

1 State of Arkansas
2 91st General Assembly
3 Regular Session, 2017

HR 1001

4
5 By: Representative Gillam

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7 **HOUSE RESOLUTION**

8 A RESOLUTION TO ADOPT THE RULES OF THE HOUSE OF
9 REPRESENTATIVES OF THE NINETY-FIRST GENERAL ASSEMBLY.

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12 **Subtitle**

13 TO ADOPT THE RULES OF THE HOUSE OF
14 REPRESENTATIVES OF THE NINETY-FIRST
15 GENERAL ASSEMBLY.

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

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

24 **MEMBERS**

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

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



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

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

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

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

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

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

1 examination.

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

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

7

8

THE SPEAKER

9 10. Selection.

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

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

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

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

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

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

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

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

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

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

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

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

1 employees during the biennium (A.C.A. 10-2-125 -- Employees of the House of
2 Representatives);

3 11.(c) Preserve order and decorum;

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

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. In making appointments, the
12 Speaker shall consider the political composition and the geographic and
13 demographic diversity of the House; the skills, expertise, personal
14 preferences, and seniority of individual appointees; and he or she shall in
15 good faith consult with the minority and majority party leadership before
16 making such appointments;

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

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

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

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

29 11.(k) Supervise and direct the preparation of the daily House
30 calendar;

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

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

THE CHIEF CLERK

1
2 16. The Chief Clerk shall be appointed by the Speaker-designate by
3 November 1 of the even-numbered years, subject to confirmation by a majority
4 vote of the membership of the House.

5 17. The duties of the Chief Clerk shall be to (A.C.A. 10-2-102):

6 17.(a) Have custody of all bills, papers and records of the House and
7 not to permit them to be taken out of his/her custody except by the
8 provisions established in House Rule #8. Staff must sign a receipt for all
9 bills taken from the Clerk;

10 17.(b) Keep the Journal of the proceedings of the House, and, under
11 the direction of the Speaker, subject to the will of the House, correct
12 errors in the Journal;

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

14 17.(d) Supervise the engrossment and enrollment of bills and to
15 certify their passage, with the assistance of the appropriate committee (J.R.
16 6 thru 9);

17 17.(e) Transmit bills, other documents, and messages to the Senate, as
18 required and secure a receipt thereof and to receive communications from the
19 Senate and receipts of bills, documents and messages;

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

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

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

30 17.(i) The Secretary of the Senate and the Clerk of the House are
31 authorized, subject to approval by the appropriate designated committee, to
32 correct obvious errors occurring in documents originating in the House and
33 the Senate respectively, provided that each such correction is noted on the
34 bill jacket and is documented by a "correction note" at the end of the
35 official daily Journal for the date on which the correction was made.

36

PARLIAMENTARIAN

18. The duties of the Parliamentarian shall be to:

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

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

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

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

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

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

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

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

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

PARLIAMENTARY PRACTICE

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

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

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

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

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

2 19.(d) Postpone temporarily; lay on the table (non-debatable)

3 (majority of a quorum) To take from the table (non-debatable) (majority of a
4 quorum) (when the motion to take from the table is adopted, the proposition
5 takes the same position it held when the motion to lay on the table was
6 adopted);

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

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

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

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

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

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

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

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

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

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

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

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

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

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

27 22. Previous question:

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

34 22.(b) Pending a vote on the main question, one (1) motion to refer is
35 permitted. A motion to refer under this rule applies to House resolutions as
36 well as to House bills, to Senate bills and to Senate amendments to a House

1 bill, and to a motion to amend the Journal. The motion to refer under this
2 rule is non-debatable and may not be laid upon the table.

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

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

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

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

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

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

34 27. Reconsideration:

35 27.(a) When a proposition has been made and carried or lost, it shall
36 be in order for any member of the majority on the same or succeeding

1 legislative day to move for the reconsideration thereof, or give notice of
2 his/her intentions to do so and such motion shall take precedence over other
3 questions except consideration of a conference report or a motion to adjourn:
4 Provided, the motion or proposition shall only be considered during the
5 period reserved for regular bills. The notice shall not be withdrawn after
6 the said succeeding legislative day without the consent of the House, and
7 thereafter any member may call it up for consideration: Provided, the notice
8 to reconsider must be disposed of within three (3) legislative days following
9 the day the vote was taken; provided, that such notice to reconsider cannot
10 be given after the 57th day of a regular session or during a special session
11 or fiscal session during which times a motion to reconsider must be disposed
12 of immediately.

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

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

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

36 27.(e) A notice to reconsider is not debatable. A motion to

1 reconsider is debatable when the item to which it applies is debatable.

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

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

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

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

19 29. Two-thirds (2/3) of a quorum may suspend the rules, other than
20 rules that require a two-thirds (2/3) or three-fourths (3/4) vote of the
21 membership. (J.R. 12 - Suspending Joint Rules)

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

24 31. In every case not provided for in the House rules, the Speaker,
25 the Parliamentarian, and the members shall be guided by Mason's Manual of
26 Legislative Procedure. Each member of the Rules Committee may be furnished a
27 copy of the current edition and of each new or revised edition of Mason's
28 Manual of Legislative Procedure and additional copies may be available to
29 other members from the Parliamentarian, upon approval of the Rules Committee.
30

31 DAILY ORDER OF BUSINESS

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

34 33. The daily order of business shall be:

35 (a) Prayer

36 (b) Pledge of Allegiance

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

1 improperly introduced, as determined by the Speaker or the House Committee on
2 the Journal; Engrossed and Enrolled Bills, shall be returned to the
3 representative who introduced them.

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

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

9 38.(j) No bill shall be passed by either house containing more than
10 one subject, which shall be expressed in the title, and the subtitle. (J.R.
11 4)

12 38.(k) In making appropriations for any fiscal year, the General
13 Assembly shall first pass the General Appropriation Bill provided for in
14 Section 30 of Article 5 of the Constitution, and no other appropriation bill
15 may be enacted before that shall have been done. (As added to Article 5, Sec.
16 40 by Amendment No. 19)

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

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

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

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

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

8 38.(m)(a) 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; and, no other bill or resolution except
12 adjournment resolutions and resolutions requesting permission to introduce a
13 bill or resolution shall be filed for introduction in either the House of
14 Representatives or the Senate later than the fifty-fifth (55th) day of a
15 regular session, except upon consent of two-thirds (2/3) of the members
16 elected to each house.

17 (b)(1) No appropriation bill shall be filed for introduction in
18 either the House of Representatives or the Senate later than the fifteenth
19 (15th) day of a fiscal session except upon consent of two-thirds (2/3) of the
20 members elected to each house.

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

25 (3) The identical resolutions authorizing the introduction of a
26 non-appropriation bill in a fiscal session shall not be filed for
27 introduction in either the House of Representatives or the Senate later than
28 the first (1st) day of a fiscal session.

29 (4) A non-appropriation bill shall not be filed for introduction
30 in either the House of Representatives or the Senate later than the fifteenth
31 (15th) day of a fiscal session.

32 (c) When the filing deadline for any bills or resolutions ends on
33 Saturday or Sunday, the deadline is extended until the close of business the
34 following Monday.

35 38.(n) The Joint Committee on Constitutional Amendments shall consist
36 of the members of the Senate Committee on State Agencies and Governmental

1 Affairs and the members of the House Committee on State Agencies and
2 Governmental Affairs. No proposed constitutional amendment can be
3 recommended to either House of the General Assembly except upon the
4 affirmative vote of a majority of the members of the Senate Committee on
5 State Agencies and Governmental Affairs and an affirmative vote of a majority
6 of the members of the House Committee on State Agencies and Governmental
7 Affairs. No resolution proposing a constitutional amendment shall be filed
8 in either the House of Representatives or the Senate after the thirty-first
9 (31st) day of each regular session of the General Assembly. All resolutions
10 proposing constitutional amendments shall be referred to the Joint Committee
11 on State Agencies and Governmental Affairs. Other resolutions proposing
12 constitutional amendments shall not be reported to or considered by either
13 House of the General Assembly until the original recommendations of the Joint
14 Committee on State Agencies and Governmental Affairs are disposed of. A
15 resolution proposing a constitutional amendment may be considered only during
16 a regular session. The Joint Committee on Constitutional Amendments shall
17 meet on the first (1st) Tuesday after the thirty-first (31st) day of each
18 regular session of the General Assembly to establish a meeting calendar and
19 meet regularly thereafter.

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

24 38.(o)(b) 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. (A.C.A. 10-2-115)

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

33 38.(p) "Fiscal impact statement" means a realistic statement of the
34 estimated financial cost of implementing or complying with a proposed law
35 regarding:

- 36 (1) Municipalities;

- 1 (2) Counties;
- 2 (3) Education, as related to the State of Arkansas and local
3 school districts grades kindergarten through twelve (K-12);
- 4 (4) Corrections, if imposing new or additional costs and
5 restrictions on inmate population patterns or affecting programs or services
6 of the Department of Correction; or
- 7 (5) Lottery, if amending Chapter 115 of Title 23 of the Arkansas
8 Code or imposing a new or increased cost to the Arkansas Lottery Commission
9 or a lottery.

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

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

26 38.(s) Fiscal impact statements shall be made available to House
27 Committees:

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

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

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

1 38.(t) Failure of the sponsor of a bill to provide the fiscal impact
2 statement required in this rule shall not prohibit the consideration of it in
3 the committee to which referred or on the Floor of the House of
4 Representatives, if no objection to it is made at the time such action is
5 taken.

6 39.(a) The first reading of a bill shall be for information and unless
7 otherwise ordered by the House, it shall be placed on the second reading
8 calendar. (Every bill shall be read at length on three different days in
9 each house, unless the rules be suspended by two-thirds (2/3) of the House,
10 when the same may be read a second or third time on the same day; (Art. 5,
11 Sec. 22)

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

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

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

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

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

35 40. Second reading

36 40.(a) A bill shall be read a second time and the Speaker shall assign

1 the bill to its appropriate committee.

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

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

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

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

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

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

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

27 43. A bill ordered to be engrossed or enrolled shall be typed or
28 photocopied.

29 44. A bill having been rejected may not be brought up again during the
30 same legislative session unless it be an appropriation bill. Appropriation
31 bills may be considered a total of two times during any calendar day.
32 Following a second consideration during the same calendar day, a motion to
33 reconsider or a motion to expunge must be adopted before an appropriation
34 bill may be considered.

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

1 the bill.

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

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

9 47. Amendments to bills and resolutions:

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

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

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

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

1 47.(e) All appropriation bills and other bills which are required to
2 be submitted to the Budget Committee, or to another designated committee of
3 the House and Senate, which are amended on the Floor of either House of the
4 General Assembly by an amendment which was not recommended favorably by the
5 Budget Committee, or by any other committee of the House and Senate to which
6 referred, shall be re-referred to such committee of the House and Senate for
7 consideration and recommendation before said bill may be considered for final
8 passage or concurrence by the House of Representatives.

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

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

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

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

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

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

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

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

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

5 50. Joint resolutions are for incidental, unusual, or informal
6 objectives of legislation (i.e., as extending the thanks of the State to
7 individuals; invitations to celebrities to visit the State), or to submit
8 proposed amendments to the United States Constitution, ratifying United
9 States Constitutional amendments and proposing amendments to the Arkansas
10 Constitution.

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

16 52. Resolutions of Inquiry:

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

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

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

24
25 STANDING, SELECT, AND SPECIAL COMMITTEES

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

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

35 53.(a) HOUSE STANDING COMMITTEES

36 Class "A" Committees

1 Education

2 Judiciary

3 Public Health, Welfare and Labor

4 Public Transportation

5 Revenue and Taxation

6 Class "B" Committees

7 Aging, Children and Youth, Legislative and Military Affairs

8 Agriculture, Forestry and Economic Development

9 City, County and Local Affairs

10 Insurance and Commerce

11 State Agencies and Governmental Affairs

12 53.(b) JOINT SELECT COMMITTEES

13 (1) Joint Budget -- (to consist of twenty four (24) members of the
14 House and twenty four (24) members of the Senate, and the immediate past co-
15 chairs of the Legislative Council and ex-officio members in accordance with
16 A.C.A. 10-3-502.). (A.C.A. 10-3-501 thru 10-3-509) The House members of the
17 Joint Budget Committee shall be known as 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). (A.C.A. 10-3-801 thru 10-3-822)

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

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

27 (5) Joint Committee on Advanced Communications and Information
28 Technology -- (to consist of ten (10) members of the House, ten (10) House
29 alternates, and seven (7) members of the Senate). (A.C.A. 10-3-1701 thru 10-
30 3-1707)

31 53.(c) HOUSE SELECT COMMITTEES

32 House Rules Committee shall consist of no more than fifteen (15)
33 members.

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

36 53.(d) SPECIAL COMMITTEES

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

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

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

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

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

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

13 53.(2) House Committee on the Journal; Engrossed and Enrolled Bills
14 shall consist of not more than five (5) members. The House Committee on the
15 Journal; Engrossed and Enrolled Bills shall not be considered a standing or
16 select committee. The committee shall consist of the Speaker of the House of
17 Representatives or his or her designee who shall be chairperson, the
18 chairperson of the House Rules Committee who shall be the vice chairperson,
19 the chairperson of the House Management Committee, and two (2) members of the
20 House appointed by the Speaker of the House; and, the House Parliamentarian
21 shall serve as secretary and advisor to the committee. The chairperson of the
22 committee shall receive an allowance in accordance with § 10-2-215.

23 53.(3) Joint Committee on Legislative Printing Requirements and
24 Specifications -- (to consist of the chairperson and vice chairperson of the
25 House Management Committee, the chairperson and vice chairperson of the
26 Senate Efficiency Committee, the Speaker of the House of Representatives or
27 his or her designee and the President Pro Tempore of the Senate). (A.C.A. 10-
28 3-601 thru 10-3-605)

29 54.(a) STANDING COMMITTEES

30 54.(a)(1) The Speaker of the House of Representatives shall select
31 from each of the four (4) House District Caucuses five (5) members for each
32 "A" standing committee and five (5) members for each "B" standing committee.

33 54.(a)(2) Each standing committee shall consist of twenty (20)
34 members. Each member of the House shall serve on two (2) standing
35 committees, one (1) of which shall be a Class "A" committee and one (1) of
36 which shall be a Class "B" committee. From within each standing committee

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

12 54.(a)(3) There shall be no transfers from one standing committee to
13 another or from one permanent subcommittee to another during the biennium
14 following initial biennial appointment and or confirmation. After selection
15 of standing committee members and permanent subcommittee members, a vacancy
16 occurring on a standing committee or permanent subcommittee during the
17 biennium because of the death, resignation, impeachment, etc., of a member,
18 shall be temporarily filled by the Speaker of the House assigning the newly
19 elected member, for the remainder of the biennium, to the "A" and "B"
20 standing committees, and the permanent subcommittees previously held by their
21 predecessor. The newly elected member does not automatically assume a
22 chairmanship or vice-chairmanship, which vacancies shall be filled in the
23 same manner as the original appointment.

24 54.(a)(4) Members of the House of Representatives who have been
25 assigned an office or other premises shall vacate the office or other
26 premises by December 15 following the General Election in the even-numbered
27 years.

28 54.(b) SELECT COMMITTEES

29 54.(b)(1) The Speaker shall appoint all members and all alternates on
30 all House select committees and all Joint Select Committees. The Speaker
31 shall appoint ex-officio members in accordance with the law.

32 54.(b)(2) The House Budget Committee shall consist of six (6) members
33 of the House of Representatives and two (2) alternates selected by the
34 Speaker from each caucus district. At the time the alternates are selected,
35 one (1) shall be designated as first alternate and the other as second
36 alternate. The term of office of the members shall be from January 1 of odd-

1 numbered years through December 31 of the following even-numbered year.
2 Vacancies in either a member or alternate member position shall be filled in
3 the same manner as the initial member or alternate member position was
4 filled.

5 54.(b)(3) No member of the House of Representatives shall serve on
6 more than one (1) select committee. The Legislative Council, the Legislative
7 Joint Auditing Committee, the House Budget Committee, the House Committee on
8 the Journal; Engrossed and Enrolled Bills, and the House Management Committee
9 are excluded therefrom.

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

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

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

26 54.(c)(4) After the membership of a standing committee or a permanent
27 subcommittee is established, no member shall be removed from any standing
28 committee or any permanent subcommittee during the biennium for which he or
29 she was selected. All select committee appointees selected by the Speaker
30 serve at his or her discretion.

31 55. Committee Operations.

32 55.(a) Each committee of the House shall be provided a secretary who
33 shall maintain a current record of all bills, resolutions, amendments,
34 petitions, memorials, or other matters filed in committee. A record of
35 committee actions (committee reports, committee adopted amendments, etc.)
36 shall be filed with the Chief Clerk of the House as the first priority upon

1 adjournment of the committee. The secretary shall post, on a bulletin board
2 and/or electronically, a current list of all measures pending before the
3 committee.

4 55.(b) All committees shall consider the bills, resolutions,
5 amendments, petitions, and memorials referred to them and in their possession
6 and make one of the 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 55.(d) The appropriate subject matter standing committees of the House
20 and the Senate may meet as joint committees whenever agreed by said
21 committees, for the purposes of holding public hearings or considering any
22 proposed or pending legislation but upon conclusion of the joint meeting of
23 said committees, each standing committee of the House of Representatives and
24 the Senate shall take such action and report to their respective houses as
25 determined by said committees. Whenever the appropriate subject committees
26 of the House and Senate hold hearings or meetings, the chairperson of the
27 House committee and the chairperson of the Senate committee shall by
28 agreement determine which of them shall preside at the joint meeting.

29 56. The Speaker of the House shall keep a permanent register of the
30 seniority of the members of the House of Representatives. When it is
31 necessary for the seniority of incoming members to be determined by lot, the
32 Speaker of the House and the Speaker-designate of the House shall conduct a
33 drawing by lots upon receiving certification from the Secretary of State of
34 the election of membership to each General Assembly. Such seniority drawings
35 shall be effective for the purposes of determining legislative license tag
36 numbers, Chamber seating, and State Capitol parking.

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

9 58. Seniority ranking for new members elected for the first time to
10 serve in the General Assembly shall be determined by lot.

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

14 60. Meetings and Hearings:

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

24 60.(b) Special meetings of a standing committee may be called by the
25 chairperson of the committee or by a majority of the members of the committee
26 for conducting any business of the committee; provided, a special meeting of
27 the committee may not conflict with regularly scheduled meetings of any
28 standing committee; provided further, special meetings shall be subject to
29 the same procedures regarding the publishing of agendas and notices of
30 meetings that apply to regular standing committee meetings.

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

36 60.(d) The Speaker of the House shall establish a schedule of House

1 standing and select committee meetings so as to minimize conflicts.

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

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

8 61.(b)(2) Testimony in a committee meeting or on the House floor from
9 cell phones, personal data assistants or other electronic devices shall not
10 be allowed. Electronic devices may be used in House committees to assist in
11 the delivery of testimony but in the process of testimony may not be employed
12 for personal communication to outside parties.

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

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

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

20 64.(1) Committee on Education – matters pertaining to public
21 kindergarten, elementary, secondary, and adult education, vocational
22 education, vocational-technical schools, vocational rehabilitation, higher
23 education, private educational institutions, similar legislation, and
24 resolutions germane to the subject matter of the committee;

25 64.(2) Committee on Judiciary – matters pertaining to state and local
26 courts, court clerks and stenographers and other employees of the courts,
27 civil and criminal procedures, probate matters, civil and criminal laws,
28 similar matters, and resolutions germane to the subject matter of the
29 committee;

30 64.(3) Committee on Public Health, Welfare and Labor – matters
31 pertaining to public health, mental health, mental retardation, public
32 welfare, human relations and resources, environmental affairs, water and air
33 pollution, labor and labor relations, contractors and contracting, similar
34 legislation, and resolutions germane to the subject matter of the committee;

35 64.(4) Committee on Public Transportation – matters pertaining to
36 roads and highways, city streets, county roads, road vehicles, highway

1 safety, airports and air transportation, common and contract carriers, mass
2 transit, similar legislation, and resolutions germane to the subject matter
3 of the committee;

4 64.(5) Committee on Revenue and Taxation – matters pertaining to the
5 levy, increase, reduction, collection, enforcement and administration of
6 taxes and other revenue-producing measures, and resolutions germane to the
7 subject matter of the committee;

8 64.(6) Committee on Aging, Children and Youth, Legislative and
9 Military Affairs – matters pertaining to the aged, child custody, adoptions,
10 problems of aging; children and youth, military, veterans, legislative
11 affairs, memorials, other matters whenever the subject matter is not germane
12 to the subject matter of any other standing committee and resolutions germane
13 to the subject matter of the committee;

14 64.(7) Committee on Agriculture, Forestry and Economic Development –
15 matters pertaining to agriculture, livestock, forestry, industrial
16 development, natural resources, oil and gas, publicity and parks, levee and
17 drainage, rivers and harbors, similar legislation and resolutions germane to
18 the subject matter of the committee;

19 64.(8) Committee on City, County and Local Affairs – matters
20 pertaining to city and municipal affairs, county affairs, local improvement
21 districts, water districts, interlocal government cooperation, similar
22 legislation and resolutions germane to the subject matter of the committee;

23 64.(9) Committee on Insurance and Commerce – matters pertaining to
24 banks and banking, savings and loan associations, stock, bonds, and other
25 securities, securities dealers, insurance, public utilities, partnerships and
26 corporations, home mortgage financing and housing, similar legislation and
27 resolutions germane to the subject matter of the committee;

28 64.(10) Committee on State Agencies and Governmental Affairs – matters
29 pertaining to state government and state agencies, except where the subject
30 matter relates more appropriately to another committee, proposed amendments
31 to the Constitution of the State of Arkansas or the Federal government,
32 election laws and procedures, Federal and interstate relations, similar
33 legislation, and resolutions germane to the subject matter of the committee;

34 64.(10)(a) The following permanent subcommittees are hereby created
35 from within each standing committee:

36 64.(10)(a)(1) For the House standing committee on Aging, Children and

1 Youth, Legislative and Military Affairs, the following permanent
2 subcommittees are created:

- 3 (1) Aging
- 4 (2) Children and Youth
- 5 (3) Legislative, Military and Veterans Affairs

6 64.(10)(a)(2) For the House standing committee on Agriculture,
7 Forestry and Economic Development, the following permanent subcommittees are
8 created:

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

12 64.(10)(a)(3) For House standing committee on City, County and Local
13 Affairs, the following permanent subcommittees are created:

- 14 (1) Planning
- 15 (2) Finance
- 16 (3) Local Government Personnel

17 64.(10)(a)(4) For the House standing committee on Education, the
18 following permanent subcommittees are created:

- 19 (1) Early Childhood
- 20 (2) Kindergarten Through Twelve, Vocational/Technical
21 Institutions
- 22 (3) Higher Education

23 64.(10)(a)(5) For the House standing committee on Insurance and
24 Commerce, the following permanent subcommittees are created:

- 25 (1) Financial Institutions
- 26 (2) Insurance
- 27 (3) Utilities

28 64.(10)(a)(6) For the House standing committee on Judiciary, the
29 following permanent subcommittees are created:

- 30 (1) Courts/Civil Law
- 31 (2) Corrections/Criminal Law
- 32 (3) Juvenile Justice/Child Support

33 64.(10)(a)(7) For the House standing committee on Public Health,
34 Welfare and Labor, the following permanent subcommittees are created:

- 35 (1) Human Services
- 36 (2) Health Services

1 (3) Labor and Environment

2 64.(10)(a)(8) For the House standing committee on Public
3 Transportation, the following permanent subcommittees are created:

4 (1) Motor Vehicle and Highways

5 (2) Public Transportation and Rail

6 (3) Waterways and Aeronautics

7 64.(10)(a)(9) For the House standing committee on Revenue and
8 Taxation, the following permanent subcommittees are created:

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

10 (2) Income Taxes—Personal and Corporate

11 (3) Complaints and Remediation

12 64.(10)(a)(10) For the House standing committee on State Agencies and
13 Governmental Affairs, the following permanent subcommittees are created:

14 (1) State Agencies and Reorganization

15 (2) Constitutional Issues

16 (3) Elections

17 65.(a) Committee on Rules:

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

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

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

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

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

36 65.(b) House Budget Committee. All appropriation bills coming before

1 the House shall be assigned to and considered by the House Budget Committee.

2 66. No committee shall transact business without a quorum (a majority
3 of the committee membership present). The request for a quorum call is
4 always in order. All final action on bills, and on proposed amendments to
5 bills, shall be decided by a majority vote of the total membership of the
6 committee. Provided, however, that the Speaker of the House shall not be
7 included for the purpose of determining what is a majority of a standing
8 committee, unless present at the time of the vote. A member of the committee
9 must be present at the time of the vote for his/her vote to be counted on any
10 matter considered by the committee (no pairs, no proxies).

11 66.(a) A bill, resolution or amendment in a House committee, having
12 been rejected twice, shall not be placed on the committee calendar again or
13 considered again during the same legislative session unless the vote is
14 expunged (two-thirds of the membership of the committee). The motion to
15 expunge shall be placed on the committee agenda, by a committee member, and
16 placed at the bottom of the active list. A bill or resolution may be amended
17 before a second consideration; but, unless expunged, even an amended bill
18 having failed twice shall not be placed on the calendar or considered.

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

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

26 69. Committee Records and Reports:

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

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

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

1 recommendation.

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

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

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

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

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

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

19 70. Consent Calendar – Supplemental Calendar. In addition to the
20 regular calendar of the House of Representatives, there shall be a consent
21 calendar on which shall be placed bills that have been recommended "do pass"
22 by committee, which are deemed by the committee or by the Speaker to be non-
23 controversial, and may be used for other non-controversial matters such as
24 resolutions and amendments to bills proposed by the author of the bill, if
25 the Speaker deems such matter to be non-controversial. The Speaker of the
26 House shall maintain the consent calendar. On Thursday of each week, and
27 such other times as the Speaker may deem advisable, the House shall consider
28 bills and other matters on the consent calendar. Provided, that a list of
29 bills and other matters on the consent calendar which are to be considered on
30 a particular day shall be circulated among the members of the House of
31 Representatives the day prior to the date on which the consent calendar is to
32 be considered. If as many as five (5) members object to a bill or other
33 matter on the consent calendar being considered as non-controversial, the
34 Speaker of the House shall remove the same from the consent calendar and
35 shall place it on the regular calendar of the House business. When deemed
36 advisable, in addition to the regular calendar and the consent calendar, the

1 Speaker may provide for a supplemental calendar on which shall be placed
2 bills and resolutions and other matters as requested by the members for
3 consideration. The list of bills, resolutions and other matters on the
4 supplemental calendar for consideration on a particular day shall be
5 circulated among the members of the House. If as many as five (5) members
6 object to a bill, resolution or any other matter on the supplemental calendar
7 the same shall be removed and placed on the regular House calendar for
8 consideration consistent with the wishes of the House. No bill or resolution
9 may be placed for consideration on any more than one (1) House calendar.

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

18 72.(a) Except as provided in subsection (b), no action may be taken in
19 the House Committee on Public Health, Welfare and Labor or on the Floor of
20 the House of Representatives on any bill that provides for licensure of any
21 profession, occupation or class of health care providers not currently
22 licensed or expands the scope of practice of any profession, occupation, or
23 class of health care providers unless the House Committee on Public Health,
24 Welfare and Labor has initiated a study of the feasibility of such
25 legislation at least thirty (30) days prior to convening the next legislative
26 session.

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

33
34 COMMITTEE OF THE WHOLE

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

1 be offered in the Committee of the Whole.

2 74. The Speaker of the House, in setting the calendar of budgets or
3 appropriation bills to be considered in the House shall, from time to time,
4 confer with the chairperson of the House Budget Committee on the
5 appropriation bills pending and may designate specific days or times to be
6 set aside in the House to be devoted solely to consideration of appropriation
7 bills and other budget matters. At least by the end of business on the
8 previous day before any appropriation bill is to be considered by the House,
9 the chairperson of the House Budget Committee shall cause to be prepared and
10 placed on each member's desk a listing of appropriation bills to be
11 considered in the Committee of the Whole or the House, broken down as
12 follows:

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

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

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

22 74.(d) Appropriation bills amended in the Senate without Joint Budget
23 Committee or House Budget Committee action. The aforementioned list of
24 appropriation bills shall include the number of the bill, the author of the
25 bill, and the name and agency and/or program for which the appropriation is
26 to be made. In the event the Joint Budget Committee or the House Budget
27 Committee recommendations in regard to the appropriation shall differ, in any
28 respect, from the recommendations made by the Legislative Council in regard
29 thereto, said list shall identify each such change in the appropriation bill
30 which differs from the recommendation of the Legislative Council.

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

35 76. When the House resolves itself into the Committee of the Whole,
36 non-members who are to participate in the matters to be discussed may be

1 invited into the House Chambers by the proponents or opponents of the
2 proposals to be discussed but all such non-members shall leave at the time
3 the committee arises.

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

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

9 79. No motion which has as its effect the limiting of debate in the
10 Committee of the Whole shall be entertained by the chairperson. The motion
11 for the disposition of any matter referred to the committee shall be,
12 "Mr./Ms. Chairman, I move the committee do now rise and report". If the
13 committee had no specific report, the motion should be to rise and report
14 progress.

15
16 LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

17 80. Legislative Council.

18 80.(a) The Speaker shall select from each of the four (4) House
19 District Caucuses five (5) members to serve on the Legislative Council. The
20 Speaker shall select one (1) of their number as Legislative Council co-chair
21 and one (1) of their number as Legislative Council co-vice-chair. No more
22 than two (2) members selected from each caucus shall reside within the same
23 county. The term of office of the members shall be from January 1 of odd-
24 numbered years to December 31 of the following even-numbered year.

25 80.(b) In order that there may be no House vacancies on the
26 Legislative Council at any time, at the time of selection of the House
27 members to the Council there shall be selected from each Caucus District a
28 first alternate and a second alternate for each member selected from that
29 district. In the event that any House member or House alternate of the
30 Legislative Council resigns from the Council, is disqualified from serving on
31 the Council, dies, or for any other reason there becomes a permanent vacancy
32 in a House position on the Council, the Speaker shall select from the same
33 caucus district a replacement member or alternate to serve the remainder of
34 the term. When a vacancy occurs in a House member position on the Council or
35 a House alternate position on the Council, that person's alternate shall
36 serve until the Speaker selects a replacement. The Speaker shall notify the

1 Council chairperson of all changes in membership on the Council.

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

3 81. Legislative Joint Auditing Committee.

4 81.(a) The Speaker shall select from each of the four (4) House
5 District Caucuses five (5) members to serve on the Legislative Joint Auditing
6 Committee. The Speaker shall select one (1) of their number as Legislative
7 Joint Auditing Committee co-chair and one (1) of their number as Legislative
8 Joint Auditing Committee co-vice-chair. No more than two (2) members shall
9 reside within the same county. The term of office of the members shall be
10 from January 1 of odd-numbered years to December 31 of the following even-
11 numbered year.

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

26 81.(c) Ex-officio members in accordance with A.C.A. 10-3-403 thru 10-
27 3-404.

28 CAUCUS DISTRICTS

29 82. Each of the four caucuses shall select from among the members of
30 the caucus a chairperson.

31 The First Caucus District shall be composed of the following House of
32 Representatives Districts: 11; 12; 13; 14; 43; 47; 48; 49; 50; 51; 52; 53;
33 54; 55; 56; 57; 58; 59; 60; 61; 62; 63; 64; 83; and 100.

34 The Second Caucus District shall be composed of the following House of
35 Representatives Districts: 23; 27; 28; 29; 30; 31; 32; 33; 34; 35; 36; 37;
36

1 38; 39; 40; 41; 42; 44; 45; 46; 65; 66; 67; 70; and 72.

2 The Third Caucus District shall be composed of the following House of
3 Representatives Districts: 68; 71; 75; 76; 77; 78; 79; 80; 81; 84; 85; 86;
4 87; 88; 89; 90; 91; 92; 93; 94; 95; 96; 97; 98; and 99.

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

8

9

DEBATE

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

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

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

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

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

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

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

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

16 101.(a) Representatives voting aye shall stand at their seats until
17 counted.

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

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

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

24 102. The Electronic Voting System shall have the same force and effect
25 as a Roll Call. (Not less than a majority of the members of each House of
26 the General Assembly may enact a law.) (Art. 5, Sec. 37 as added by Amend.
27 19, Sec. 1)

28 103. The Speaker, with three (3) representatives, is sufficient to
29 adjourn, or recess to a time certain, or sine die. (Neither house shall,
30 without the consent of the other, adjourn for more than three (3) days, nor
31 to any other place than that in which the two (2) houses shall be sitting.)
32 (Art. 5, Sec. 28)

33 (Governor's power to adjourn) In cases of disagreement between the two
34 (2) houses of the General Assembly, at a regular or special session, with
35 respect to the time of adjournment, the Governor may, if the facts be
36 certified to him/her by the presiding officers of the two (2) houses, adjourn

1 them to a time not beyond the day of their next meeting; and, on account of
2 danger from an enemy or disease, to such other place of safety as he/she may
3 think proper. (Art. 6, Sec. 20)

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

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

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

8 107. Workmen's Compensation Laws (Art. 5, Sec. 32 as amended by Amend.
9 26)

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

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

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

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

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

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

35
36 ADDENDUM

1 HOUSE OF REPRESENTATIVES
2 COMMITTEE CHAIRPERSONS MANUAL
3 AND
4 HOUSE COMMITTEE RULES
5

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

9
10 1) The chairperson (or vice chairperson in his or her absence) shall call the
11 committee to order at the appointed time.

12
13 2) The presider shall determine a quorum present either by declaration,
14 without objection, or by calling the roll (for quorum purposes only a roll
15 call will be required if there is one objection by a committee member to the
16 declaration of the presence of a quorum).

17
18 3) The presider shall maintain order of the committee meeting.

19
20 4) The presider shall decide all questions of order subject to appeal to the
21 Speaker of the House who may refer the question to the Rules Committee whose
22 decision may be appealed to the full House.

23
24 5) The presider shall supervise and direct the staff of the committee.

25
26 6) The presider shall prepare, or supervise the preparation of, and sign all
27 reports of the committee and submit them to the full House.

28
29 House Rule 55.(b) and 55.(c)

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

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

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

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

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

9
10 7) A quorum (one more than half the total membership of the committee) must
11 be present to transact official House committee business.

12
13 (House Rule 66) No committee shall transact business without a quorum (a
14 majority of the committee membership present). All final action on bills or
15 resolutions, and on proposed amendments to bills or resolutions, shall be
16 decided by a majority vote of the total membership of the committee.
17 Provided, however, that the Speaker of the House shall not be included for
18 the purpose of determining what is a majority of a standing committee, unless
19 present at the time of the vote. A member of the committee must be present
20 at the time of the vote for his/her vote to be counted on any matter
21 considered by the committee (no pairs, no proxies).

22
23 8) (House Rule 54. (c)(2)) The rules or proceedings of the House of
24 Representatives shall be observed in all select committees, standing
25 committees, and subcommittees of the House so far as they may be applicable.

26
27 The precedence of motions so far as they are applicable shall be as listed in
28 House Rule 19(a) – (q):

29
30 (House Rule 19) When a question is under debate, motions shall have
31 precedence in the following order (the request for a quorum call is always in
32 order; the chairperson is not compelled to accept any motion):

33 19(a) To fix the time to which the House will adjourn (non-debatable)
34 (majority of a quorum);

35 19(a)(1) (A majority of a quorum is a majority of those voting when at least
36 a majority of the members are present and voting);

1 19(b) To adjourn (non-debatable) (majority of a quorum);

2 19(c) To take a recess (non-debatable) (majority of a quorum);

3 19(d) Postpone temporarily; lay on the table (non-debatable) (majority of a
4 quorum) To take from the table (non-debatable) (majority of a quorum) (when
5 the motion to take from the table is adopted, the proposition takes the same
6 position it held when the motion to lay on the table was adopted);

7 19(e) Immediate consideration (non-debatable) (2/3 of a quorum);

8 19(f) Previous question (non-debatable) (5 seconds) (majority of a quorum);

9 19(g) Limit or extend debate (non-debatable) (2/3 of a quorum);

10 19(h) To expunge (debatable) (2/3 of membership) (67);

11 19(i) Postpone to a day certain (debatable) (majority of a quorum);

12 19(j) Committee of the Whole, go into (non-debatable) (majority of a
13 quorum);

14 19(k) Refer (debatable) (majority of a quorum);

15 19(l) Amend (debatable) (majority of a quorum);

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

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

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

19 19.(p) To suspend the rules (non-debatable) (2/3 of a quorum).
20

21 9) (House Rule 60(a)) All committee and subcommittee meetings including but
22 not limited to hearings at which public testimony is to be taken, (normally
23 called "public hearings") shall be open to the public (Art. V, Sec. 13) and
24 shall be scheduled at least eighteen (18) hours in advance; agendas of bills,
25 resolutions, and other proposals to be considered at such meetings shall be
26 posted in a designated place at least eighteen (18) hours in advance; but in
27 case of an emergency, a two-thirds (2/3) majority of the membership of the
28 committee may bring bills or resolutions up for consideration upon notice of
29 not less than two (2) hours.
30

31 10) (House Rule 60(b)) Special meetings of a standing committee may be
32 called by the chairperson of the committee or by a majority of the members of
33 the committee for conducting any business of the committee; provided, a
34 special meeting of the committee may not conflict with regularly scheduled
35 meetings of any standing committee; provided further, special meetings shall
36 be subject to the same procedures regarding the publishing of agendas and

1 notices of meetings that apply to regular standing committee meetings.

2

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

7

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

11

12 13) (House Rule 66(a)) A bill, resolution or amendment in a House committee,
13 having been rejected twice, shall not be placed on the committee calendar
14 again or considered again during the same legislative session unless the vote
15 is expunged (two-thirds of the membership of the committee). The motion to
16 expunge shall be placed on the committee agenda, by a committee member, and
17 placed at the bottom of the active list. A bill or resolution may be amended
18 before a second consideration; but, unless expunged, even an amended bill
19 having failed twice shall not be placed on the calendar or considered. Notice
20 of reconsideration not permitted in committee.

21

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

30

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

34

35 15) (House Rule 68) No bill or resolution shall be introduced with a
36 committee as the author of said bill or resolution unless that committee has

1 voted unanimously to sponsor the bill or resolution.

2

3 16) (House Rule 69) Committee Records and Reports

4 69(a) The chairperson of each committee of the House shall keep or cause to
5 be kept a separate record for each committee meeting in which there shall be
6 entered:

7 69(a) 1. The time and place of each hearing and each meeting of the
8 committee.

9 69(a) 2. The number and title of the bill or resolution with one of the
10 following three recommendations: "do pass", "do pass as amended", or "do not
11 pass". If a committee recommends a bill or resolution "do pass as amended"
12 and any of the amendments recommended by the committee are not adopted on the
13 floor, the bill or resolution shall be re-referred to the same committee for
14 further consideration and recommendation.

15 69(a) 3. A summary of each bill or resolution's major provisions which may
16 be several paragraphs in length in case of major bills or resolutions or
17 simply the title of the bill or resolution in the case of minor bills or
18 resolutions.

19 69(a) 4. The reason for the committee's action on the bill or resolution,
20 including a brief minority report, if requested by any two (2) committee
21 members.

22 69(a) 5. A record of how every member voted on each bill or resolution when
23 action is taken by the committee, including votes on a motion to postpone
24 consideration on the bill or resolution and a recorded vote on any other
25 motion, if requested by any two (2) committee members.

26 69(a) 6. A list of all people testifying before a committee on each bill or
27 resolution, the interest that they represent, and an indication of their
28 position on the bill or resolution.

29

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

34

35 18) (House Rule 24 part) When a question is raised about the proper referral
36 of a bill or resolution to committee, if the Speaker admits error in the

1 referral of the bill or resolution to a committee, the bill or resolution may
2 be re-referred by a majority vote of a quorum; however, if the Speaker does
3 not admit error in the referral of the bill or resolution to committee, the
4 bill or resolution may only be re-referred by a two-thirds (2/3) vote of a
5 quorum. When a bill or resolution is re-referred to a committee, any
6 previous committee recommendation is automatically stripped from the bill or
7 resolution. When a motion is under consideration, only two (2) substitutes
8 to that motion shall be in order. Only a motion applicable to the main
9 motion and of a higher precedence upon recognition may be substituted for the
10 motion under consideration. A substitute to the third degree shall not be in
11 order. Unless specified otherwise by the presenter of the motion at the time
12 the motion is made, a substitute motion shall apply to the main motion.

13
14 19) (House Rule 55 (a)) House Committee Staff will automatically and without
15 delay place all bills or resolutions referred to the committees on the
16 committee agendas. Staff will notify the sponsor of bills or resolutions
17 assigned to committee. Referred bills shall be placed on the committee's
18 active agenda in the order they are read across the desk on the House Floor.
19 When an active agenda is established in a committee and bills from that
20 agenda are not placed on the deferred list and if they are passed over, they
21 are placed at the bottom of the list of the day's active agenda. Bills read
22 across the desk on the House Floor later that same day or on a later day are
23 placed on the active agenda in the order they are read below bills already on
24 the active agenda.

25
26 20) After a bill or resolution has appeared on the Committee agenda and has
27 been called up for consideration by the Committee and the sponsor of the bill
28 or resolution or a representative is not present to present the bill or
29 resolution, the bill or resolution will be placed on the active agenda two
30 (2) additional times, but will be placed at the bottom of the active agenda.

31
32 21) If the sponsor or a representative is not present to present the bill or
33 resolution when called up after the bill or resolution has appeared on the
34 active agenda when called up during the third meeting, the bill or resolution
35 will be automatically dropped from the active agenda and placed on the
36 deferred list unless the sponsor notifies staff to put the bill or resolution

1 back on the active agenda before the agenda is prepared, for the next called
2 meeting. Requests to move bills or resolutions from the deferred list to the
3 active agenda must be made by 2:30 p.m. two (2) days prior to the scheduled
4 committee meeting. Bills moved from the deferred list to the active agenda
5 shall be listed at the bottom of the active agenda. Bills on the deferred
6 list may be moved to the active calendar as provided by rule for a total of
7 three (3) times only. A suspension of this rule by the Committee (two-thirds
8 of a quorum) will be required for each transfer of any bill having been moved
9 three (3) times previously.

10
11 22) Bills or resolutions suggested as non-controversial will be considered
12 before consideration of controversial bills or resolutions on the agenda.
13 The objection of one (1) committee member to the consideration of a bill or
14 resolution as non-controversial will automatically keep the bill or
15 resolution from being considered as being non-controversial. Even though a
16 bill or resolution has been considered as non-controversial, it will be
17 necessary after a "do pass" or "do pass as amended" recommendation that a
18 motion be made and there be unanimous consent of no less than a quorum of the
19 Committee for a bill or resolution to be eligible to be placed on the House
20 Non-controversial Calendar.

21
22 23) If a bill or resolution is discussed by a committee at a meeting, but is
23 not voted on because of time limitations or because the vote is deferred to
24 the next meeting, the bill or resolution will not lose its order on the
25 agenda and will not be counted as having been considered.

26
27 24) The author/sponsor of a bill or resolution may make a presentation for
28 his/her bill or resolution and may elect at that time to respond to questions
29 from the committee members. Following the initial presentation, non-
30 legislative---non-committee members will be allowed to alternately speak
31 against and for the bill or resolution. A procedural motion made by a member
32 of the committee and adopted by the committee to limit or end debate will be
33 allowed to govern non-legislative--non-committee members' discussions. At the
34 conclusion of the non-legislative--non-committee member proponent and
35 opponent presentations, the sponsor may return to the podium and may elect to
36 field questions from the committee members. Those questions should be

1 limited to requests for clarification or the securing of information.
2 Questions that are rhetorically offered and are dilatory for the effect of
3 debate are discouraged. At this point, the chair will entertain motions from
4 committee members only. For disposition of a proposition in a House
5 Committee, procedural motions (limit debate, immediate consideration, etc.)
6 are allowed only following a main motion (do pass, do not pass, do pass as
7 amended, etc.). Discussion from that point forward is limited to committee
8 members for and against the motion, if debatable, in alternating fashion. If
9 immediate consideration is not adopted and if debate has not been limited and
10 time has not expired, the sponsor of the motion will be allowed to close for
11 his/her motion. During the closing, the sponsor of the motion may elect to
12 field questions from committee members. At the conclusion of these
13 presentations, a vote will be taken on the motion properly before the
14 committee.

15

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

19

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

24

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

26

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

31

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

36

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

4
5 31) No seconds are required during the legislative process except those that
6 are explicit in the rules, (roll call, previous question, sound the ballot,
7 etc.)

8
9 32) (House Rule 38(p)) "Fiscal impact statement" means a realistic statement
10 of the estimated financial cost of implementing or complying with a proposed
11 law regarding:

12 (1) Municipalities;

13 (2) Counties;

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

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

19 (5) Lottery, if amending Chapter 115 of Title 23 of the Arkansas Code
20 or imposing a new or increased cost to the Arkansas Lottery Commission or a
21 lottery.

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

34
35 34) (House Rule 38(s)) Fiscal impact statements shall be made available to
36 House Committees:

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

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

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

10
11 35) (House Rule 38(t)) Failure of the sponsor of a bill or resolution to
12 provide the fiscal impact statement required in this rule shall not prohibit
13 the consideration of it in the committee to which referred or on the floor of
14 the House of Representatives, if no objection to it is made at the time such
15 action is taken.

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
23 present 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
29 in the audience that desires to speak for or against the bill?" Recognition
30 of citizens for discussion, alternating speakers in support and in
31 opposition.

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

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

- 1 7. Ask "What is the pleasure of the Committee?"
2 Motions (after recognition and the motion by a committee member
3 only)
4 a. "Rep. _____, would you like to explain your motion?"
5 b. Recognize committee members for questions/discussion.
6 c. In discussion, alternate between those supporting and those
7 opposing the motion.
8 d. A procedural motion made by a member of the Committee and adopted
9 by the Committee to limit or end debate (immediate consideration) will be
10 allowed to govern the legislative members' discussion.
11 e. Recognize the member making the motion to close for the motion if
12 debate has not been limited and time has not expired (proponents may save
13 some time for member to close).
14 f. Repeat until all motions are resolved, and action on the bill is
15 complete.
16 8. "The motion before the committee is _____. All of those
17 in support of the motion indicate so by saying 'aye'; those opposed, 'no'."
18 9. The motion passes/fails, and state the disposition of the
19 bill.
20 10. Roll call. (If requested by two or more members) Ask the
21 committee staff person to call the roll, then state the disposition of the
22 bill.
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