affecting any publicly supported retirement system or
30 systems shall not be introduced or considered at any special session or
31 fiscal session of the General Assembly unless the introduction and
32 consideration of the bill is first approved by a three-fourths (3/4) vote of
33 the full membership of each House of the General Assembly. (Arkansas Code
34 § 10-2-115, Introduction of bills affecting public retirement programs.)

35 38.(p)(1) A bill affecting the State and Public School Life and Health
36 Insurance Program or that imposes a new or increased cost obligation ~~for~~

1 ~~health benefit plans, including pharmacy benefits, on an entity of the state~~
2 on the State and Public School Life and Health Insurance Program to be
3 considered by the General Assembly at a regular session shall be introduced
4 in the General Assembly during the first fifteen (15) calendar days of a
5 regular session.

6 (2)(A) A bill affecting the State and Public School Life
7 and Health Insurance Program or that imposes a new or increased cost
8 obligation ~~for health benefit plans, including pharmacy benefits, on an~~
9 ~~entity of the state~~ on the State and Public School Life and Health Insurance
10 Program shall not be introduced after the fifteenth day of a regular session
11 unless the introduction of the bill is first approved by a three-fourths
12 (3/4) vote of the full membership of each house of the General Assembly.

13 (B) If the General Assembly recesses for longer than
14 three (3) consecutive days during the first fifteen (15) calendar days of a
15 regular session, the fifteen-day introduction deadline shall be extended for
16 a time period equal to the recess.

17 (3) A bill affecting the State and Public School Life and
18 Health Insurance Program or that imposes a new or increased cost obligation
19 ~~for health benefit plans, including pharmacy benefits, on an entity of the~~
20 ~~state~~ on the State and Public School Life and Health Insurance Program shall
21 not be introduced or considered at a fiscal session or an extraordinary
22 session of the General Assembly unless the introduction and consideration of
23 the bill is first approved by a two-thirds (2/3) vote of the full membership
24 of each house of the General Assembly.

25 38.(q)(1) The following proposed legislation to be considered by the
26 General Assembly at a regular session shall be introduced in the General
27 Assembly during the first thirty-one (31) calendar days of a regular session:

28 (A) A bill that creates a new scholarship to be funded
29 with net proceeds from the state lottery or the Higher Education Grants Fund
30 Account, as applicable; and

31 (B) A bill that affects an existing scholarship that is
32 funded with net proceeds from the state lottery or the Higher Education
33 Grants Fund Account, as applicable.

34 (2)(A) A bill creating a new scholarship to be funded with net
35 proceeds from the state lottery or the Higher Education Grants Fund Account,
36 as applicable, or affecting an existing scholarship that is funded with net

1 proceeds from the state lottery or the Higher Education Grants Fund Account,
2 as applicable, shall not be introduced after the thirty-first day of a
3 regular session unless its introduction is first approved by a three-fourths
4 (3/4) vote of the full membership of each chamber of the General Assembly.

5 (B) If the General Assembly recesses for longer than three
6 (3) consecutive days during the first thirty-one (31) days of a regular
7 session, the deadline imposed under this section shall be extended for a time
8 period equal to the recess.

9 (3) A bill creating a new scholarship to be funded with net
10 proceeds from the state lottery or the Higher Education Grants Fund Account,
11 as applicable, or affecting an existing scholarship that is funded with net
12 proceeds from the state lottery or the Higher Education Grants Fund Account,
13 as applicable, shall not be introduced or considered at a special session or
14 fiscal session of the General Assembly unless the introduction or
15 consideration of the bill is first approved by a two-thirds (2/3) vote of the
16 full membership of each chamber of the General Assembly.

17 38.(r) "Fiscal impact statement" means a realistic statement of the
18 estimated financial cost of implementing or complying with a proposed law
19 regarding:

20 (1) Municipalities;

21 (2) Counties;

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

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

27 (5) Lottery, if amending Arkansas Code, Title 23, Chapter 115 or
28 imposing a new or increased cost to the Office of the Arkansas Lottery or a
29 lottery;

30 ~~(6) Health benefit plans, if imposing a new or increased cost~~
31 ~~obligation for health benefit plans, including pharmacy benefits, on an~~
32 ~~entity of the state~~ Imposing a new or increased cost on the State and Public
33 School Life and Health Insurance Program; or

34 (7) New or existing scholarships to be funded with net proceeds
35 from the state lottery or the Higher Education Grants Fund Account, as
36 applicable.

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

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

17 38.(u) Fiscal impact statements shall be made available to House
18 Committees:

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

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

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

28 38.(v)(1) Except for bills imposing a new or increased cost obligation
29 ~~for health benefit plans on an entity of the state~~ on the State and Public
30 School Life and Health Insurance Program or bills regarding new or existing
31 scholarships to be funded with net proceeds from the state lottery or the
32 Higher Education Grants Fund, failure of the sponsor of a bill to provide the
33 fiscal impact statement required in this rule shall not prohibit the
34 consideration of it in the committee to which referred or on the Floor of the
35 House of Representatives, if no objection to it is made at the time such
36 action is taken.

1 (2)(A) A bill filed in the House of Representatives that
2 will impose a new or increased cost obligation ~~for health benefit plans,~~
3 ~~including pharmacy benefits, on an entity of the state~~ on the State and
4 Public School Life and Health Insurance Program shall:

5 (i) Have a fiscal impact statement attached to
6 the bill prepared and filed with the chair of the committee to which the bill
7 is referred; and

8 (ii) Not be taken up by the committee to which
9 the bill is referred until a fiscal impact statement is provided to the chair
10 of the committee.

11 (B) If a bill is called up for final passage in the
12 House of Representatives and a fiscal impact statement has not been provided
13 by the sponsor of the bill or by the committee to which the bill was
14 referred, a member of the House of Representatives may object to the bill's
15 being called up for final passage until a fiscal impact statement is prepared
16 and made available on the desk of each member of the House of Representatives
17 at least one (1) day before the bill is called up for final passage.

18 (C) An affirmative vote of two-thirds (2/3) of a
19 quorum present and voting shall override the objection.

20 (D) If an objection is made without override, the
21 presiding officer of the House of Representatives shall cause the bill to be
22 referred to an actuary for the preparation of a fiscal impact statement,
23 which shall be filed with the presiding officer not later than five (5) days
24 from the date of the request.

25 (3)(A) Any bill filed with the House of Representatives
26 that creates a new scholarship to be funded with net proceeds from the state
27 lottery or the Higher Education Grants Fund Account, as applicable, or
28 affects an existing scholarship that is funded with net proceeds from the
29 state lottery or the Higher Education Grants Fund Account, as applicable,
30 shall:

31 (i) Have a lottery fiscal impact statement
32 attached to it that is in the form set forth in Arkansas Code § 6-85-502; and

33 (ii) Not be taken up by the House Committee on
34 Education and the Senate Committee on Education meeting jointly, until a
35 lottery fiscal impact statement is attached.

36 39.(a) The first reading of a bill shall be for information and unless

1 otherwise ordered by the House, it shall be placed on the second reading
2 calendar. (Every bill shall be read at length on three different days in
3 each house, unless the rules be suspended by two-thirds (2/3) of the House,
4 when the same may be read a second or third time on the same day; (Arkansas
5 Constitution, Article 5, § 22 - Passage of bills.)

6 39.(b) No bill shall be read and considered either a first, second or
7 third time which does not contain a bill number, at least one author, a title
8 expressing the main contents of the bill, a subtitle, an enacting clause and
9 at least one section which shall be expressed in the title and the subtitle.
10 The Speaker shall not entertain a motion to suspend this rule.

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

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

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

26 40. Second reading

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

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

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

1 Bill Clerk prior to being voted on by the House.

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

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

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

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

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

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

18 43. A bill ordered to be engrossed or enrolled shall be typed or
19 photocopied.

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

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

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

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

36 47. Amendments to bills and resolutions:

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

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

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

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

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

36 47.(f) Members' own House bills and Senate bills on which a House

1 member is the lead sponsor may be amended with their own amendments beginning
2 at a specific time set aside by the House. Senate bills may be amended in
3 accordance with the applicable rules provided for amending members' own House
4 bills with their own amendments.

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

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

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

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

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

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

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

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

32 47.(o) Members' own House bills or Senate bills to be amended with
33 their own amendments shall be placed on the "Members' Own Bill/Own Amendment
34 Calendar" the day preceding the day they are to be considered.

35 47.(p) When a bill has a committee recommendation and is subsequently
36 amended to change the title, and/or the list of sponsors and/or an emergency

1 clause, such amendment shall not cause the bill to be re-referred to
2 committee.

3 47.(q) Members' own House bills may be withdrawn at a specific time
4 set aside by the House by placing them on the "Withdrawal Calendar", the day
5 preceding the day they are to be withdrawn. House bills for withdrawal may be
6 placed on the "Withdrawal Calendar" only by the member whose name is listed
7 first as author of the bill. The member requesting withdrawal may recommend
8 the bill to be studied by the same committee to which the bill was assigned
9 at the time of request for withdrawal.

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

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

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

21 47.(u) Budget bills to be amended deleting the sponsor and
22 substituting the Joint Budget Committee shall be placed on the Joint Budget
23 Calendar by the Joint Budget Calendar Clerk.

24 47.(v) The House Chairman of the Joint Budget Committee shall sign all
25 amendments deleting the sponsor and substituting the Joint Budget Committee
26 as sponsor.

27

28

RESOLUTIONS

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

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

34 50. Joint resolutions are for incidental, unusual, or informal
35 objectives of legislation (i.e., as extending the thanks of the State to
36 individuals; invitations to celebrities to visit the State), or to submit

1 proposed amendments to the United States Constitution, ratifying United
 2 States Constitutional amendments and proposing amendments to the Arkansas
 3 Constitution.

4 51. Concurrent resolutions shall be a means of expressing fact,
 5 principles, opinions, purposes, and all other matters requiring concurrence
 6 of both houses except the subject matter provided for in the joint
 7 resolution. A concurrent resolution is binding on neither house until agreed
 8 to by both.

9 52. Resolutions of Inquiry:

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

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

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

17 53. Non-procedural Resolutions During a Special Session.

18 (a) As used in this section, "non-procedural resolution" means a
 19 resolution unrelated to the procedures followed by the House of
 20 Representatives or the Senate or both during a legislative session.

21 (b) A non-procedural resolution shall not be introduced at any
 22 special session of the General Assembly.

23 24 STANDING, SELECT, AND SPECIAL COMMITTEES

25 (Arkansas Code, Title 10, Subchapter 2 -- Interim Committees Generally)

26 53. The committees of the House of Representatives shall consist of
 27 ten (10) standing committees, seven (7) select committees, and three (3)
 28 special committees. The standing committees shall be five (5) Class "A"
 29 committees and five (5) Class "B" committees. The seven (7) select
 30 committees shall be five (5) joint select committees and two (2) House select
 31 committees. The three (3) special committees shall be two (2) joint
 32 committees and one (1) House committee. The House standing, joint select,
 33 select and special committees are as follows:

34 53.(a) HOUSE STANDING COMMITTEES

35 Class "A" Committees

36 Education

1 Judiciary
 2 Public Health, Welfare and Labor
 3 Public Transportation
 4 Revenue and Taxation

5 Class "B" Committees

6 Aging, Children and Youth, Legislative and Military Affairs
 7 Agriculture, Forestry and Economic Development
 8 City, County and Local Affairs
 9 Insurance and Commerce

10 State Agencies and Governmental Affairs

11 53.(b) JOINT SELECT COMMITTEES

12 (1) Joint Budget -- (to consist of twenty four (24) members of the
 13 House and twenty four (24) members of the Senate, and the immediate past co-
 14 chairs of the Legislative Council and ex-officio members in accordance with
 15 Arkansas Code § 10-3-502. (Arkansas Code, Subchapter 5, -- Joint Budget
 16 Committee) The House members of the Joint Budget Committee shall be known as
 17 the House Budget Committee.

18 (2) Joint Committee on Energy -- (to consist of fifteen (15) members
 19 of the House, fifteen (15) House alternates, and ten (10) members of the
 20 Senate. (Arkansas Code, Title 10, Subchapter 8 -- Energy Committees.)

21 (3) Joint Committee on Public Retirement and Social Security
 22 Programs -- (to consist of ten (10) members of the House, ten (10) House
 23 alternates, and ten (10) members of the Senate. (Arkansas Code, Title 10,
 24 Subchapter 7 -- Retirement Committees)

25 (4) Joint Performance Review Committee -- (to consist of twenty (20)
 26 members of the House and ten (10) members of the Senate. (Arkansas Code,
 27 Title 10, Subchapter 9 -- Joint Performance Review Committees)

28 (5) Joint Committee on Advanced Communications and Information
 29 Technology -- (to consist of ten (10) members of the House, ten (10) House
 30 alternates, and seven (7) members of the Senate. (Arkansas Code, Title 10,
 31 Subchapter 17 -- Joint Committee on Advanced Communications and Information
 32 Technology)

33 53.(c) HOUSE SELECT COMMITTEES

34 House Rules Committee shall consist of no more than fifteen (15)
 35 members.

36 House Management Committee shall consist of the Speaker and no more

1 than six (6) additional members.

2 53.(d) SPECIAL COMMITTEES

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

5 (a) The chairperson of the House Budget Committee;

6 (b) Two (2) members of the House of Representatives
7 appointed by the Speaker;

8 (c) The chairperson of the House Management Committee and
9 two (2) additional members of the House Management Committee to be designated
10 by its chairperson;

11 (d) The Speaker of the House of Representatives or his or
12 her designee; and

13 (e) Seven (7) members of the Senate to be named by the
14 Senate Committee on Committees. (Arkansas Code, Title 10, Subchapter 11 --
15 Joint Interim Committee on Legislative Facilities)

16 (2) House Committee on the Journal; Engrossed and Enrolled Bills
17 shall consist of not more than five (5) members. The House Committee on the
18 Journal; Engrossed and Enrolled Bills shall not be considered a standing or
19 select committee. The committee shall consist of the Speaker of the House of
20 Representatives or his or her designee who shall be chairperson, the
21 chairperson of the House Rules Committee who shall be the vice chairperson,
22 the chairperson of the House Management Committee, and two (2) members of the
23 House appointed by the Speaker of the House; and, the House Parliamentarian
24 shall serve as secretary and advisor to the committee. The chairperson of the
25 committee shall receive an allowance in accordance with Arkansas Code § 10-2-
26 215.

27 (3) Joint Committee on Legislative Printing Requirements and
28 Specifications -- (to consist of the chairperson and vice chairperson of the
29 House Management Committee, the chairperson and vice chairperson of the
30 Senate Efficiency Committee, the Speaker of the House of Representatives or
31 his or her designee and the President Pro Tempore of the Senate. (Arkansas
32 Code, Title 10, Subchapter 6 -- Joint Committee on Legislative Printing
33 Requirements and Specifications)

34 54.(a) STANDING COMMITTEES

35 (1) Selection of membership positions on House committees for
36 members-elect shall take place during the caucus of the entire House of

1 Representatives-elect following the November General Election.

2 (2) Each standing committee shall consist of twenty (20)
3 members. Each member of the House of Representatives shall serve on two (2)
4 standing committees, one (1) of which shall be a Class "A" standing committee
5 and one (1) of which shall be a Class "B" standing committee. A member may
6 not serve on more than one (1) committee of the same class. Members of the
7 standing committees shall be selected as follows:

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

11 (B)(i) The most senior member of the House of
12 Representatives shall select first and shall choose a position on a Class "A"
13 standing committee. The next-senior member shall then choose a position on a
14 Class "A" standing committee. The seniority rotation procedure shall
15 continue until the member with the least seniority makes his or her
16 selection.

17 (ii) After the member with the least seniority makes
18 his or her Class "A" standing committee selection, the most senior member
19 shall select his or her Class "B" standing committee. The seniority rotation
20 shall continue until the member with the least seniority selects his or her
21 Class "B" standing committee.

22 (C)(i) A member may trade a committee membership with
23 another member.

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

26 (iii) A trade of committee membership shall be in
27 writing and signed by the members who are trading their committee
28 memberships, the trading members' political caucus leaders, and the Speaker
29 of the House of Representatives.

30 (iv) Once completed, written and signed
31 documentation of the trade of committee membership shall be filed in the House
32 Journal.

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

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

4 (3) Standing committee membership shall be confirmed at the same
5 time that House members are administered the oath of office.

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

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

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

36 54.(b) SELECT COMMITTEES

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

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

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

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

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

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

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

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

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

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

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

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

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

35 55. Committee Operations.

36 55.(a) Each committee of the House shall be provided a secretary who

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

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

11 (1) That a bill, resolution, petition or memorial “do pass”;

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

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

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

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

33 Rules 56-59 [Repealed.]

34 60. Meetings and Hearings:

35 60.(a) All committee and subcommittee meetings including but not
36 limited to hearings at which public testimony is to be taken, (normally

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

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

15 60.(c) The Speaker of the House shall establish a schedule of House
16 standing and select committee meetings so as to minimize conflicts.

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

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

23 (2) Electronic devices such as smart phones, tablets or personal
24 computers may be used by participants in debate but during presentations may
25 not be employed for personal communications with outside parties.

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

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

31 64.(a) The following subject areas shall be within the jurisdiction of
32 each of the respective House standing committees:

33 (1) Committee on Education – matters pertaining to public
34 kindergarten, elementary, secondary, and adult education, vocational
35 education, vocational-technical schools, vocational rehabilitation, higher
36 education, private educational institutions, similar legislation, and

1 resolutions germane to the subject matter of the committee;

2 (2) Committee on Judiciary – matters pertaining to state and
3 local courts, court clerks and stenographers and other employees of the
4 courts, civil and criminal procedures, probate matters, civil and criminal
5 laws, similar matters, and resolutions germane to the subject matter of the
6 committee;

7 (3) Committee on Public Health, Welfare and Labor – matters
8 pertaining to public health, mental health, mental ~~retardation~~ illness,
9 intellectual disability, public welfare, human relations and resources,
10 environmental affairs, water and air pollution, labor and labor relations,
11 contractors and contracting, similar legislation, and resolutions germane to
12 the subject matter of the committee;

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

18 (5) Committee on Revenue and Taxation – matters pertaining to
19 the levy, increase, reduction, collection, enforcement and administration of
20 taxes and other revenue-producing measures, and resolutions germane to the
21 subject matter of the committee;

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

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

33 (8) Committee on City, County and Local Affairs – matters
34 pertaining to city and municipal affairs, county affairs, local improvement
35 districts, water districts, interlocal government cooperation, similar
36 legislation and resolutions germane to the subject matter of the committee;

1 (9) Committee on Insurance and Commerce – matters pertaining to
2 banks and banking, savings and loan associations, stock, bonds, and other
3 securities, securities dealers, insurance, public utilities, partnerships and
4 corporations, home mortgage financing and housing, similar legislation and
5 resolutions germane to the subject matter of the committee;

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

13 64.(b) The following permanent subcommittees are hereby created from
14 within each standing committee:

15 (1) For the House standing committee on Aging, Children and Youth,
16 Legislative and Military Affairs, the following permanent subcommittees are
17 created:

18 (A) Aging

19 (B) Children and Youth

20 (C) Legislative, Military and Veterans Affairs

21 (2) For the House standing committee on Agriculture, Forestry
22 and Economic Development, the following permanent subcommittees are created:

23 (A) Agriculture, Forestry and Natural Resources

24 (B) Small Business and Economic Development

25 (C) Parks and Tourism

26 (3) For House standing committee on City, County and Local
27 Affairs, the following permanent subcommittees are created:

28 (A) Planning

29 (B) Finance

30 (C) Local Government Personnel

31 (4) For the House standing committee on Education, the following
32 permanent subcommittees are created:

33 (A) Early Childhood

34 (B) Kindergarten Through Twelve, Vocational/Technical
35 Institutions

36 (C) Higher Education

1 (5) For the House standing committee on Insurance and Commerce,
2 the following permanent subcommittees are created:

3 (A) Financial Institutions

4 (B) Insurance

5 (C) Utilities

6 (6) For the House standing committee on Judiciary, the following
7 permanent subcommittees are created:

8 (A) Courts/Civil Law

9 (B) Corrections/Criminal Law

10 (C) Juvenile Justice/Child Support

11 (7) For the House standing committee on Public Health, Welfare
12 and Labor, the following permanent subcommittees are created:

13 (A) Human Services

14 (B) Health Services

15 (C) Labor and Environment

16 (8) For the House standing committee on Public Transportation,
17 the following permanent subcommittees are created:

18 (A) Motor Vehicle and Highways

19 (B) Public Transportation and Rail

20 (C) Waterways and Aeronautics

21 (9) For the House standing committee on Revenue and Taxation,
22 the following permanent subcommittees are created:

23 (A) Sales, Use, Miscellaneous Taxes and Exemptions

24 (B) Income Taxes—Personal and Corporate

25 (C) Complaints and Remediation

26 (10) For the House standing committee on State Agencies and
27 Governmental Affairs, the following permanent subcommittees are created:

28 (A) State Agencies and Reorganization

29 (B) Constitutional Issues

30 (C) Elections

31 65.(a) Committee on Rules:

32 (1) All proposed action touching the rules, joint rules, and
33 order of business shall be referred to the Committee on Rules.

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

36 (3) The Committee on Rules shall present to the House reports

1 concerning rules, joint rules, and order of business on the third day after
2 convening of the House. The permanent rules shall be adopted by a majority
3 of the members and thereafter they may be changed only by a vote of sixty-
4 seven (67) members.

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

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

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

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

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

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

1 committee.

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

4 69. Committee Records and Reports:

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

8 (1) The time and place of each hearing and each meeting of the
9 committee.

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

16 (3) A summary of each bill's major provision which may be
17 several paragraphs in length in case of major bills or simply the title of
18 the bill in the case of minor bills.

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

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

25 (6) A list of all people testifying before a committee on each
26 bill, the interest that they represent, and an indication of their position
27 on the bill.

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

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

33 70. Consent Calendar – Supplemental Calendar. In addition to the
34 regular calendar of the House of Representatives, there shall be a consent
35 calendar on which shall be placed bills that have been recommended "do pass"
36 by committee, which are deemed by the committee or by the Speaker to be non-

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

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

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

1 Welfare and Labor has initiated a study of the feasibility of such
2 legislation at least thirty (30) days prior to convening the next legislative
3 session.

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

10

11

COMMITTEE OF THE WHOLE

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

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

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

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

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

35 74.(d) Appropriation bills amended in the Senate without Joint Budget
36 Committee or House Budget Committee action. The aforementioned list of

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

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

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

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

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

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

27
28 LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

29 80. Legislative Council.

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

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

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

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

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

23 81. Legislative Joint Auditing Committee.

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

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

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

18 81.(c) Ex-officio members shall be selected in accordance with
19 Arkansas Code §§ 10-3-403 and 10-3-404.
20

21 CAUCUS DISTRICTS

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

24 The First Caucus District shall be composed of the following House of
25 Representatives Districts: 1, 2, 3, 4, 5, 6, 27, 28, 30, 31, 32, 33, 34, 35,
26 36, 37, 38, 39, 40, 60, 61, 62, 63, 64, and 68.

27 The Second Caucus District shall be composed of the following House of
28 Representatives Districts: 41, 42, 43, 54, 55, 56, 57, 58, 59, 66, 67, 69,
29 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 81, 82, and 83.

30 The Third Caucus District shall be composed of the following House of
31 Representatives Districts: 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19,
32 20, 21, 22, 23, 24, 25, 26, 47, 48, 49, 50, and 51.

33 The Fourth Caucus District shall be composed of the following House of
34 Representatives Districts: 29, 44, 45, 46, 52, 53, 65, 80, 84, 85, 86, 87,
35 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, and 100.
36

DEBATE

1
2 83. When a representative desires to speak or to have the attention of
3 the House, he or she shall rise from his or her seat and respectfully address
4 himself or herself to "Mr. or Madam Speaker", (or in the Committee of the
5 Whole, "Mr. or Madam Chairperson") and upon recognition, he or she may
6 address the House from his or her seat or the "well" of the House.

7 Representatives must be at their seats before obtaining recognition. Any
8 representative who receives recognition from the Chair must confine himself
9 or herself to the question before the House, or a privileged motion. No
10 representative shall proceed until recognized by the Speaker. When two (2)
11 or more representatives arise at once, the Speaker shall name the member who
12 shall be first to speak.

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

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

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

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

DECORUM

33
34
35 88. No person other than a member of the Arkansas General Assembly,
36 designated legislative staff, or on special and certain occasions those

1 persons specifically invited by the Speaker of the House, shall be permitted
2 on the Floor of the House Chamber while the House is in session or in brief
3 recess. The Speaker shall develop policies governing limited public access
4 to the Floor during the interim. Arrangements for photographers shall be
5 established, the direction and control of which shall be regulated by the
6 Speaker of the House. No one in the House Chamber other than a member of the
7 Legislature may advocate or oppose passage of a measure while the House is in
8 session. No legislative aides, lobbyists or unauthorized persons shall be
9 permitted access to the House Floor, work areas, or House support areas.
10 This Rule shall be enforced by the Speaker of the House and/or the House
11 Management Committee. The House Management Committee and the Rules Committee
12 shall recommend punishment to the House for violation of this Rule. (Arkansas
13 Code 10-2-110 -- Disorderly Conduct)

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

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

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

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

34 93. Introduction of and recognition of family, constituents, or groups
35 shall not become excessive. Members should be extremely reluctant in using
36 the time of the House for these personal courtesies. If deemed appropriate by

1 the Speaker of the House, he or she shall make all introductions from
2 information provided to the Speaker by a member or appropriate House staff.

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

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

9
10 VOTING

11 96. No person not a representative shall cast a vote for a
12 representative.

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

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

19 99. Any representative who will be absent from the House may pair his
20 or her vote with a representative who shall be present.

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

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

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

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

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

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

36 99.(e) The representative may not cast his or her vote by other

1 methods when he or she is paired.

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

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

10 101.(a) Representatives voting aye shall stand at their seats until
11 counted.

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

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

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

18 102. The Electronic Voting System shall have the same force and effect
19 as a Roll Call. (Not less than a majority of the members of each House of
20 the General Assembly may enact a law.) (Arkansas Constitution, Article 5,
21 § 21, as added by Arkansas Constitution, Amendment 19, § 1.)

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

27 (Governor's power to adjourn) In cases of disagreement between the
28 two (2) houses of the General Assembly, at a regular or special session, with
29 respect to the time of adjournment, the Governor may, if the facts be
30 certified to him or her by the presiding officers of the two (2) houses,
31 adjourn them to a time not beyond the day of their next meeting; and, on
32 account of danger from an enemy or disease, to such other place of safety as
33 he or she may think proper. (Arkansas Constitution, Article 6, § 20 -- Power
34 to adjourn General Assembly.)

35 104. Vetoes. (Arkansas Constitution, Article ~~16~~ 6, §§ 15-17; Arkansas
36 Code § 10-2-116)

1 105. Extraordinary sessions of the General Assembly. (Arkansas
2 Constitution, Article 6, § 19 -- Extraordinary sessions of General Assembly -
3 - Calling -- Purposes.)

4 106. Homestead exemption increase (3/4 vote) (Arkansas Constitution,
5 Article 16, § 16, as added by Arkansas Constitution, Amendment 59.)

6 107. Workmen's Compensation Laws (Arkansas Constitution, Article 5,
7 § 32, as amended by Arkansas Constitution, Amendment 26.)

8 108. It shall be a violation of the Rules of the House for any member
9 of the House to accept a campaign contribution during the period beginning
10 thirty (30) days before and ending thirty (30) days after any regular session
11 of the General Assembly. If there is an extended recess of the General
12 Assembly, the period shall end thirty (30) days after the beginning of the
13 recess. It shall also be a violation of the Rules of the House for any member
14 of the House to accept a campaign contribution during any extended session of
15 the General Assembly or during any special session of the General Assembly.

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

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

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

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

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

33 111. Eligibility, Qualifications, and Removal of Members of the House
34 of Representatives. (Arkansas Constitution, Article 5, § 12; and other
35 applicable constitutional provisions)

36 112. Impeachments.

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

7 (1) To investigate the allegations asserted in the articles of
8 impeachment; and

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

12 112.(b) All meetings of the committee to which the articles of
13 impeachment are referred shall be open to the public. Advance notice shall
14 be given to the public for all meetings consistent with notice requirements
15 of other House committee meetings and shall include publication of the agenda
16 for the meeting.

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

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

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

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

29 (3) The committee shall submit to the House of Representatives,
30 along with its recommendation on the resolution, a report regarding its
31 findings and conclusions. If the recommendation of the committee is not
32 unanimous, at the request of two (2) members, the members in opposition to
33 the recommendation of the committee may submit a dissenting report.

34 (4) The recommendation of the committee, along with the
35 committee report and any dissenting report, shall be provided to the members
36 of the House of Representatives no less than three (3) business days prior to

1 consideration of the impeachment resolution by the House of Representatives.

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

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

9
10 ADDENDUM

11 HOUSE OF REPRESENTATIVES

12 COMMITTEE CHAIRPERSONS MANUAL

13 AND

14 HOUSE COMMITTEE RULES

15
16 A committee chairperson is a member appointed by the Speaker of the House to
17 function as the parliamentary head of a standing, select, special or joint
18 committee.

19
20 1) The chairperson (or vice chairperson in his or her absence) shall call
21 the committee to order at the appointed time.

22
23 2) The presider shall determine a quorum present either by declaration,
24 without objection, or by calling the roll (for quorum purposes only a roll
25 call will be required if there is one objection by a committee member to the
26 declaration of the presence of a quorum).

27
28 3) The presider shall maintain order of the committee meeting.

29
30 4) The presider shall decide all questions of order subject to appeal to the
31 Speaker of the House who may refer the question to the Rules Committee whose
32 decision may be appealed to the full House.

33
34 5) The presider shall supervise and direct the staff of the committee.

35
36 6) The presider shall prepare, or supervise the preparation of, and sign all

1 reports of the committee and submit them to the full House.

2

3 House Rule 55.(b) and 55.(c)

4 55.(b) All committees shall consider the bills, resolutions,
5 amendments, petitions, and memorials referred to them and make one of the
6 following reports in writing to the House:

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

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

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

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

19

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

22

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

32

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

36

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

3

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

7 19(a) To fix the time to which the House will adjourn (non-debatable)
8 (majority of a quorum);

9 19(a)(1) (A majority of a quorum is a majority of those voting when at least
10 a majority of the members are present and voting);

11 19(b) To adjourn (non-debatable) (majority of a quorum);

12 19(c) To take a recess (non-debatable) (majority of a quorum);

13 19(d) Postpone temporarily; lay on the table (non-debatable) (majority of a
14 quorum) To take from the table (non-debatable) (majority of a quorum) (when
15 the motion to take from the table is adopted, the proposition takes the same
16 position it held when the motion to lay on the table was adopted);

17 19(e) Immediate consideration (non-debatable) (2/3 of a quorum);

18 19(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);

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

20 19(h) To expunge (debatable) (2/3 of membership) (67);

21 19(i) Postpone to a day certain (debatable) (majority of a quorum);

22 19(j) Committee of the Whole, go into (non-debatable) (majority of a
23 quorum);

24 19(k) Refer (debatable) (majority of a quorum);

25 19(l) Amend (debatable) (majority of a quorum);

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

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

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

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

30

31 9) (House Rule 60(a)) All committee and subcommittee meetings including but
32 not limited to hearings at which public testimony is to be taken, (normally
33 called “public hearings”) shall be open to the public (Art. V, Sec. 13) and
34 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,
35 resolutions, and other proposals to be considered at such meetings shall be
36 posted in a designated place at least eighteen (18) hours in advance; but in

1 case of an emergency, a two-thirds (2/3) majority of the membership of the
2 committee may bring bills or resolutions up for consideration upon notice of
3 not less than two (2) hours.

4
5 10) (House Rule 60(b)) Special meetings of a standing committee may be
6 called by the chairperson of the committee or by a majority of the members of
7 the committee for conducting any business of the committee; provided, a
8 special meeting of the committee may not conflict with regularly scheduled
9 meetings of any standing committee; provided further, special meetings shall
10 be subject to the same procedures regarding the publishing of agendas and
11 notices of meetings that apply to regular standing committee meetings.

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

17
18 12) (House Rule 63) No committee shall sit while the House is in session
19 except the Committee on Rules or a Conference Committee, which shall notify
20 the House.

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

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

1 amendments shall be attached to the original bill or resolution, numbered by
2 the Bill Clerk, and shall be placed upon the members' desks before being
3 acted upon by the House.

4
5 (House Rule 38(e)) All amendments shall be entered on a separate sheet of
6 paper noting the line or lines to be changed and the words to be deleted or
7 inserted.

8
9 15) (House Rule 68) No bill or resolution shall be introduced with a
10 committee as the author of said bill or resolution unless that committee has
11 voted unanimously to sponsor the bill or resolution.

12
13 16) (House Rule 69) Committee Records and Reports

14 69(a) The chairperson of each committee of the House shall keep or cause to
15 be kept a separate record for each committee meeting in which there shall be
16 entered:

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

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

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

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

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

35 (6) A list of all people testifying before a committee on each bill or
36 resolution, the interest that they represent, and an indication of their

1 position on the bill or resolution.

2

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

7

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

22

23 19) (House Rule 55 (a)) House Committee Staff will automatically and
24 without delay place all bills or resolutions referred to the committees on
25 the committee agendas. Staff will notify the sponsor of bills or resolutions
26 assigned to committee. Referred bills shall be placed on the committee's
27 active agenda in the order they are read across the desk on the House Floor.
28 A bill shall not be placed on a committee agenda until the second calendar
29 day following the initial filing of the bill. When an active agenda is
30 established in a committee and bills from that agenda are not placed on the
31 deferred list and if the bills are passed over, they are placed at the bottom
32 of the list of the day's active agenda.

33

34 20) After a bill or resolution has appeared on the committee agenda and has
35 been called up for consideration by the committee and the sponsor of the bill
36 or resolution or a representative is not present to present the bill or

1 resolution, the bill or resolution will be placed on the active agenda two
2 (2) additional times, but will be placed at the bottom of the active agenda.

3
4 21) The sponsor may request a bill or resolution be moved to a deferred list
5 of bills and resolutions. A bill or resolution passed over after appearing
6 on three (3) committee agendas shall be moved to the deferred list. Sponsor
7 requests to move bills or resolutions from the deferred list to the active
8 agenda must be made by 2:30 p.m. two (2) days prior to the scheduled
9 committee meeting. Bills or resolutions moved from the deferred list to the
10 active agenda shall be listed at the bottom of the active agenda. Bills or
11 resolutions on the deferred list may be moved to the active calendar as
12 provided by rule for a total of three (3) times only. A suspension of this
13 rule by the committee (two-thirds of a quorum) will be required for each
14 transfer of any bill or resolution having been moved three (3) times
15 previously.

16
17 22) Bills or resolutions suggested as non-controversial will be considered
18 before consideration of controversial bills or resolutions on the agenda.
19 The objection of one (1) committee member to the consideration of a bill or
20 resolution as non-controversial will automatically keep the bill or
21 resolution from being considered as being non-controversial. Even though a
22 bill or resolution has been considered as non-controversial, it will be
23 necessary after a "do pass" or "do pass as amended" recommendation that a
24 motion be made and there be unanimous consent of no less than a quorum of the
25 committee for a bill or resolution to be eligible to be placed on the House
26 non-controversial calendar.

27
28 23) If a bill or resolution is discussed by a committee at a meeting, but is
29 not voted on because of time limitations or because the vote is deferred to
30 the next meeting, the bill or resolution will not lose its order on the
31 agenda and will not be counted as having been considered.

32
33 24) The author/sponsor of a bill or resolution may make a presentation for
34 his or her bill or resolution and may elect at that time to respond to
35 questions from the committee members. Following the initial presentation,
36 non-legislative---non-committee members will be allowed to alternately speak

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

21

22 25) As determined by the presider courtesy may be extended to General
23 Assembly members who are non-committee members who need to return to their
24 own committee meetings.

25

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

30

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

32

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

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

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

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

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

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

(1) Municipalities;

(2) Counties;

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

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

(5) Lottery, if amending Arkansas Code, Title 23, Chapter 115, or imposing a new or increased cost to the Office of the Arkansas Lottery or a lottery;

(6) ~~Health benefit plans, if imposing a new or increased cost obligation for health benefit plans, including pharmacy benefits, on an entity of the state~~ Imposing a new or increased cost on the State and Public School Life and Health Insurance Program; or

(7) New or existing scholarships to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable .

33) (House Rule 38(s)) When any House or Senate bill or resolution

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

11

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

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

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

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

23

24 35) (House Rule 38(v)) (1) Except for bills imposing a new or increased
 25 cost obligation ~~for health benefit plans on an entity of the state~~ on the
 26 State and Public School Life and Health Insurance Program or bills regarding
 27 new or existing scholarships to be funded with net proceeds from the state
 28 lottery or the Higher Education Grants Fund, failure of the sponsor of a bill
 29 or resolution to provide the fiscal impact statement required in this rule
 30 shall not prohibit the consideration of it in the committee to which referred
 31 or on the floor of the House of Representatives, if no objection to it is
 32 made at the time such action is taken.

33 (2) A bill filed in the House of Representatives that will impose a new
 34 or increased cost obligation ~~for health benefit plans, including pharmacy~~
 35 ~~benefits, on an entity of the state~~ on the State and Public School Life and
 36 Health Insurance Program shall:

1 (A) Have a fiscal impact statement attached to the bill prepared
2 and filed with the chair of the committee to which the bill is referred; and

3 (B) Not be taken up by the committee to which the bill is
4 referred until a fiscal impact statement is provided to the chair of the
5 committee.

6 (3)(A) Any bill filed with the House of Representatives that creates a
7 new scholarship to be funded with net proceeds from the state lottery or the
8 Higher Education Grants Fund Account, as applicable, or affects an existing
9 scholarship that is funded with net proceeds from the state lottery or the
10 Higher Education Grants Fund Account, as applicable, shall:

11 (i) Have a lottery fiscal impact statement
12 attached to it that is in the form set forth in Arkansas Code § 6-85-502; and

13 (ii) Not be taken up by the House Committee on
14 Education and the Senate Committee on Education meeting jointly, until a
15 lottery fiscal impact statement is attached.

16
17 TRACKING ITEM 24

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

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

20 3. Presentation of bill by sponsor. The sponsor may respond to questions
21 from committee members.

22 a. If there are amendments, recognize amendment sponsor(s) to present
23 amendment(s).

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

26 c. Declare disposition of amendment(s).

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

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

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

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

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

1 Motions (after recognition and the motion by a committee member
2 only)

3 a. "Rep. _____, would you like to explain your motion?"

4 b. Recognize committee members for questions/discussion.

5 c. In discussion, alternate between those supporting and those
6 opposing the motion.

7 d. A procedural motion made by a member of the Committee and adopted
8 by the Committee to limit or end debate (immediate consideration) will be
9 allowed to govern the legislative members' discussion.

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

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

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

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

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

20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36