

# Rules of the House

Arkansas  
House of Representatives

Ninety-Third  
General Assembly



**Rules of the House  
of Representatives,  
Committee Chairperson's  
Manual and Committee  
Rules,**

**and**

**Joint Rules of the  
House and Senate  
of the  
State of Arkansas**

**The Honorable Matthew J. Shepherd  
Speaker of the House**

**Ninety-Third General Assembly**

# Committee on Rules

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# **Rules of the House of Representatives**

As contained in House Resolution 1001

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# Rules of the House

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## MEMBERS

1  
2 1. Every representative shall be present  
3 within the House during the session of the  
4 House and every member shall be present at  
5 each committee meeting of which he or she is  
6 a member, unless excused or necessarily pre-  
7 vented. It is the policy of the Arkansas General  
8 Assembly, as a term-limited body, to encour-  
9 age legislators to learn as much as possible by  
10 attending meetings of committees of which  
11 they are not a member. Prior signed and docu-  
12 mented approval must be obtained from the  
13 chairperson of a committee for a visiting non-  
14 committee member to enjoy certain privileges  
15 offered to regular members.

16 2. For the purpose of seating in the House  
17 Chamber for an upcoming regular session of  
18 the General Assembly, the Speaker of the  
19 House, following the November General Elec-  
20 tion, shall declare all House Chamber seats va-  
21 cant and representatives and representatives-  
22 elect must select in the order of their seniority  
23 any seat not occupied after notification by the  
24 Chief Clerk of available seats. Absence or fail-  
25 ure to select a seat at the assigned selection  
26 time will automatically allow the Speaker to as-  
27 sign the member to his or her same seat if it is  
28 available or the member or member-elect to a  
29 seat selected by the Speaker. The Chief Clerk  
30 shall furnish voting machine and desk keys.

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1           3. When it is necessary for seniority of in-  
2 coming members to be determined by lot, the  
3 Speaker of the House and the Speaker-design-  
4 nate of the House shall conduct a drawing by  
5 lots upon receiving certification from the Sec-  
6 retary of State of the election of membership to  
7 each General Assembly. Qualified and certi-  
8 fied persons to be seated and officially receive  
9 the oath of office may do so only at a time and  
10 place prescribed by the House. No person hav-  
11 ing resigned from public office as a provision  
12 to a plea agreement to avoid felony prosecution  
13 shall be seated or administered the oath of of-  
14 fice. Incoming members with previous legisla-  
15 tive tenure shall be placed highest in seniority  
16 among the incoming members based upon pre-  
17 vious terms of service. Where an equivalence  
18 of full terms of service exists, seniority for  
19 those with equal terms shall be asserted by  
20 drawing lots to determine their numerical  
21 standing.

22           4. A majority of all representatives elected  
23 to the House shall be necessary to transact busi-  
24 ness. When less than a quorum of House mem-  
25 bers shall assemble, those present shall be au-  
26 thorized to send for the absent representatives  
27 or adjourn. Penalties may be decided by a ma-  
28 jority of the representatives present. (*Arkansas*  
29 *Constitution, Article 5, § 11*)

30           5. Each representative is expected to vote  
31 on each question put before the House unless

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1 he or she has an immediate personal interest.

2 6. Any representative shall have the right  
3 to explain his/her vote on any bill or other ques-  
4 tion before the House, in writing. Such expla-  
5 nation shall not be entered upon the Journal,  
6 but shall be filed with the Chief Clerk.

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

11 8. No member at any time shall take from  
12 the House or any committee any bill or other  
13 paper belonging to the House, without consent  
14 of the Speaker, subject to the will of the House.

15 9. It shall be the duty of each representative  
16 to know, practice and preserve Parliamentary  
17 Law.

### 18 THE SPEAKER

19 10. Selection.

20 10.(a) As used in this rule, the term  
21 “Speaker-designate” shall mean the member of  
22 the House of Representatives selected by the  
23 House of Representatives of each General As-  
24 sembly held preceding the convening of the  
25 next-following regular session of the General  
26 Assembly, in the following manner:

27 10.(a)(1) A caucus of the entire House of  
28 Representatives shall be held fifteen (15)  
29 minutes following sine die adjournment of the  
30 fiscal session held in each even-numbered year,  
31



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1 at which time the members of the House shall  
2 select by secret ballot a member of the House  
3 to be known as the Speaker-designate. Each  
4 candidate for Speaker-designate shall be al-  
5 lowed fifteen (15) minutes to address the  
6 House before the ballot is taken. All members  
7 are required to be present for the addresses and  
8 for the election. In the event a member is una-  
9 ble to attend, absentee ballots may be requested  
10 by a member for himself/herself from the  
11 Speaker's Office no sooner than twenty (20)  
12 calendar days prior to the scheduled election  
13 and must be completed and returned to the  
14 Speaker's Office no later than four p.m. (4:00  
15 p.m.) the day before the scheduled election. It  
16 is the intent of the Speaker's office to accom-  
17 modate any and all members for Speaker-des-  
18 ignate voting, should a member have a docu-  
19 mented emergency arise, the Speaker may di-  
20 rect staff to allow for absentee voting up to two  
21 (2) hours prior to the scheduled elec-  
22 tion. Leave for absence shall be requested im-  
23 mediately before the time of the election. The  
24 Speaker shall announce the name and number  
25 of votes received by the candidate who re-  
26 ceived at least a majority of the votes of the  
27 membership of the House. Each candidate  
28 shall be entitled to verify the number of votes  
29 he or she received.

30 10.(a)(2) The candidate receiving a major-  
31 ity vote of the membership of the House of

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1 Representatives shall be declared the winner of  
2 such election for Speaker-designate of the  
3 House of Representatives of the next-following  
4 General Assembly.

5 10.(a)(3) If no candidate receives a major-  
6 ity vote of the membership of the House of  
7 Representatives, the names of the two (2) can-  
8 didates receiving the highest number of votes  
9 cast shall be placed on a run-off ballot and dis-  
10 tributed among the membership of the House  
11 of Representatives in the same manner pro-  
12 vided above.

13 10.(a)(4) If it is determined that the  
14 Speaker-designate will not serve as a member  
15 of the House of Representatives of the next-fol-  
16 lowing General Assembly due to death, resig-  
17 nation, or failure to be a candidate for or to win  
18 reelection, a vacancy in the position of  
19 Speaker-designate shall exist and be filled at  
20 the caucus of the entire House of Representa-  
21 tives-elect held on the Friday of the week des-  
22 ignated for the biennial Institute of Legislative  
23 Procedure (House Legislative Orientation), and  
24 the Speaker of the House of Representatives  
25 shall be elected upon convening of the next reg-  
26 ular session.

27 10.(a)(5) It is the intent of this subsection  
28 that the Speaker-designate be the Speaker of  
29 the House of Representatives of the next-fol-  
30 lowing General Assembly, subject to selection

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1 by the membership of the House upon conven-  
2 ing of the regular session.

3 10.(a)(6) Petitions seeking pledge signa-  
4 tures of members of the House of Representa-  
5 tives for a particular candidate seeking selec-  
6 tion as Speaker-designate shall not be circu-  
7 lated among the members of the House of Rep-  
8 resentatives.

9 10.(b) At the beginning of each session the  
10 members of the House of Representatives shall  
11 choose from its own membership a presiding  
12 officer designated as the Speaker of the House  
13 of Representatives.

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

16 11.(a) Take the chair each day at the hour  
17 fixed on the preceding day at adjournment. Af-  
18 ter the opening prayer and pledge of allegiance,  
19 he or she shall immediately call the members  
20 to order, and on the appearance of a quorum,  
21 cause the Journal of the preceding day to be  
22 read;

23 11.(b) Have control of the area set aside for  
24 use by the House and, in case of disturbance  
25 therein, shall have the authority to have the ar-  
26 eas cleared. He or she or his or her designee  
27 shall supervise and control the temporary em-  
28 ployees while the legislature is in session and  
29 the permanent employees during the biennium  
30 (*Arkansas Code 10-2-125 -- Employees and of-*  
31 *ficers.*);

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1 11.(c) Preserve order and decorum;

2 11.(d) Sign all acts, proceedings and orders  
3 of the House. All writs, warrants and subpoe-  
4 nas issued by the House shall be signed and at-  
5 tested by him or her and the Clerk (*Joint Rules*  
6 *of the House of Representatives and the Senate,*  
7 *Rule 10; Arkansas Code, Title 21, Chapter 10*  
8 *- Uniform Facsimile Signatures of Public Offi-*  
9 *cial's Act);*

10 11.(e) Decide, with assistance of the Par-  
11 liamentarian, all points of order, subject to ap-  
12 peal by any representative;

13 11.(f) Appoint and confirm all representa-  
14 tives to certain committees and to appoint and  
15 confirm committee chairpersons and vice  
16 chairpersons in accordance with the House  
17 Rules and Statutes;

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

20 11.(h) The Speaker shall not be required to  
21 vote, but may do so at his/her discretion. If the  
22 Speaker allows a substitute Speaker, neither the  
23 Speaker nor the substitute Speaker, if voting,  
24 shall be struck during the sounding of the bal-  
25 lot.

26 11.(i) State the question to the House be-  
27 fore each vote is taken;

28 11.(j) Appoint, at the beginning of each  
29 session, a member of the House to serve as  
30 Speaker Pro Tempore. The Speaker Pro Tem-  
31 pore shall serve during the absences of the

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1 Speaker and shall perform the Speaker's duties.  
2 The Speaker Pro Tempore shall not serve more  
3 than ten (10) consecutive legislative days with-  
4 out the consent of the House, or beyond ad-  
5 journment. The Speaker of the House may ap-  
6 point four (4) Assistant Speakers Pro Tempore;

7 11.(k) Supervise and direct the preparation  
8 of the daily House calendar;

9 11.(l) Administer the Oath of Office to the  
10 Chief Clerk and the Parliamentarian at the be-  
11 ginning of each legislative session;

12 11.(m) Vacate the Speaker's office by Jan-  
13 uary 1 of the calendar year that a new General  
14 Assembly is to convene (odd-numbered years)  
15 so as to allow the Speaker-designate the privi-  
16 lege of the use of the office in preparation for  
17 the forthcoming General Assembly;

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

20 11.(o) Keep a permanent register of the  
21 seniority of the members of the House of Rep-  
22 resentatives.

23 11.(p) When either body shall request a  
24 conference, and appoint a committee for that  
25 purpose, the other body shall also appoint a  
26 committee of equal number to confer, and such  
27 conference shall be held at any time and place  
28 agreed on by the chairpersons.

29 11.(q) Approve, by cosigning with either  
30 the Chief of Staff or the Coordinator of Legis-  
31 lative Services, the disbursement of all House

## **Rules of the House**

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1 funds.

### **CHIEF OF STAFF**

2  
3 12. The Chief of Staff shall be appointed  
4 by the Speaker with the approval of the House  
5 Management Committee.

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

8 13.(a) Oversee all facets of the daily oper-  
9 ations of the House ensuring compliance with  
10 all Rules of the House, all local, state and fed-  
11 eral laws, policies, regulations and policy state-  
12 ments;

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

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

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

20 13.(e) Act as custodian of House proper-  
21 ties.

### **COORDINATOR OF LEGISLATIVE SERVICES**

22  
23  
24 14. The Coordinator of House Legislative  
25 Services shall be appointed by the Speaker of  
26 the House with the approval of the House Man-  
27 agement Committee.

28 15. The duties of the Coordinator of House  
29 Legislative Services shall be to:

30 15.(a) Coordinate and supervise the activi-  
31 ties of the Chief Clerk, employees of the House

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1 Fiscal Office, and other temporary and perma-  
2 nent employees as assigned by the Chief of  
3 Staff;

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

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

### 7 8 THE CHIEF CLERK

9 16. The Chief Clerk shall be appointed by  
10 the Speaker, subject to confirmation by a ma-  
11 jority vote of the membership of the House.

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

14 17.(a) Have custody of all bills, papers and  
15 records of the House and not to permit them to  
16 be taken out of his or her custody except by the  
17 provisions established in Rule 8 of the Rules of  
18 the House of Representatives. Staff must sign  
19 a receipt for all bills taken from the Clerk;

20 17.(b) Keep the Journal of the proceedings  
21 of the House, and, under the direction of the  
22 Speaker, subject to the will of the House, cor-  
23 rect errors in the Journal;

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

26 17.(d) Supervise the engrossment and en-  
27 rollment of bills and to certify their passage,  
28 with the assistance of the appropriate commit-  
29 tee (*Joint Rules of the House of Representatives*  
30 *and the Senate, Rules 6 -- 9.*);

31 17.(e) Transmit bills, other documents, and

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1 messages to the Senate, as required and secure  
2 a receipt thereof and to receive communica-  
3 tions from the Senate and receipts of bills, doc-  
4 uments and messages;

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

9 17.(g) Coordinate and supervise activities  
10 of temporary and permanent employees as as-  
11 signed by the Chief of Staff;

12 17.(h) Be responsible for the distribution of  
13 all literature within the House Chamber and  
14 other House premises. One copy of such liter-  
15 ature which is distributed in the House Cham-  
16 ber and House premises must bear the signature  
17 of a representative authorizing distribution and  
18 the signed copy must be filed with the Chief  
19 Clerk; and

20 17.(i) The Secretary of the Senate and the  
21 Clerk of the House are authorized, subject to  
22 approval by the appropriate designated com-  
23 mittee, to correct obvious errors occurring in  
24 documents originating in the House and the  
25 Senate respectively, provided that each such  
26 correction is noted on the bill jacket and is doc-  
27 umented by a “correction note” at the end of the  
28 official daily Journal for the date on which the  
29 correction was made.

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31



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### PARLIAMENTARIAN

1  
2 18. The duties of the Parliamentarian shall  
3 be to:

4 18.(a) Convene the first session of the  
5 House at the time prescribed by law. The Par-  
6 liamentarian shall call the members to order,  
7 call the roll, preserve order and decorum, and  
8 decide all questions of order subject to appeal  
9 by any representative pending the election of  
10 the Speaker. The Parliamentarian of the previ-  
11 ous House shall serve as the official Parliamen-  
12 tarian until the appointment of a new Parlia-  
13 mentarian. In the absence of a Parliamentarian  
14 of the previous House, the Speaker of the  
15 House shall designate a temporary Parliamen-  
16 tarian to convene the first session of the House;

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

19 18.(c) Advise the Speaker on the proprie-  
20 ties of motions and the numbers of votes nec-  
21 essary for passage;

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

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

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

28 18.(g) Sit as an ex-officio non-voting  
29 member of the House Rules Committee, and  
30 serve as secretary and advisor to the House

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1 Committee on the Journal; Engrossed and En-  
2 rolled Bills;

3 18.(h) Prepare and distribute the House  
4 Rules and amendments thereto, under the su-  
5 pervision of the Speaker and the House Rules  
6 Committee; and

7 18.(i) Have an adequate knowledge of Par-  
8 liamentary Law and the Rules of the Arkansas  
9 House of Representatives.

### 10 11 **PARLIAMENTARY PRACTICE**

12 19. When a question is under debate, mo-  
13 tions shall have precedence in the following or-  
14 der (the request for a quorum call is always in  
15 order; the Chairperson is not compelled to ac-  
16 cept any motion):

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

20 19.(a)(1) (A majority of a quorum is a ma-  
21 jority of those voting when at least a majority  
22 of the members are present and voting;)

23 19.(b) To adjourn (non-debatable) (major-  
24 ity of a quorum);

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

27 19.(d) Postpone temporarily; lay on the ta-  
28 ble (non-debatable) (majority of a quorum) To  
29 take from the table (non-debatable) (majority  
30 of a quorum) (when the motion to take from the  
31 table is adopted, the proposition takes the same

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

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

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

7 19.(g) Limit or extend debate (non-debata-  
8 ble) (2/3 of a quorum);

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

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

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

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

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

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

21 19.(n) Take out of proper order (non-debat-  
22 able) (2/3 of a quorum);

23 19.(o) Special order of business (debata-  
24 ble) (2/3 of a quorum); and

25 19.(p) To suspend the rules (non-debata-  
26 ble) (2/3 of a quorum).

27 20. A motion to adjourn shall always be in  
28 order, when the Floor can be obtained for that  
29 purpose, except when the previous question has  
30 been ordered.

31 21. The motion to recess, when the Floor

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1 can be obtained for that purpose, must specify  
2 the time which shall elapse and the time for re-  
3 convening. It may be amended to alter specific  
4 time.

5 22. Previous question:

6 22.(a) When any debatable question is be-  
7 fore the House, any member may move the pre-  
8 vious question. It shall be seconded by five (5)  
9 members whether the question shall be stated.  
10 When the previous question shall have been  
11 adopted, the proponents shall be allowed fif-  
12 teen (15) minutes in which to debate it, and the  
13 opponents of the main question shall be al-  
14 lowed fifteen (15) minutes, after which time a  
15 vote upon the main question shall be taken.

16 22.(b) Pending a vote on the main question,  
17 one (1) motion to refer is permitted. A motion  
18 to refer under this rule applies to House resolu-  
19 tions as well as to House bills, to Senate bills  
20 and to Senate amendments to a House bill, and  
21 to a motion to amend the Journal. The motion  
22 to refer under this rule is non-debatable and  
23 may not be laid upon the table.

24 23. A motion to postpone to a day certain  
25 may not specify the hour; a special order is nec-  
26 essary to specify the hour; the motion may be  
27 amended and it is debatable within narrow lim-  
28 its only, confined to the merit of the motion it-  
29 self.

30 24. The simple motion to refer is debatable  
31 within its narrow limits, but the merits of the

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

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

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

30 25.(a) The motion for indefinite postpone-

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1 ment and possible consideration by a joint in-  
2 terim committee shall be as follows: “Mr.  
3 Speaker, I move that consideration of \_\_\_\_\_  
4 be postponed indefinitely and that considera-  
5 tion be given by the joint interim committee on  
6 \_\_\_\_\_ for a study of \_\_\_\_\_.” (majority of  
7 membership).

8 26. The motion to limit or extend debate  
9 must specify time limitations. A substitute mo-  
10 tion specifying a lesser time may be accepted.

11 27. Reconsideration:

12 27.(a) When a proposition has been made  
13 and carried or lost, it shall be in order for any  
14 member of the majority on the same or suc-  
15 ceeding legislative day to move for the recon-  
16 sideration thereof, or give notice of his or her  
17 intentions to do so and such motion shall take  
18 precedence over other questions except consid-  
19 eration of a conference report or a motion to  
20 adjourn: Provided, the motion or proposition  
21 shall only be considered during the period re-  
22 served for regular bills. The notice shall not be  
23 withdrawn after the said succeeding legislative  
24 day without the consent of the House, and  
25 thereafter any member may call it up for con-  
26 sideration: Provided, the notice to reconsider  
27 must be disposed of within three (3) legislative  
28 days following the day the vote was taken; pro-  
29 vided, that such notice to reconsider cannot be  
30 given after the 57th day of a regular session or  
31 during a special session or fiscal session during

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1 which times a motion to reconsider must be dis-  
2 posed of immediately.

3 27.(b) The provisions of the rule that the  
4 motion may be made “by any member of the  
5 majority” is construed, in case of a tie, to mean  
6 the member of the prevailing side, and the same  
7 construction applies in the case of a two-thirds  
8 (2/3) vote. Where the yeas and nays have not  
9 been ordered recorded in the Journal, any  
10 member, irrespective of whether he or she  
11 voted with the majority or not, may make the  
12 motion to reconsider or give notice thereof; but  
13 a member who was absent or who was paired  
14 in favor of the majority contention and did not  
15 vote may not make a motion.

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

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1 reconsider may not be made.

2 27.(d) The motion to reconsider is agreed  
3 to by a majority of a quorum, even though the  
4 vote reconsidered requires a majority or more  
5 of the membership. Upon reconsideration  
6 when a proposition has been voted twice and  
7 either carried or lost it is considered  
8 “Clinched”.

9 27.(e) A notice to reconsider is not debata-  
10 ble. A motion to reconsider is debatable when  
11 the item to which it applies is debatable.

12 27.(f) No bill, petition, memorial, or reso-  
13 lution referred to a committee or reported  
14 there-from for recommitment shall be brought  
15 back into the House on a motion to reconsider.

16 27.(g) The “Clincher” motion is two (2)  
17 motions in one (1); it is a motion to reconsider  
18 and to lay on the table. Having prevailed, the  
19 proposition shall not be again considered ex-  
20 cept by expunging the record. The “Clincher”  
21 motion is adopted by a majority of the mem-  
22 bership. The Speaker shall accept a “Sound the  
23 Ballot” request after the “Clincher” has been  
24 adopted and before the next order of business  
25 is called.

26 27.(h) No “Clincher” motion shall be en-  
27 tertained on a bill passed during the morning  
28 hour or which has been represented to be non-  
29 controversial regardless of when passed. Prior  
30 to the 60th day of a session, no bill passed dur-  
31 ing the morning hour, or a bill appearing on the



## Rules of the House

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1 non-controversial bill calendar which has  
2 passed, shall be transmitted to the Senate until  
3 the expiration of the morning hour of the day  
4 next following its passage in which the House  
5 is in session.

6 28. No dilatory motion shall be entertained  
7 by the Speaker.

8 29. Two-thirds (2/3) of a quorum may sus-  
9 pend the rules, other than rules that require a  
10 two-thirds (2/3) or three-fourths (3/4) vote of  
11 the membership. Rule 12 of the Joint Rules of  
12 the Senate and House of Representatives - Sus-  
13 pension of Joint Rules

14 30. No standing rule or order shall be re-  
15 vised without one (1) day's notice being given  
16 thereof.

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

### **DAILY ORDER OF BUSINESS**

28  
29  
30 32. The House shall convene at a time or-  
31 dered by the House membership.

## Rules of the House

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- 1           33. The daily order of business shall be:  
2           (a) Prayer  
3           (b) Pledge of Allegiance  
4           (c) Roll Call  
5           (d) Leaves of absence  
6           (e) Reading and approval of the previous  
7           day's Journal  
8           (f) Reports from select committees  
9           (g) Reports from standing committees  
10          (h) Unfinished business  
11          (i) Executive communications  
12          (j) Introduction, reading and advancement  
13          of bills and resolutions  
14          33.(k)1. Senate communications and  
15          amendments to House bills  
16                2. Introduction, reading and advance-  
17          ment of bills and joint resolutions  
18                3. Bills and resolutions from the Senate  
19          on first reading  
20                4. Bills and resolutions from the Senate  
21          on second reading  
22                5. Senate bills and joint resolutions on  
23          third reading  
24          33.(l) Announcement of committee meet-  
25          ings, and  
26          33.(m) Adjournment.  
27          34.(a) Introduction and reading of bills and  
28          resolutions may be ordered by the Speaker of  
29          the House at his or her discretion.  
30          34.(b) The following types of resolutions  
31          shall be considered for passage during the time

## Rules of the House

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1 set aside for the consideration of members'  
2 own amendments to their own bills: a memorial  
3 resolution, a concurrent memorial resolution,  
4 and a resolution or a concurrent resolution that  
5 commends, congratulates, or recognizes an in-  
6 dividual, group, or other entity. Notwithstand-  
7 ing Rule 27 (h), a concurrent resolution or con-  
8 current memorial resolution that is subject to  
9 this rule may be transmitted to the Senate on  
10 the same day that it is passed. A joint resolu-  
11 tion proposing a Constitutional amendment  
12 shall be placed on the regular House calendar  
13 and is subject to Rule 27 (h).

14 35. Items “(a)” through “(h)” shall take no  
15 more than one (1) hour of House time each day  
16 unless extended by a majority vote of the  
17 House members present.

18 36. Unfinished business items, except  
19 items “(a)” through “(g)”, take up where the  
20 House left the day before when it adjourned.  
21 Items “(a)” through “(g)” begin new each day.

22 37. Privileged matters may interrupt the or-  
23 der of business. These privileged matters are:

24 37.(a) Appropriation bills and revenue  
25 bills, sponsored by the committees on Budget,  
26 Revenue and Taxation and the Committee on  
27 Rules;

28 37.(b) Conference reports;

29 37.(c) Special orders reported by the Com-  
30 mittee on Rules for consideration by the House;

## Rules of the House

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1           37.(d) Consideration of amendments be-  
2           tween the House and Senate after disagree-  
3           ment;

4           37.(e) Question of privilege;

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

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

### BILLS

9  
10          38. Any representative may introduce bills,  
11          petitions, resolutions and memorials by filing  
12          them with the Clerk of the House. (*Arkansas*  
13          *Code § 10-2-112 - Prefiling of bills and reso-*  
14          *lutions -- Assignment to committee -- Print-*  
15          *ing.*)

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

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

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

27          38.(d) No alterations or erasures or other-  
28          wise defacement of the bill or amendments  
29          shall be permitted.

30          38.(e) All amendments shall be entered on

## Rules of the House

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1 a separate sheet of paper noting the page num-  
2 ber, the line or lines to be changed and the  
3 words to be deleted or inserted.

4 38.(f) All bills, resolutions, amendments,  
5 petitions and memorials must be signed by the  
6 author.

7 38.(g) The improper introduction of a bill,  
8 resolution, amendment, petition or memorial  
9 involves a question of privilege. Such  
10 measures improperly introduced, as deter-  
11 mined by the Speaker or the House Committee  
12 on the Journal; Engrossed and Enrolled Bills,  
13 shall be returned to the representative who in-  
14 troduced them.

15 38.(h) The style of the laws of the State of  
16 Arkansas shall be: "Be it enacted by the Gen-  
17 eral Assembly of the State of Arkansas." (*Ar-*  
18 *kansas Constitution, Article 5, § 19 - Style of*  
19 *laws -- Enacting Clause.*)

20 38.(i) The General Assembly of Arkansas  
21 shall not pass any local or special act. This  
22 amendment shall not prohibit the repeal of lo-  
23 cal or special acts. (*Arkansas Constitution,*  
24 *Amendment 14 - Local Acts.*)

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

30 38.(k) In making appropriations for any  
31 fiscal year, the General Assembly shall first

## Rules of the House

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1 pass the General Appropriation Bill provided  
2 for in Section 30 of Article 5 of the Constitu-  
3 tion, and no other appropriation bill may be en-  
4 acted before that shall have been done. (*Arkan-  
5 sas Constitution, Article 5, § 40 - General ap-  
6 propriation bill -- Enactment.*)

7 38.(1) No money shall be drawn from the  
8 treasury except in pursuance of specific appro-  
9 priation made by law, the purpose of which  
10 shall be distinctly stated in the bill, and the  
11 maximum amount which may be drawn shall  
12 be specified in dollars and cents; and no appro-  
13 priation shall be for a longer period than one  
14 (1) fiscal year. (*Arkansas Constitution, Article  
15 5, § 29 - Appropriations.*)

16 The general appropriation bill shall em-  
17 brace nothing but appropriations for the ordi-  
18 nary expense of the executive, legislative and  
19 judicial departments of the State; all other ap-  
20 propriations shall be made by separate bills,  
21 each embracing but one (1) subject. (*Arkansas  
22 Constitution, Article 5, § 30 - General and spe-  
23 cial appropriations.*)

24 No state tax shall be allowed, or appropria-  
25 tion of money made, except to raise means for  
26 the payment of the just debts of the State, for  
27 defraying the necessary expenses of govern-  
28 ment, to sustain common schools, to repel in-  
29 vasion and suppress insurrection, except by a  
30 majority of two-thirds (2/3) of both houses of  
31 the General Assembly. (*Arkansas Constitution,*

## Rules of the House

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1 *Article 5, § 31 - Purposes of taxes and appro-*  
2 *priations.)*

3 None of the rates for property, excise, priv-  
4 ilege or personal taxes, now levied shall be in-  
5 creased by the General Assembly except after  
6 the approval of the qualified electors voting  
7 thereon at an election, or in case of emergency,  
8 by the votes of three-fourths (3/4) of the mem-  
9 bers elected to each House of the General As-  
10 sembly. (*Arkansas Constitution, Article 5,*  
11 *§ 38 - Taxes -- Increase -- Approval by elec-*  
12 *tors.*)

13 Excepting monies raised or collected for  
14 educational purposes, highway purposes, to  
15 pay Confederate pensions and the just debts of  
16 the State, the General Assembly is hereby pro-  
17 hibited from appropriating or expending more  
18 than the sum of Two and One-Half Million  
19 Dollars for all purposes, for any fiscal year;  
20 provided the limit herein fixed may be ex-  
21 ceeded by the votes of three-fourths (3/4) of the  
22 members elected to each House of the General  
23 Assembly. (*Arkansas Constitution, Article 5,*  
24 *§ 39 - State expenses -- Limitation -- Excep-*  
25 *tions.*)

26 38.(m)(a) No appropriation bill shall be  
27 filed for introduction in either the House of  
28 Representatives or the Senate later than the fif-  
29 tieth (50th) day of a regular session except  
30 upon consent of two-thirds (2/3) of the mem-  
31 bers elected to each house.

## Rules of the House

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1 (b)(1) No appropriation bill shall be  
2 filed for introduction in either the House of  
3 Representatives or the Senate later than the fif-  
4 teenth (15th) day of a fiscal session except  
5 upon consent of two-thirds (2/3) of the mem-  
6 bers elected to each house.

7 (2) For a fiscal session, a non-ap-  
8 propriation bill shall not be filed for introduc-  
9 tion until identical resolutions authorizing the  
10 introduction of the non-appropriation bill have  
11 been approved by an affirmative vote of two-  
12 thirds (2/3) of the members elected to each  
13 house.

14 (3) The identical resolutions author-  
15 izing the introduction of a non-appropriation  
16 bill in a fiscal session shall not be filed for in-  
17 troduction in either the House of Representa-  
18 tives or the Senate later than the first (1st) day  
19 of a fiscal session.

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

24 (c) When the filing deadline for any  
25 bills or resolutions ends on Saturday or Sun-  
26 day, the deadline is extended until the close of  
27 business the following Monday.

28 38.(n)(a) No resolution proposing a consti-  
29 tutional amendment shall be filed in the House  
30 of Representatives after the thirty-first (31st)



## Rules of the House

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1 day of each regular session of the General As-  
2 ssembly. Proposed constitutional amendments  
3 may only be considered during regular ses-  
4 sions.

5 38.(n)(b) All resolutions proposing consti-  
6 tutional amendments shall be referred to the  
7 House Committee on State Agencies and Gov-  
8 ernmental Affairs, which by an affirmative  
9 vote of its members may recommend proposals  
10 one-at-a-time to the House of Representatives  
11 for its consideration.

12 38.(n)(c) Any proposed constitutional  
13 amendment initiated in and approved by the  
14 House of Representatives shall be transmitted  
15 to the Senate for its consideration. If the Senate  
16 fails to approve a House-proposed constitu-  
17 tional amendment, the House of Representa-  
18 tives may proceed to initiate other proposed  
19 constitutional amendments one-at-a-time for  
20 Senate consideration.

21 38.(n)(d) Any proposed constitutional  
22 amendment received from the Senate shall be  
23 referred to the House Committee on State  
24 Agencies and Governmental Affairs, which by  
25 an affirmative vote of its members may recom-  
26 mend the proposal to the House of Representa-  
27 tives for its consideration.

28 38.(n)(e) Upon adoption by the General  
29 Assembly of a House-proposed constitutional  
30 amendment and a Senate-proposed constitu-  
31 tional amendment, in accordance with the Joint

## Rules of the House

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1 Rules, a third proposed constitutional amend-  
2 ment may be considered and voted upon by the  
3 General Assembly only after identical resolu-  
4 tions authorizing the consideration of the third  
5 proposed constitutional amendment have been  
6 approved by an affirmative vote of two-thirds  
7 (2/3) of the members elected to each house.

8 38.(o)(a) Any proposed legislation affect-  
9 ing any publicly supported retirement system  
10 or pension plan to be considered by the General  
11 Assembly at a regular session shall be intro-  
12 duced in the General Assembly during the first  
13 fifteen (15) calendar days of a regular session.  
14 (*Arkansas Code § 10-2-115, Introduction of*  
15 *bills affecting public retirement programs.*)

16 38.(o)(b) No such bill shall be introduced  
17 after the fifteenth day of a regular session un-  
18 less its introduction is first approved by a three-  
19 fourths (3/4) vote of the full membership of  
20 each House of the General Assembly. (*Arkan-*  
21 *sas Code § 10-2-115, Introduction of bills af-*  
22 *fecting public retirement programs.*)

23 38.(o)(c) A bill affecting any publicly sup-  
24 ported retirement system or systems shall not  
25 be introduced or considered at any special ses-  
26 sion or fiscal session of the General Assembly  
27 unless the introduction and consideration of the  
28 bill is first approved by a three-fourths (3/4)  
29 vote of the full membership of each House of  
30 the General Assembly. (*Arkansas Code § 10-2-*

## Rules of the House

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1     *115, Introduction of bills affecting public re-*  
2     *tirement programs.)*

3             38.(p) “Fiscal impact statement” means a  
4     realistic statement of the estimated financial  
5     cost of implementing or complying with a pro-  
6     posed law regarding:

7             (1) Municipalities;

8             (2) Counties;

9             (3) Education, as related to the State of  
10     Arkansas and local school districts grades kin-  
11     dergarten through twelve (K-12);

12            (4) Corrections, if imposing new or ad-  
13     ditional costs and restrictions on inmate popu-  
14     lation patterns or affecting programs or ser-  
15     vices of the Department of Correction; or

16            (5) Lottery, if amending Arkansas  
17     Code, Title 23, Chapter 115 or imposing a new  
18     or increased cost to the Arkansas Lottery Com-  
19     mission or a lottery.

20            38.(q) When any House or Senate bill re-  
21     quiring an expenditure of public funds or oth-  
22     erwise imposing a new or increased cost obli-  
23     gation is pending before any committee of the  
24     House of Representatives, any member of the  
25     committee may request that a fiscal impact  
26     statement for such bill be placed on the desk of  
27     each member of the committee before the bill  
28     is called up for final action in the committee. If  
29     such request is made, the chairperson of the  
30     committee shall refer the bill to the appropriate  
31     state agency or to the legislative staff for the

## Rules of the House

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1 preparation of a fiscal impact statement, to be  
2 returned to the committee in writing not later  
3 than five (5) days from the date of the request.

4 38.(r) Any time before a bill requiring an  
5 expenditure of public funds or otherwise im-  
6 posing a new or increased cost obligation is  
7 read for the third time in the House of Repre-  
8 sentatives, any member of the House may re-  
9 quest and the Speaker shall direct that a fiscal  
10 impact statement for the bill be prepared and  
11 placed on the desk of each member not later  
12 than five (5) days from the date of the request.

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

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

19 (2) At least one (1) day before the bill  
20 may be called up for final action in the House  
21 Committee during a special session of the Gen-  
22 eral Assembly.

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

28 38.(t) Failure of the sponsor of a bill to pro-  
29 vide the fiscal impact statement required in this  
30 rule shall not prohibit the consideration of it in  
31 the committee to which referred or on the Floor

## Rules of the House

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1 of the House of Representatives, if no objection  
2 to it is made at the time such action is taken.

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

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

21 39.(c)(1) "Shell bill" means a bill, typically  
22 with no substantive provisions, that is intro-  
23 duced for purposes of later being amended to  
24 include the actual legislative proposals ad-  
25 vanced by the sponsor and within the subject  
26 matter of the title of the shell bill.

27 (2) After a bill has been read for the  
28 first time, the Speaker may declare a bill to be  
29 a shell bill and refer the shell bill to the House  
30 Committee on the Journal; Engrossed and En-  
31 rolled Bills.

## Rules of the House

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1                   (3) Notwithstanding House Rule  
2 40.(d), shell bills may be amended after first  
3 reading with a substantive amendment under  
4 the process of members amending their own  
5 bills with their own amendments. If the Com-  
6 mittee on the Journal; Engrossed and Enrolled  
7 Bills determines that the shell bill has been sub-  
8 stantively amended and engrossed and no  
9 longer meets the definition of a shell bill, it  
10 shall report its determination to the Speaker.  
11 The Speaker shall then direct the Clerk to read  
12 the bill a second time and assign the bill to  
13 committee.

14           40. Second reading

15           40.(a) A bill shall be read a second time  
16 and the Speaker shall assign the bill to its ap-  
17 propriate committee.

18           40.(b) A bill or resolution may not be di-  
19 vided for assignment to committee although it  
20 may contain certain matters properly within the  
21 jurisdiction of several committees.

22           40.(c) Before consideration by a commit-  
23 tee, any representative may attach an amend-  
24 ment to the bill which shall be referred to the  
25 committee with the bill, without debate. It is  
26 the author's responsibility to have the amend-  
27 ment properly numbered by the Bill Clerk, not  
28 the committee staff. An amendment must be  
29 properly filed by the author and properly num-  
30 bered by the Bill Clerk prior to being voted on  
31 by the House.

## Rules of the House

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

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

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

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

16           41.(b) A bill shall not be placed on a com-  
17 mittee agenda until the second calendar day  
18 following the initial filing of the bill.

19           42. A calendar of bills and resolutions to  
20 be considered in the order of business during  
21 any legislative day shall be printed and placed  
22 on the members' desks prior to the adjourn-  
23 ment of the preceding legislative day. Calen-  
24 dared items are considered to be a motion for  
25 passage.

26           43. A bill ordered to be engrossed or en-  
27 rolled shall be typed or photocopied.

28           44. A bill having been rejected may not be  
29 brought up again during the same legislative  
30 session unless it be an appropriation bill. Ap-  
31 propriation bills may be considered a total of

## Rules of the House

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1 two times during any calendar day. Following  
2 a second consideration during the same calen-  
3 dar day, a motion to reconsider or a motion to  
4 expunge must be adopted before an appropria-  
5 tion bill may be considered.

6 45.(a) When a bill has been passed and  
7 transmitted to the Senate, it may be recalled  
8 from the Senate by the same vote that was nec-  
9 essary to pass the bill.

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

14 46. A committee may receive a bill, reso-  
15 lution, amendment, petition and memorial only  
16 through the House, and the House may receive  
17 same only through a member. (*Art. 5, Sec. 34 --*  
18 *No new bill shall be introduced into either*  
19 *house during the last three days of a regular or*  
20 *fiscal session.*)

21 47. Amendments to bills and resolutions:

22 47.(a) When a bill or resolution is under  
23 consideration, amendments shall be in order.  
24 Upon adoption, amendments shall become a  
25 part of the bill or resolution. Amendments to  
26 amendments may not be offered. All amend-  
27 ments offered before the House or one of its  
28 committees must be typewritten on an ap-  
29 proved amendment form and signed by the  
30 sponsor. All amendments shall be attached to  
31 the original bill, numbered by the Bill Clerk,



## Rules of the House

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1 and shall be placed physically or electronically  
2 upon the members' desks before being acted  
3 upon by the House.

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

25 47.(c) Fifty-one (51) votes shall be re-  
26 quired to adopt a House amendment to a House  
27 or Senate bill. When a House bill has been  
28 amended in the House, it shall not be acted  
29 upon until it has been engrossed and such en-  
30 grossed bill has been printed and placed on  
31 each member's desk.

## Rules of the House

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1           47.(d) Every amendment proposed must be  
2 germane to the subject of the proposition to be  
3 amended.

4           47.(e) All appropriation bills and other  
5 bills which are required to be submitted to the  
6 Budget Committee, or to another designated  
7 committee of the House and Senate, which are  
8 amended on the Floor of either House of the  
9 General Assembly by an amendment which  
10 was not recommended favorably by the Budget  
11 Committee, or by any other committee of the  
12 House and Senate to which referred, shall be  
13 re-referred to such committee of the House and  
14 Senate for consideration and recommendation  
15 before said bill may be considered for final pas-  
16 sage or concurrence by the House of Repre-  
17 sentatives.

18           47.(f) Members' own House bills and Sen-  
19 ate bills on which a House member is the lead  
20 sponsor may be amended with their own  
21 amendments beginning at a specific time set  
22 aside by the House. Senate bills may be  
23 amended in accordance with the applicable  
24 rules provided for amending members' own  
25 House bills with their own amendments.

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

31           47.(h) Members' own amendments to their

## Rules of the House

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1 own House bills and Senate bills on which  
2 there are House sponsors must be presented to  
3 the House Bill Clerk only by the sponsor of the  
4 House or Senate bill whose name is listed first  
5 in the list of sponsors.

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

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

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

22 47.(l) An objection by any member, written  
23 or oral, to the Speaker of the House or his or  
24 her designee, shall cause a member's own  
25 amendment to his or her own bill to not be con-  
26 sidered and to be removed from the "Members'  
27 Own Bill/Own Amendment Calendar" and au-  
28 tomatically placed on the same day's regular  
29 amendment calendar for consideration.

30 47.(m) A member's own House bill or Sen-

## Rules of the House

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1     ate bill amended with a member’s own amend-  
2     ment shall be transmitted directly to Engross-  
3     ing after having been amended.

4         47.(n) No House or Senate bills having  
5     been amended shall be considered by any com-  
6     mittee or the full House until such bills have  
7     been engrossed, proofed and reported “cor-  
8     rectly engrossed”. The Speaker or presiding  
9     officer shall not accept a motion to suspend this  
10    rule.

11        47.(o) Members’ own House bills or Sen-  
12    ate bills to be amended with their own amend-  
13    ments shall be placed on the “Members’ Own  
14    Bill/Own Amendment Calendar” no later than  
15    4:30 p.m. the day preceding the day they are to  
16    be considered.

17        47.(p) When a bill has a committee recom-  
18    mendation and is subsequently amended to  
19    change the title, and/or the list of sponsors  
20    and/or an emergency clause, such amendment  
21    shall not cause the bill to be re-referred to com-  
22    mittee.

23        47.(q) Members’ own House bills may be  
24    withdrawn at a specific time set aside by the  
25    House by placing them on the “Withdrawal  
26    Calendar” no later than 4:30 p.m., the day pre-  
27    ceding the day they are to be withdrawn. House  
28    bills for withdrawal may be placed on the  
29    “Withdrawal Calendar” only by the member  
30    whose name is listed first as author of the bill.

## Rules of the House

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1 The member requesting withdrawal may rec-  
2 commend the bill to be studied by the same com-  
3 mittee to which the bill was assigned at the time  
4 of request for withdrawal.

5 47.(r) The Speaker of the House at a spe-  
6 cific time set aside by the House may transfer  
7 to another committee bills or resolutions by  
8 placing them on the “Re-referral Calendar” no  
9 later than 4:30 p.m. the day before they are to  
10 be transferred.

11 47.(s) Budget bills sponsored by members  
12 but recommended to be amended to delete the  
13 sponsor and substitute the Joint Budget Com-  
14 mittee as sponsor may be amended during the  
15 period set aside to amend “Members Own Bills  
16 with their Own Amendments”.

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

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

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

30  
31

## Rules of the House

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### RESOLUTIONS

1  
2 48. Resolutions shall follow the same pro-  
3 cedure as bills.

4 49. A House resolution shall be directed at  
5 some matter for the sole action of the House  
6 and may be introduced in extraordinary ses-  
7 sions, lack of germaneness notwithstanding.  
8 Fifty-one (51) votes shall be required to adopt  
9 a House resolution.

10 50. Joint resolutions are for incidental, un-  
11 usual, or informal objectives of legislation (i.e.,  
12 as extending the thanks of the State to individ-  
13 uals; invitations to celebrities to visit the State),  
14 or to submit proposed amendments to the  
15 United States Constitution, ratifying United  
16 States Constitutional amendments and propos-  
17 ing amendments to the Arkansas Constitution.

18 51. Concurrent resolutions shall be a  
19 means of expressing fact, principles, opinions,  
20 purposes, and all other matters requiring con-  
21 currence of both houses except the subject mat-  
22 ter provided for in the joint resolution. A con-  
23 current resolution is binding on neither house  
24 until agreed to by both.

25 52. Resolutions of Inquiry:

26 52.(a) All resolutions of inquiry addressed  
27 to the heads of executive departments shall be  
28 reported to the House within one (1) week after  
29 presentation.

30 52.(b) A House resolution authorizing a  
31 committee to request information is treated as

## Rules of the House

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1 a resolution of inquiry.

2 52.(c) A resolution of inquiry from a com-  
3 mittee shall have a privileged status to report.

4  
5 **STANDING, SELECT,**  
6 **AND SPECIAL COMMITTEES**  
7 *(Arkansas Code, Title 10, Subchapter 2 -- In-*  
8 *terim Committees Generally)*

9 53. The committees of the House of Rep-  
10 resentatives shall consist of ten (10) standing  
11 committees, seven (7) select committees, and  
12 three (3) special committees. The standing  
13 committees shall be five (5) Class "A" commit-  
14 tees and five (5) Class "B" committees. The  
15 seven (7) select committees shall be five (5)  
16 joint select committees and two (2) House se-  
17 lect committees. The three (3) special commit-  
18 tees shall be two (2) joint committees and one  
19 (1) House committee. The House standing,  
20 joint select, select and special committees are  
21 as follows:

22 53.(a) HOUSE STANDING COMMIT-  
23 TEES

24 Class "A" Committees

25 Education

26 Judiciary

27 Public Health, Welfare and Labor

28 Public Transportation

29 Revenue and Taxation

30 Class "B" Committees

31 Aging, Children and Youth, Legislative and

## Rules of the House

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1 Military Affairs

2 Agriculture, Forestry and Economic Devel-  
3 opment

4 City, County and Local Affairs

5 Insurance and Commerce

6 State Agencies and Governmental Affairs

7 53.(b) JOINT SELECT COMMITTEES

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

18 (2) Joint Committee on Energy -- (to con-  
19 sist of fifteen (15) members of the House, fif-  
20 teen (15) House alternates, and ten (10) mem-  
21 bers of the Senate. (*Arkansas Code, Title 10,*  
22 *Subchapter 8 -- Energy Committees.*)

23 (3) Joint Committee on Public Retirement  
24 and Social Security Programs -- (to consist of  
25 ten (10) members of the House, ten (10) House  
26 alternates, and ten (10) members of the Senate.  
27 (*Arkansas Code, Title 10, Subchapter 7 -- Re-*  
28 *tirement Committees*)

29 (4) Joint Performance Review Committee  
30 -- (to consist of twenty (20) members of the



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1 House and ten (10) members of the Senate. (*Ar-*  
2 *kansas Code, Title 10, Subchapter 9 -- Joint*  
3 *Performance Review Committees*)

4 (5) Joint Committee on Advanced Com-  
5 munications and Information Technology -- (to  
6 consist of ten (10) members of the House, ten  
7 (10) House alternates, and seven (7) members  
8 of the Senate. (*Arkansas Code, Title 10, Sub-*  
9 *chapter 17 -- Joint Committee on Advanced*  
10 *Communications and Information Technology*)

### 11 53.(c) HOUSE SELECT COMMITTEES

12 House Rules Committee shall consist of no  
13 more than fifteen (15) members.

14 House Management Committee shall con-  
15 sist of the Speaker and no more than six (6) ad-  
16 ditional members.

### 17 53.(d) SPECIAL COMMITTEES

18 (1) Joint Interim Committee on Legislative  
19 Facilities -- (to consist of fourteen (14) mem-  
20 bers of the General Assembly, as follows:

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

23 53.(d)(1)(b) Two (2) members of the  
24 House of Representatives appointed by the  
25 Speaker;

26 53.(d)(1)(c) The chairperson of the House  
27 Management Committee and two (2) additional  
28 members of the House Management Commit-  
29 tee to be designated by its chairperson;

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

## Rules of the House

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1           53.(d)(1)(e) Seven (7) members of the Sen-  
2     ate to be named by the Senate Committee on  
3     Committees. (*Arkansas Code, Title 10, Sub-*  
4     *chapter 11 -- Joint Interim Committee on Leg-*  
5     *islative Facilities*)

6           53.(2) House Committee on the Journal;  
7     Engrossed and Enrolled Bills shall consist of  
8     not more than five (5) members. The House  
9     Committee on the Journal; Engrossed and En-  
10    rolled Bills shall not be considered a standing  
11    or select committee. The committee shall con-  
12    sist of the Speaker of the House of Representa-  
13    tives or his or her designee who shall be chair-  
14    person, the chairperson of the House Rules  
15    Committee who shall be the vice chairperson,  
16    the chairperson of the House Management  
17    Committee, and two (2) members of the House  
18    appointed by the Speaker of the House; and, the  
19    House Parliamentarian shall serve as secretary  
20    and advisor to the committee. The chairperson  
21    of the committee shall receive an allowance in  
22    accordance with Arkansas Code § 10-2-215.

23           53.(3) Joint Committee on Legislative  
24    Printing Requirements and Specifications -- (to  
25    consist of the chairperson and vice chairperson  
26    of the House Management Committee, the  
27    chairperson and vice chairperson of the Senate  
28    Efficiency Committee, the Speaker of the  
29    House of Representatives or his or her designee  
30    and the President Pro Tempore of the Senate.  
31    (*Arkansas Code, Title 10, Subchapter 6 -- Joint*

## Rules of the House

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1 *Committee on Legislative Printing Require-*  
2 *ments and Specifications)*

3 54.(a) STANDING COMMITTEES

4 54.(a)(1) Selection of membership posi-  
5 tions on House committees for members-elect  
6 shall take place during the caucus of the entire  
7 House of Representatives-elect following the  
8 November General Election.

9 54.(a)(2) Each standing committee shall  
10 consist of twenty (20) members. Each member  
11 of the House of Representatives shall serve on  
12 two (2) standing committees, one (1) of which  
13 shall be a Class “A” standing committee and  
14 one (1) of which shall be a Class “B” standing  
15 committee. A member may not serve on more  
16 than one (1) committee of the same class.  
17 Members of the standing committees shall be  
18 selected as follows:

19 (A) Each Class “A” standing com-  
20 mittee and each Class “B” standing committee  
21 shall have five (5) members from each of the  
22 four (4) House district caucuses.

23 (B)(i) The most senior member of  
24 the House of Representatives shall select first  
25 and shall choose a position on a Class “A”  
26 standing committee. The next-senior member  
27 shall then choose a position on a Class “A”  
28 standing committee. The seniority rotation  
29 procedure shall continue until the member with  
30 the least seniority makes his or her selection.

31 (ii) After the member with the

## Rules of the House

---

1 least seniority makes his or her Class “A”  
2 standing committee selection, the most senior  
3 member shall select his or her Class “B” stand-  
4 ing committee. The seniority rotation shall  
5 continue until the member with the least seni-  
6 ority selects his or her Class “B” standing  
7 committee.

8 (C)(i) A member may trade a com-  
9 mittee membership with another member.

10 (ii) A trade of committee mem-  
11 bership may only occur by the close of business  
12 on the day of the committee selection process.

13 (iii) A trade of committee mem-  
14 bership shall be in writing and signed by the  
15 members who are trading their committee  
16 memberships, the trading members’ political  
17 caucus leaders, and the Speaker of the House  
18 of Representatives.

19 (iv) Once completed, written  
20 and signed documentation of the trade of com-  
21 mittee membership shall be filed in the House  
22 Journal.

23 (D)(i) The Speaker of the House  
24 shall have the authority to make adjustments to  
25 committee membership following the commit-  
26 tee selection process only for the purpose of ad-  
27 justing the majority to minority party ratio on  
28 the standing committees.

29 (ii) The adjustments to commit-  
30 tee membership made by the Speaker shall not

## Rules of the House

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1 exceed placing eleven (11) members of the ma-  
2 jority party on a twenty (20) member commit-  
3 tee.

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

7 54.(a)(4) From within each standing com-  
8 mittee there shall be created three (3) perma-  
9 nent subcommittees consisting of eight (8)  
10 members. Each member of the House of Rep-  
11 resentatives shall serve on two (2) permanent  
12 subcommittees, one (1) from a Class "A"  
13 standing committee and one (1) from a Class  
14 "B" standing committee. The Speaker of the  
15 House of Representatives and the chairperson  
16 of each standing committee shall jointly ap-  
17 point from the membership of the standing  
18 committee six (6) persons for each permanent  
19 subcommittee available, provided further the  
20 chairperson and vice chairperson of each stand-  
21 ing committee shall be ex-officio, voting mem-  
22 bers of each permanent subcommittee created  
23 from within their standing committee. The per-  
24 manent subcommittees of the standing commit-  
25 tees may meet after having first obtained prior  
26 approval of the standing committee chairper-  
27 son.

28 54.(a)(5) There shall be no transfers from  
29 one standing committee to another or from one  
30 permanent subcommittee to another during the

## Rules of the House

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1 biennium following initial biennial appoint-  
2 ment and or confirmation. After selection of  
3 standing committee members and permanent  
4 subcommittee members, a vacancy occurring  
5 on a standing committee or permanent subcom-  
6 mittee during the biennium because of the  
7 death, resignation, impeachment, etc., of a  
8 member, shall be temporarily filled by the  
9 Speaker of the House of Representatives as-  
10 signing the newly elected member, for the re-  
11 mainder of the biennium, to the “A” and “B”  
12 standing committees, and the permanent sub-  
13 committees previously held by their predeces-  
14 sor. The newly elected member does not auto-  
15 matically assume a chairmanship or vice-chair-  
16 manship, which vacancies shall be filled in the  
17 same manner as the original appointment.

18 54.(a)(6) A non-returning member of the  
19 House of Representatives who has been as-  
20 signed an office or other premises shall vacate  
21 the office or other premises by December 15  
22 following the General Election in the even-  
23 numbered years; and, by the same date, a re-  
24 turning member shall be prepared to vacate his  
25 or her assigned office or premises at the direc-  
26 tion of the Speaker.

27 54.(b) SELECT COMMITTEES

28 54.(b)(1) With the exception of the House  
29 Budget Committee, the Speaker shall appoint  
30 all members and all alternates on all House se-

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1 lect committees and all Joint Select Commit-  
2 tees. The Speaker shall appoint ex-officio  
3 members in accordance with the law.

4 54.(b)(2)(A) Selection of positions on the  
5 House Budget Committee shall occur follow-  
6 ing the Class “A” standing committee and  
7 Class “B” standing committee selections and in  
8 conjunction with selection of members for the  
9 Legislative Council and the Legislative Joint  
10 Auditing Committee.

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

27 (C)(i) The Speaker of the House  
28 shall have the authority to make adjustments to  
29 committee membership following the commit-  
30 tee selection process only for the purpose of ad-  
31 justing the majority to minority ratio on the

## Rules of the House

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1 House Budget Committee, the Legislative  
2 Council, and the Legislative Joint Auditing  
3 Committee.

4 (ii) The adjustments to commit-  
5 tee membership made by the Speaker shall not  
6 exceed the minimum necessary to ensure ma-  
7 jority party membership exceeds minority  
8 party membership on the committees.

9 (iii) Final committee member-  
10 ships shall be announced no later than the  
11 House Orientation held in December before a  
12 Regular Session.

13 54.(b)(3) The House Budget Committee  
14 shall consist of six (6) members of the House  
15 of Representatives and two (2) alternates from  
16 each House caucus district. At the time the al-  
17 ternates are selected, one (1) shall be desig-  
18 nated as first alternate and the other as second  
19 alternate. The term of office of the members  
20 shall be from January 1 of odd-numbered years  
21 through December 31 of the following even-  
22 numbered year. Vacancies in either a member  
23 or alternate member position shall be filled in  
24 the same manner as the initial member or alter-  
25 nate member position was filled. House Budget  
26 Committee membership shall be confirmed at  
27 the same time that House members are admin-  
28 istered the oath of office. Prior to confirmation,  
29 however, members chosen to serve on the  
30 House Budget Committee shall conduct pre-  
31 session budget hearings, either standing alone



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1 or in conjunction with the Legislative Council.

2 54.(b)(4) No member of the House of Rep-  
3 resentatives shall serve on more than one (1)  
4 select committee. The Legislative Council, the  
5 Legislative Joint Auditing Committee, the  
6 House Budget Committee, the House Commit-  
7 tee on the Journal; Engrossed and Enrolled  
8 Bills, and the House Management Committee  
9 are excluded therefrom.

10 54.(c)(1) The Speaker of the House of Rep-  
11 resentatives shall appoint a chairperson and a  
12 vice chairperson of each standing committee  
13 and each select committee who shall serve at  
14 the pleasure of the Speaker of the House of  
15 Representatives. The Speaker, in consultation  
16 with the chairperson of each standing commit-  
17 tee, shall appoint from the membership of each  
18 permanent subcommittee, a chairperson and  
19 vice chairperson provided however that the  
20 vice chairperson of the standing committee  
21 may be the chairperson of a permanent sub-  
22 committee. No member of the House of Repre-  
23 sentatives, with the exception of each House  
24 standing committee vice chairperson, shall be  
25 chairperson or vice chairperson of more than  
26 one (1) standing committee, select committee,  
27 or permanent subcommittee.

28 54.(c)(2) The rules or proceedings of the  
29 House of Representatives shall be observed in  
30 all select committees, standing committees,

## Rules of the House

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1 and subcommittees of the House of Represent-  
2 atives so far as the rules or proceedings may be  
3 applicable.

4 54.(c)(3) The House Committee on the  
5 Journal; Engrossed and Enrolled Bills shall  
6 serve as the supervisory committee over the  
7 preparation of the Journal and engrossing and  
8 enrolling of bills.

9 54.(c)(4) After the membership of a stand-  
10 ing committee or a permanent subcommittee is  
11 established, no member shall be removed from  
12 any standing committee or any permanent sub-  
13 committee during the biennium for which he or  
14 she was selected. All appointees selected by the  
15 Speaker of the House of Representatives serve  
16 at his or her discretion.

### 17 55. Committee Operations.

18 55.(a) Each committee of the House shall  
19 be provided a secretary who shall maintain a  
20 current record of all bills, resolutions, amend-  
21 ments, petitions, memorials, or other matters  
22 filed in committee. A record of committee ac-  
23 tions (committee reports, committee adopted  
24 amendments, etc.) shall be filed with the Chief  
25 Clerk of the House as the first priority upon ad-  
26 journment of the committee. The secretary  
27 shall post, on a bulletin board and/or electroni-  
28 cally, a current list of all measures pending be-  
29 fore the committee.

30 55.(b) All committees shall consider the  
31 bills, resolutions, amendments, petitions, and

## Rules of the House

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1 memorials referred to them and make one of  
2 the following reports in writing to the House:

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

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

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

11 55.(c) No bill, resolution, petition or me-  
12 morial shall be acted upon by the House with-  
13 out a “do pass” or a “do pass as amended” rec-  
14 ommendation. No bills shall be placed on the  
15 non-controversial calendar or deemed to be  
16 non-controversial in any way unless a motion  
17 is adopted in the committee to which the bill  
18 was referred. With a quorum present, the mo-  
19 tion is considered adopted if there are no nega-  
20 tive votes.

21 55.(d) The appropriate subject matter  
22 standing committees of the House and the Sen-  
23 ate may meet as joint committees whenever  
24 agreed by said committees, for the purposes of  
25 holding public hearings or considering any pro-  
26 posed or pending legislation but upon conclu-  
27 sion of the joint meeting of said committees,  
28 each standing committee of the House of Rep-  
29 resentatives and the Senate shall take such ac-  
30 tion and report to their respective houses as de-  
31 termined by said committees. Whenever the

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1 appropriate subject committees of the House  
2 and Senate hold hearings or meetings, the  
3 chairperson of the House committee and the  
4 chairperson of the Senate committee shall by  
5 agreement determine which of them shall pre-  
6 side at the joint meeting.

7 Rules 56-59 [*Repealed.*]

8 60. Meetings and Hearings:

9 60.(a) All committee and subcommittee  
10 meetings including but not limited to hearings  
11 at which public testimony is to be taken, (nor-  
12 mally called “public hearings”) shall be open to  
13 the public (*Arkansas Constitution, Article 5,*  
14 *§ 13, Sessions to be open.*) and shall be sched-  
15 uled at least eighteen (18) hours in advance;  
16 agendas of bills, resolutions, and other pro-  
17 posals to be considered at such meetings shall  
18 be posted in a designated place at least eighteen  
19 (18) hours in advance; but in case of an emer-  
20 gency, a two-thirds (2/3) majority of the mem-  
21 bership of the committee may bring bills up for  
22 consideration upon notice of not less than two  
23 (2) hours.

24 60.(b) Special meetings of a standing com-  
25 mittee may be called by the chairperson of the  
26 committee or by a majority of the members of  
27 the committee for conducting any business of  
28 the committee; provided, a special meeting of  
29 the committee may not conflict with regularly  
30 scheduled meetings of any standing committee;

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1 provided further, special meetings shall be sub-  
2 ject to the same procedures regarding the pub-  
3 lishing of agendas and notices of meetings that  
4 apply to regular standing committee meetings.

5 60.(c) The Speaker of the House shall es-  
6 tablish a schedule of House standing and select  
7 committee meetings so as to minimize con-  
8 flicts.

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

15 61.(b)(1) The committee shall have the op-  
16 portunity to ask questions of persons offering  
17 testimony.

18 61.(b)(2) Electronic devices such as smart  
19 phones, tablets or personal computers may be  
20 used by participants in debate but during  
21 presentations may not be employed for per-  
22 sonal communications with outside parties.

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

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

## Rules of the House

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1           64. The following subject areas shall be  
2 within the jurisdiction of each of the respective  
3 House standing committees:

4           64.(1) Committee on Education – matters  
5 pertaining to public kindergarten, elementary,  
6 secondary, and adult education, vocational ed-  
7 ucation, vocational-technical schools, voca-  
8 tional rehabilitation, higher education, private  
9 educational institutions, similar legislation,  
10 and resolutions germane to the subject matter  
11 of the committee;

12          64.(2) Committee on Judiciary – matters  
13 pertaining to state and local courts, court clerks  
14 and stenographers and other employees of the  
15 courts, civil and criminal procedures, probate  
16 matters, civil and criminal laws, similar mat-  
17 ters, and resolutions germane to the subject  
18 matter of the committee;

19          64.(3) Committee on Public Health, Wel-  
20 fare and Labor – matters pertaining to public  
21 health, mental health, mental retardation, pub-  
22 lic welfare, human relations and resources, en-  
23 vironmental affairs, water and air pollution, la-  
24 bor and labor relations, contractors and con-  
25 tracting, similar legislation, and resolutions  
26 germane to the subject matter of the committee;

27          64.(4) Committee on Public Transportation  
28 – matters pertaining to roads and highways,  
29 city streets, county roads, road vehicles, high-  
30 way safety, airports and air transportation,  
31 common and contract carriers, mass transit,

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1 similar legislation, and resolutions germane to  
2 the subject matter of the committee;

3 64.(5) Committee on Revenue and Taxa-  
4 tion – matters pertaining to the levy, increase,  
5 reduction, collection, enforcement and admin-  
6 istration of taxes and other revenue-producing  
7 measures, and resolutions germane to the sub-  
8 ject matter of the committee;

9 64.(6) Committee on Aging, Children and  
10 Youth, Legislative and Military Affairs – mat-  
11 ters pertaining to the aged, child custody, adop-  
12 tions, problems of aging; children and youth,  
13 military, veterans, legislative affairs, memori-  
14 als, other matters whenever the subject matter  
15 is not germane to the subject matter of any  
16 other standing committee and resolutions ger-  
17 mane to the subject matter of the committee;

18 64.(7) Committee on Agriculture, Forestry  
19 and Economic Development – matters pertain-  
20 ing to agriculture, livestock, forestry, industrial  
21 development, natural resources, oil and gas,  
22 publicity and parks, levee and drainage, rivers  
23 and harbors, similar legislation and resolutions  
24 germane to the subject matter of the committee;

25 64.(8) Committee on City, County and Lo-  
26 cal Affairs – matters pertaining to city and mu-  
27 nicipal affairs, county affairs, local improve-  
28 ment districts, water districts, interlocal gov-  
29 ernment cooperation, similar legislation and  
30 resolutions germane to the subject matter of the  
31 committee;

## Rules of the House

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1           64.(9) Committee on Insurance and Com-  
2 merce – matters pertaining to banks and bank-  
3 ing, savings and loan associations, stock,  
4 bonds, and other securities, securities dealers,  
5 insurance, public utilities, partnerships and cor-  
6 porations, home mortgage financing and hous-  
7 ing, similar legislation and resolutions germane  
8 to the subject matter of the committee;

9           64.(10) Committee on State Agencies and  
10 Governmental Affairs – matters pertaining to  
11 state government and state agencies, except  
12 where the subject matter relates more appropri-  
13 ately to another committee, proposed amend-  
14 ments to the Constitution of the State of Arkan-  
15 sas or the Federal government, election laws  
16 and procedures, Federal and interstate rela-  
17 tions, similar legislation, and resolutions ger-  
18 mane to the subject matter of the committee;

19           64.(10)(a) The following permanent sub-  
20 committees are hereby created from within  
21 each standing committee:

22           64.(10)(a)(1) For the House standing com-  
23 mittee on Aging, Children and Youth, Legisla-  
24 tive and Military Affairs, the following perma-  
25 nent subcommittees are created:

- 26                   (1) Aging  
27                   (2) Children and Youth  
28                   (3) Legislative, Military and Veter-  
29 ans Affairs

30           64.(10)(a)(2) For the House standing com-  
31 mittee on Agriculture, Forestry and Economic



## Rules of the House

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1 Development, the following permanent sub-  
2 committees are created:

3 (1) Agriculture, Forestry and Natu-  
4 ral Resources

5 (2) Small Business and Economic  
6 Development

7 (3) Parks and Tourism

8 64.(10)(a)(3) For House standing commit-  
9 tee on City, County and Local Affairs, the fol-  
10 lowing permanent subcommittees are created:

11 (1) Planning

12 (2) Finance

13 (3) Local Government Personnel

14 64.(10)(a)(4) For the House standing com-  
15 mittee on Education, the following permanent  
16 subcommittees are created:

17 (1) Early Childhood

18 (2) Kindergarten Through Twelve,  
19 Vocational/Technical Institutions

20 (3) Higher Education

21 64.(10)(a)(5) For the House standing com-  
22 mittee on Insurance and Commerce, the fol-  
23 lowing permanent subcommittees are created:

24 (1) Financial Institutions

25 (2) Insurance

26 (3) Utilities

27 64.(10)(a)(6) For the House standing com-  
28 mittee on Judiciary, the following permanent  
29 subcommittees are created:

30 (1) Courts/Civil Law

31 (2) Corrections/Criminal Law

## Rules of the House

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1 (3) Juvenile Justice/Child Support  
2 64.(10)(a)(7) For the House standing com-  
3 mittee on Public Health, Welfare and Labor,  
4 the following permanent subcommittees are  
5 created:

- 6 (1) Human Services  
7 (2) Health Services  
8 (3) Labor and Environment

9 64.(10)(a)(8) For the House standing com-  
10 mittee on Public Transportation, the following  
11 permanent subcommittees are created:

- 12 (1) Motor Vehicle and Highways  
13 (2) Public Transportation and Rail  
14 (3) Waterways and Aeronautics

15 64.(10)(a)(9) For the House standing com-  
16 mittee on Revenue and Taxation, the following  
17 permanent subcommittees are created:

- 18 (1) Sales, Use, Miscellaneous  
19 Taxes and Exemptions  
20 (2) Income Taxes—Personal and  
21 Corporate  
22 (3) Complaints and Remediation

23 64.(10)(a)(10) For the House standing  
24 committee on State Agencies and Governmen-  
25 tal Affairs, the following permanent subcom-  
26 mittees are created:

- 27 (1) State Agencies and Reorganiza-  
28 tion  
29 (2) Constitutional Issues  
30 (3) Elections

31 65.(a) Committee on Rules:

## Rules of the House

---

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

4           65.(a)(2) It shall always be in order to call  
5 up, for consideration, a report from the Com-  
6 mittee on Rules.

7           65.(a)(3) The Committee on Rules shall  
8 present to the House reports concerning rules,  
9 joint rules, and order of business on the third  
10 day after convening of the House. The perma-  
11 nent rules shall be adopted by a majority of the  
12 members and thereafter they may be changed  
13 only by a vote of sixty-seven (67) members.

14           65.(a)(4) The Speaker shall refer any mat-  
15 ter he or she deems appropriate to the Commit-  
16 tee on Rules, including without limitation any  
17 matters dealing with alcohol, cigarettes, mov-  
18 ies, pornography, tobacco, tobacco products,  
19 coin operated amusement devices, vending ma-  
20 chines, lobbying, code of ethics, bingo, lotter-  
21 ies, raffles, racing, race tracks, pari-mutuel bet-  
22 ting and similar legislation.

23           65.(a)(5) Rules of the preceding General  
24 Assembly shall automatically be adopted as  
25 temporary rules of the current assembly and  
26 may be amended or suspended by a majority  
27 vote of the membership.

28           65.(b) House Budget Committee. All ap-  
29 propriation bills coming before the House shall  
30 be assigned to and considered by the House  
31 Budget Committee.

## Rules of the House

---

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

16           66.(a) A bill, resolution or amendment in a  
17 House committee, having been rejected twice,  
18 shall not be placed on the committee calendar  
19 again or considered again during the same leg-  
20 islative session unless the vote is expunged  
21 (two-thirds of the membership of the commit-  
22 tee). The motion to expunge shall be placed by  
23 a committee member at the bottom of the com-  
24 mittee agenda. A bill or resolution may be  
25 amended before a second consideration; but,  
26 unless expunged, even an amended bill having  
27 failed twice shall not be placed on the calendar  
28 or considered.

29           67. Upon written request by the author of a  
30 bill directed to the chairperson of the commit-

## Rules of the House

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1     tee, a bill shall be considered by the full com-  
2     mittee within ten (10) days of the time of such  
3     request, but the committees may delay final ac-  
4     tion on a bill by a majority vote of the commit-  
5     tee.

6             68. No bill shall be introduced with a com-  
7     mittee as the author of said bill unless that com-  
8     mittee has voted unanimously to sponsor the  
9     bill.

10            69. Committee Records and Reports:

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

15            69.(a) 1. The time and place of each hear-  
16     ing and each meeting of the committee.

17            69.(a) 2. The number and title of the bill  
18     with one of the following three recommenda-  
19     tions: “do pass”, “do pass as amended”, or “do  
20     not pass”. If a committee recommends a bill  
21     “do pass as amended” and any of the amend-  
22     ments recommended by the committee are not  
23     adopted on the Floor, the bill shall be re-re-  
24     ferred to the same committee for further con-  
25     sideration and recommendation.

26            69.(a) 3. A summary of each bill’s major  
27     provision which may be several paragraphs in  
28     length in case of major bills or simply the title  
29     of the bill in the case of minor bills.

30            69.(a) 4. The reason for the committee’s

## Rules of the House

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1 action on the bill, including a brief minority re-  
2 port, if requested by any two (2) committee  
3 members.

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

10 69.(a) 6. A list of all people testifying be-  
11 fore a committee on each bill, the interest that  
12 they represent, and an indication of their posi-  
13 tion on the bill.

14 69.(b) Such records for each separate com-  
15 mittee meeting shall be approved by the chair-  
16 person before the expiration of a seven (7) day  
17 period, with the exception of those records re-  
18 ferred to in (a) 1. and 2., hereinabove which  
19 shall be filed immediately with the Clerk of the  
20 House.

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

23 70. Consent Calendar – Supplemental Cal-  
24 endar. In addition to the regular calendar of the  
25 House of Representatives, there shall be a con-  
26 sent calendar on which shall be placed bills that  
27 have been recommended “do pass” by commit-  
28 tee, which are deemed by the committee or by  
29 the Speaker to be non-controversial, and may  
30 be used for other non-controversial matters  
31 such as resolutions and amendments to bills

## Rules of the House

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1 proposed by the author of the bill, if the  
2 Speaker deems such matter to be non-contro-  
3 versial. The Speaker of the House shall main-  
4 tain the consent calendar. Provided, that a list  
5 of bills and other matters on the consent calen-  
6 dar which are to be considered on a particular  
7 day shall be circulated among the members of  
8 the House of Representatives the day prior to  
9 the date on which the consent calendar is to be  
10 considered. If as many as five (5) members ob-  
11 ject to a bill or other matter on the consent cal-  
12 endar being considered as non-controversial,  
13 the Speaker of the House shall remove the same  
14 from the consent calendar and shall place it on  
15 the regular calendar of the House business.  
16 When deemed advisable, in addition to the reg-  
17 ular calendar and the consent calendar, the  
18 Speaker may provide for a supplemental calen-  
19 dar on which shall be placed bills and resolu-  
20 tions and other matters as requested by the  
21 members for consideration. The list of bills,  
22 resolutions and other matters on the supple-  
23 mental calendar for consideration on a particu-  
24 lar day shall be circulated among the members  
25 of the House. If as many as five (5) members  
26 object to a bill, resolution or any other matter  
27 on the supplemental calendar the same shall be  
28 removed and placed on the regular House cal-  
29 endar for consideration consistent with the  
30 wishes of the House. No bill or resolution may  
31 be placed for consideration on any more than

## Rules of the House

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1 one (1) House calendar, supplemental calen-  
2 dars excepted.

3 71. A vote of two-thirds (2/3) of the elected  
4 membership of the House of Representatives  
5 shall be necessary to remove a bill from a com-  
6 mittee. A bill may be reported by a committee  
7 at any time as provided by the House Rules ex-  
8 cept for bills introduced after the fiftieth (50th)  
9 day of the Regular Session, or during a special  
10 session, which shall, upon written request by  
11 the author, be acted on at the next regular meet-  
12 ing of the committee, but committees may de-  
13 lay final action on a bill by a majority vote of  
14 the committee.

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

28 72.(b) A bill providing for the licensure of  
29 any profession, occupation, or class of health  
30 care providers not currently licensed or ex-



## Rules of the House

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1     panding the scope of any practice of any pro-  
2     fession, occupation, or class of health care pro-  
3     viders may be acted upon without the initiation  
4     of a feasibility study required in subsection (a)  
5     upon a two-thirds (2/3) vote of the House Pub-  
6     lic Health, Welfare and Labor Committee  
7     membership.

### 8 9           **COMMITTEE OF THE WHOLE**

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

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

## Rules of the House

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1           74.(a) Appropriation bills sponsored by the  
2 Joint Budget Committee or the House Budget  
3 Committee, prepared in accordance with Leg-  
4 islative Council recommendations;

5           74.(b) All other appropriation bills spon-  
6 sored by the Joint Budget Committee or the  
7 House Budget Committee which were not con-  
8 sidered by the Legislative Council;

9           74.(c) Bills introduced by members of the  
10 House (or Senate) that shall have been recom-  
11 mended by the Joint Budget Committee or the  
12 House Budget Committee “do pass” or “do  
13 pass as amended”; and

14           74.(d) Appropriation bills amended in the  
15 Senate without Joint Budget Committee or  
16 House Budget Committee action. The afore-  
17 mentioned list of appropriation bills shall in-  
18 clude the number of the bill, the author of the  
19 bill, and the name and agency and/or program  
20 for which the appropriation is to be made. In  
21 the event the Joint Budget Committee or the  
22 House Budget Committee recommendations in  
23 regard to the appropriation shall differ, in any  
24 respect, from the recommendations made by  
25 the Legislative Council in regard thereto, said  
26 list shall identify each such change in the ap-  
27 propriation bill which differs from the recom-  
28 mendation of the Legislative Council.

29           75. In forming a Committee of the Whole  
30 House, the Speaker may leave his or her chair  
31 after appointing a chairperson to preside, who

## Rules of the House

---

1 shall have the same power as the Speaker to  
2 preserve order. A majority of a quorum is re-  
3 quired to resolve the House into a Committee  
4 of the Whole.

5 76. When the House resolves itself into the  
6 Committee of the Whole, non-members who  
7 are to participate in the matters to be discussed  
8 may be invited into the House Chambers by the  
9 proponents or opponents of the proposals to be  
10 discussed but all such non-members shall leave  
11 at the time the committee arises.

12 77. A Committee of the Whole cannot re-  
13 port a measure without a quorum of its mem-  
14 bers present.

15 78. The rules and proceedings of the House  
16 shall be observed in Committee of the Whole  
17 House so far as they may be applicable. Deci-  
18 sions will be made by voice or standing votes.

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

28  
29 **LEGISLATIVE COUNCIL; LEGISLATIVE**  
30 **JOINT AUDITING COMMITTEE**

31 80. Legislative Council.

## Rules of the House

---

1           80.(a)(1) The House of Representatives  
2 shall select twenty (20) members to serve on  
3 the Legislative Council, to include five (5)  
4 members from each of the four (4) House dis-  
5 trict caucuses, in the manner set forth in Rule  
6 54.(b) of these rules.

7           80.(a)(2) The Speaker shall select one (1)  
8 of their number as Legislative Council co-chair  
9 and one (1) of their number as Legislative  
10 Council co-vice-chair. No more than two (2)  
11 members selected from each caucus shall re-  
12 side within the same county. The term of office  
13 of the members shall be from January 1 of odd-  
14 numbered years to December 31 of the follow-  
15 ing even-numbered year. Legislative Council  
16 membership shall be confirmed at the same  
17 time that House members are administered the  
18 oath of office.

19           80.(b) In order that there may be no House  
20 vacancies on the Legislative Council at any  
21 time, at the time of selection of the House  
22 members to the Legislative Council, there shall  
23 be selected from each House Caucus District in  
24 the same manner as is set forth in Rule 54.(b)  
25 of these rules, a first alternate and a second al-  
26 ternate for each member selected from that dis-  
27 trict. In the event that any House member or  
28 House alternate of the Legislative Council re-  
29 signs from the Legislative Council, is disquali-  
30 fied from serving on the Legislative Council,  
31 dies, or for any other reason there becomes a

## Rules of the House

---

1 permanent vacancy in a House position on the  
2 Legislative Council, the Speaker of the House  
3 of Representatives shall select from the same  
4 House caucus district a replacement member or  
5 alternate to serve the remainder of the term.  
6 When a vacancy occurs in a House member po-  
7 sition on the Legislative Council or a House al-  
8 ternate position on the Legislative Council, that  
9 person's alternate shall serve until a new mem-  
10 ber is chosen. The Speaker of the House of  
11 Representatives shall notify the Legislative  
12 Council chairperson of all changes in member-  
13 ship on the Legislative Council.

14 80.(c) Ex-officio members shall be se-  
15 lected in accordance with Arkansas Code § 10-  
16 3-301.

17 81. Legislative Joint Auditing Committee.

18 81.(a) The House of Representatives shall  
19 select twenty (20) members to serve on the  
20 Legislative Joint Auditing Committee, to in-  
21 clude five (5) members from each of the four  
22 (4) House District Caucuses, in the manner set  
23 forth in Rule 54.(b) of these rules. Following  
24 the selections, the Speaker of the House of  
25 Representatives shall select one (1) of their  
26 number as Legislative Joint Auditing Commit-  
27 tee co-chair and one (1) of their number as Leg-  
28 islative Joint Auditing Committee co-vice-  
29 chair. No more than two (2) members shall re-  
30 side within the same county. The term of office  
31 of the members shall be from January 1 of odd-

## Rules of the House

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1 numbered years to December 31 of the follow-  
2 ing even-numbered year. Legislative Joint Au-  
3 diting Committee membership shall be con-  
4 firmed at the same time that House members  
5 are administered the oath of office.

6 81.(b) In order that there may be no House  
7 vacancies on the Legislative Joint Auditing  
8 Committee at any time, at the time of selection  
9 of the House members to the Legislative Joint  
10 Auditing Committee there shall be selected,  
11 from each House Caucus District in the same  
12 manner as is set forth in Rule 54.(b) of these  
13 rules, a first alternate and a second alternate for  
14 each member selected from that House caucus  
15 district. In the event that any House member or  
16 House alternate of the Legislative Joint Audit-  
17 ing Committee resigns from the Legislative  
18 Joint Auditing Committee, is disqualified from  
19 serving on the Committee, dies, or for any other  
20 reason there becomes a permanent vacancy in  
21 a House position on the Legislative Joint Au-  
22 diting Committee, the Speaker of the House of  
23 Representatives shall select from the same  
24 House caucus district a replacement member or  
25 alternate to serve the remainder of the term.  
26 When a vacancy occurs in a House member po-  
27 sition on the Legislative Joint Auditing Com-  
28 mittee or a House alternate position on the Leg-  
29 islative Joint Auditing Committee, that per-  
30 son's alternate shall serve until a new member

## Rules of the House

---

1 is chosen. The Speaker of the House of Repre-  
2 sentatives shall notify the Legislative Joint Au-  
3 diting Committee chairperson of all changes in  
4 membership on the Legislative Joint Auditing  
5 Committee.

6 81.(c) Ex-officio members shall be se-  
7 lected in accordance with Arkansas Code §§  
8 10-3-403 and 10-3-404.

### CAUCUS DISTRICTS

10 82. Each of the four caucuses shall select  
11 from among the members of the caucus a chair-  
12 person.  
13

14 The First Caucus District shall be com-  
15 posed of the following House of Representa-  
16 tives Districts: 11; 12; 13; 14; 43; 47; 48; 49;  
17 50; 51; 52; 53; 54; 55; 56; 57; 58; 59; 60; 61;  
18 62; 63; 64; 83; and 100.

19 The Second Caucus District shall be com-  
20 posed of the following House of Representa-  
21 tives Districts: 23; 27; 28; 29; 30; 31; 32; 33;  
22 34; 35; 36; 37; 38; 39; 40; 41; 42; 44; 45; 46;  
23 65; 66; 67; 70; and 72.

24 The Third Caucus District shall be com-  
25 posed of the following House of Representa-  
26 tives Districts: 68; 71; 75; 76; 77; 78; 79; 80;  
27 81; 84; 85; 86; 87; 88; 89; 90; 91; 92; 93; 94;  
28 95; 96; 97; 98; and 99.

29 The Fourth Caucus District shall be com-  
30 posed of the following House of Representa-  
31 tives Districts: 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 15;

## Rules of the House

---

1 16; 17; 18; 19; 20; 21; 22; 24; 25; 26; 69; 73;  
2 74; and 82.

### DEBATE

3  
4 83. When a representative desires to speak  
5 or to have the attention of the House, he or she  
6 shall rise from his or her seat and respectfully  
7 address himself or herself to “Mr. or Madam  
8 Speaker”, (or in the Committee of the Whole,  
9 “Mr. or Madam Chairperson”) and upon recog-  
10 nition, he or she may address the House from  
11 his or her seat or the “well” of the House. Rep-  
12 resentatives must be at their seats before ob-  
13 taining recognition. Any representative who  
14 receives recognition from the Chair must con-  
15 fine himself or herself to the question before  
16 the House, or a privileged motion. No repre-  
17 sentative shall proceed until recognized by the  
18 Speaker. When two (2) or more representa-  
19 tives arise at once, the Speaker shall name the  
20 member who shall be first to speak.

21 84. When a representative desires to inter-  
22 rupt a representative having the Floor, he or she  
23 shall first obtain recognition of the Speaker and  
24 permission of the representative occupying the  
25 Floor; and when so recognized and such per-  
26 mission is obtained, he or she may ask ques-  
27 tions of the representative occupying the Floor;  
28 but shall not propound a series of interrogatives  
29 or otherwise badger the representative having  
30 the Floor.

31 85. No representative shall occupy more



## Rules of the House

---

1 than thirty (30) minutes in debate on any ques-  
2 tion in the House. The representative reporting  
3 a measure under consideration from a commit-  
4 tee or the author may open and close debate. If  
5 debate shall extend beyond one (1) day, the au-  
6 thor or sponsor shall be entitled to thirty (30)  
7 minutes to close. The right to close may not be  
8 automatically exercised after limited debate,  
9 the previous question or immediate considera-  
10 tion is voted.

11 86. No representative shall speak more  
12 than once on the same question without leave  
13 of the House. One (1) mover, proposer or in-  
14 troducer of the question pending may speak the  
15 second time and close, but not until every rep-  
16 resentative choosing to speak shall have been  
17 heard.

18 87. A representative having the Floor may  
19 not yield it to another for any purpose including  
20 making a motion; but, if he or she desires to al-  
21 low a motion to be made, he or she must yield  
22 the Floor.

### DECORUM

23  
24 88. No person other than a member of the  
25 Arkansas General Assembly, designated legis-  
26 lative staff, or on special and certain occasions  
27 those persons specifically invited by the  
28 Speaker of the House, shall be permitted on the  
29 Floor of the House Chamber while the House  
30 is in session or in brief recess. The Speaker  
31 shall develop policies governing limited public

## Rules of the House

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1 access to the Floor during the interim. Arrange-  
2 ments for photographers shall be established,  
3 the direction and control of which shall be reg-  
4 ulated by the Speaker of the House. No one in  
5 the House Chamber other than a member of the  
6 Legislature may advocate or oppose passage of  
7 a measure while the House is in session. No  
8 legislative aides, lobbyists or unauthorized per-  
9 sons shall be permitted access to the House  
10 Floor, work areas, or House support areas.  
11 This Rule shall be enforced by the Speaker of  
12 the House and/or the House Management  
13 Committee. The House Management Commit-  
14 tee and the Rules Committee shall recommend  
15 punishment to the House for violation of this  
16 Rule. (*Arkansas Code 10-2-110 -- Disorderly*  
17 *Conduct*)

18 89. The House Chamber during regular,  
19 fiscal and special sessions and during the in-  
20 terim shall be used only for the legislative busi-  
21 ness of the House and for the caucus meetings  
22 of its members, except upon occasions where  
23 the House, by resolution, agrees to take part in  
24 any ceremonies to be observed therein; and the  
25 Speaker shall not entertain a motion for suspen-  
26 sion of this rule.

27 90. No representative shall use intemperate  
28 language with reference to the House or its  
29 members.

30 91. If any representative, in speaking or  
31 otherwise, transgresses the rules of the House,

## Rules of the House

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1 the Speaker shall or any representative may,  
2 call him or her to order. He or she shall imme-  
3 diately be seated unless permitted, on a motion  
4 of another representative, to explain. The  
5 House shall, if called upon, decide on the issue  
6 without debate. If the decision is in favor of the  
7 representative called to order, he or she shall be  
8 free to continue; and, if the dispute shall war-  
9 rant, a representative shall be open to censure  
10 or such punishment as the House shall impose.

11 92. Normal conformity to good manners  
12 and taste shall be expected of each member of  
13 the House. Representatives shall avoid refer-  
14 ences to personalities and extend to each repre-  
15 sentative courtesies which they wish for them-  
16 selves.

17 93. Introduction of and recognition of fam-  
18 ily, constituents, or groups shall not become  
19 excessive. Members should be extremely re-  
20 luctant in using the time of the House for these  
21 personal courtesies. If deemed appropriate by  
22 the Speaker of the House, he or she shall make  
23 all introductions from information provided to  
24 the Speaker by a member or appropriate House  
25 staff.

26 94. The smoking of cigarettes, cigars and  
27 pipes or other tobacco products shall not be  
28 permitted in the Chamber of the House of Rep-  
29 resentatives or in the members' private work  
30 area.

31 95. A Roll Call shall not be interrupted by

## Rules of the House

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1 a motion or other order of business from the  
2 time the Speaker calls up the ballot until he or  
3 she casts up the ballot and announces the result  
4 of said ballot.

### VOTING

6 96. No person not a representative shall  
7 cast a vote for a representative.

8 97. Any question or motion, except final  
9 passage of a bill or final action on a joint reso-  
10 lution, may be put to the House by a voice vote  
11 at the discretion of the Speaker.

12 98. Any five (5) representatives shall have  
13 the right to call for the ayes and nays and have  
14 the result entered on the Journal. (*Arkansas*  
15 *Constitution, Article 5, § 12 -- Powers and du-*  
16 *ties of each house.*)

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

20 99.(a) These representatives must be cast-  
21 ing opposite votes.

22 99.(b) Dated pairs reflecting the bill num-  
23 ber are counted when signed by both represent-  
24 atives,

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

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

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

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

13           99.(e) The representative may not cast his  
14 or her vote by other methods when he or she is  
15 paired.

16           100. The demand to “Sound the Ballot” (a  
17 device to determine how each representative  
18 voted) may be accomplished by any five (5)  
19 members rising and requesting the Speaker to  
20 have the names called and the way the member  
21 voted repeated. When contested, any repre-  
22 sentative (except a representative voting by  
23 pair vote and the Speaker and a substitute  
24 Speaker) who is not present and in his seat shall  
25 have his or her vote eliminated.

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

29           101.(a) Representatives voting aye shall  
30 stand at their seats until counted.

31           101.(b) Then, representatives voting no

## Rules of the House

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1 shall stand at their seats until counted.

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

5 101.(d) The Speaker or his or her designee  
6 shall be responsible for counting the vote and  
7 the Speaker shall announce the result of the  
8 vote.

9 102. The Electronic Voting System shall  
10 have the same force and effect as a Roll Call.  
11 (Not less than a majority of the members of  
12 each House of the General Assembly may en-  
13 act a law.) (*Arkansas Constitution, Article 5,*  
14 *§ 21, as added by Arkansas Constitution,*  
15 *Amendment 19, § 1.*)

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

24 (Governor's power to adjourn) In cases of  
25 disagreement between the two (2) houses of the  
26 General Assembly, at a regular or special ses-  
27 sion, with respect to the time of adjournment,  
28 the Governor may, if the facts be certified to  
29 him or her by the presiding officers of the two  
30 (2) houses, adjourn them to a time not beyond  
31 the day of their next meeting; and, on account

## Rules of the House

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1 of danger from an enemy or disease, to such  
2 other place of safety as he or she may think  
3 proper. (*Arkansas Constitution, Article 6, § 20*  
4 *-- Power to adjourn General Assembly.*)

5 104. Vetoes. (*Arkansas Constitution, Arti-*  
6 *cle 16, §§ 15-17; Arkansas Code § 10-2-116*)

7 105. Extraordinary sessions of the General  
8 Assembly. (*Arkansas Constitution, Article 6,*  
9 *§ 19 -- Extraordinary sessions of General As-*  
10 *sembly -- Calling -- Purposes.*)

11 106. Homestead exemption increase (3/4  
12 vote) (*Arkansas Constitution, Article 16, § 16,*  
13 *as added by Arkansas Constitution, Amend-*  
14 *ment 59.*)

15 107. Workmen's Compensation Laws (*Ar-*  
16 *kansas Constitution, Article 5, § 32, as*  
17 *amended by Arkansas Constitution, Amend-*  
18 *ment 26.*)

19 108. It shall be a violation of the Rules of  
20 the House for any member of the House to ac-  
21 cept a campaign contribution during the period  
22 beginning thirty (30) days before and ending  
23 thirty (30) days after any regular session of the  
24 General Assembly. If there is an extended re-  
25 cess of the General Assembly, the period shall  
26 end thirty (30) days after the beginning of the  
27 recess. It shall also be a violation of the Rules  
28 of the House for any member of the House to  
29 accept a campaign contribution during any ex-  
30 tended session of the General Assembly or dur-

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1 ing any special session of the General Assem-  
2 bly.

3 109. All Roll Call votes on bills, emer-  
4 gency clauses on bills, resolutions, and amend-  
5 ments in the House of Representatives shall be  
6 entered by the House into the General Assem-  
7 bly's Internet web site.

8 110.(a)(1) Except as provided in subdivi-  
9 sions 110.(a)(2) and (c) of this section, the  
10 House of Representatives, when in session,  
11 shall recess on January 20 of any year in which  
12 the inauguration of an individual to the office  
13 of President of the United States is scheduled  
14 to occur.

15 (2) If the inauguration of an individual  
16 to the office of President of the United States is  
17 scheduled to occur on January 21 of any year,  
18 the House of Representatives shall recess on  
19 that date rather than January 20.

20 (b) The House of Representatives shall re-  
21 cess without regard to the party affiliation of  
22 the individual scheduled for inauguration as  
23 President of the United States.

24 (c) This section shall not apply if a recess  
25 under this section would occur on a date the  
26 House of Representatives shall recess in ob-  
27 servance of the birthday of Dr. Martin Luther  
28 King, Jr. under Arkansas Code § 10-2-128.

29 111. Eligibility, Qualifications, and Re-  
30 moval of Members of the House of Represent-  
31 atives. (*Arkansas Constitution, Article 5, § 12;*



## Rules of the House

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1 *and other applicable constitutional provisions)*

2 112. Impeachments.

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

13 (1) To investigate the allegations as-  
14 serted in the articles of impeachment; and

15 (2) To make a recommendation to the  
16 House of Representatives as to whether cause  
17 exists to impeach the official that is the subject  
18 of the articles of impeachment.

19 112.(b) All meetings of the committee to  
20 which the articles of impeachment are referred  
21 shall be open to the public. Advance notice  
22 shall be given to the public for all meetings  
23 consistent with notice requirements of other  
24 House committee meetings and shall include  
25 publication of the agenda for the meeting.

26 112.(c) The committee shall adopt rules to  
27 govern the proceedings concerning the issue of  
28 impeachment in order to ensure due process,  
29 fundamental fairness, and a thorough investi-  
30 gation, provided that the rules of the committee  
31 are not inconsistent with this rule.

## Rules of the House

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1           112.(d) The committee shall gather infor-  
2 mation and may hear testimony related to the  
3 question of whether cause exists to impeach the  
4 official that is the subject of the articles of im-  
5 peachment.

6           112.(e)(1) Upon conclusion of its investi-  
7 gation, the committee shall return its recom-  
8 mendation to the House of Representatives re-  
9 garding the resolution containing the articles of  
10 impeachment.

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

14           (3) The committee shall submit to the  
15 House of Representatives, along with its rec-  
16 ommendation on the resolution, a report re-  
17 garding its findings and conclusions. If the rec-  
18 ommendation of the committee is not unani-  
19 mous, at the request of two (2) members, the  
20 members in opposition to the recommendation  
21 of the committee may submit a dissenting re-  
22 port.

23           (4) The recommendation of the com-  
24 mittee, along with the committee report and  
25 any dissenting report, shall be provided to the  
26 members of the House of Representatives no  
27 less than three (3) business days prior to con-  
28 sideration of the impeachment resolution by  
29 the House of Representatives.

30           112.(f) Upon the conclusion of the three (3)  
31 business days, the Speaker of the House shall

## **Rules of the House**

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1 call the House of Representatives into a meet-  
2 ing in order to take up consideration of the im-  
3 peachment resolution and the recommendation  
4 of the committee.

5 112.(g) Passage of the impeachment reso-  
6 lution shall require an affirmative vote of a ma-  
7 jority of the members of the House of Repre-  
8 sentatives. The vote shall be by roll call.

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**Committee  
Chairperson's Manual  
and  
House Committee Rules**

As contained in House Resolution 1001

(Tracking Item 24 on Page C17)  
(Index on Page C19)

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# **House Committee Rules**

---

1           **HOUSE OF REPRESENTATIVES**  
2           **COMMITTEE CHAIRPERSONS**  
3                   **MANUAL**  
4                   **AND**  
5           **HOUSE COMMITTEE RULES**  
6

7           A committee chairperson is a member ap-  
8           pointed by the Speaker of the House to function  
9           as the parliamentary head of a standing, select,  
10          special or joint committee.

11  
12          1) The chairperson (or vice chairperson in his  
13          or her absence) shall call the committee to or-  
14          der at the appointed time.

15  
16          2) The presider shall determine a quorum pre-  
17          sent either by declaration, without objection, or  
18          by calling the roll (for quorum purposes only a  
19          roll call will be required if there is one objec-  
20          tion by a committee member to the declaration  
21          of the presence of a quorum).

22  
23          3) The presider shall maintain order of the  
24          committee meeting.

25  
26          4) The presider shall decide all questions of  
27          order subject to appeal to the Speaker of the  
28          House who may refer the question to the Rules  
29          Committee whose decision may be appealed to  
30          the full House.

31

## **House Committee Rules**

---

1     5) The presider shall supervise and direct the  
2     staff of the committee.

3  
4     6) The presider shall prepare, or supervise the  
5     preparation of, and sign all reports of the com-  
6     mittee and submit them to the full House.

7  
8     House Rule 55.(b) and 55.(c)

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

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

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

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

21         55.(c) No bill, resolution, petition or me-  
22         morial shall be acted upon by the House with-  
23         out a “do pass” or a “do pass as amended” rec-  
24         ommendation. No bills shall be placed on the  
25         non-controversial calendar or deemed to be  
26         non-controversial in any way unless a motion  
27         is adopted in the committee to which the bill  
28         was referred. With a quorum present, the mo-  
29         tion is considered adopted if there are no nega-  
30         tive votes.

## House Committee Rules

---

1 7) A quorum (one more than half the total  
2 membership of the committee) must be present  
3 to transact official House committee business.  
4

5 (House Rule 66) No committee shall transact  
6 business without a quorum (a majority of the  
7 committee membership present). All final ac-  
8 tion on bills or resolutions, and on proposed  
9 amendments to bills or resolutions, shall be de-  
10 cided by a majority vote of the total member-  
11 ship of the committee. Provided, however, that  
12 the Speaker of the House shall not be included  
13 for the purpose of determining what is a major-  
14 ity of a standing committee, unless present at  
15 the time of the vote. A member of the commit-  
16 tee must be present at the time of the vote for  
17 his or her vote to be counted on any matter con-  
18 sidered by the committee (no pairs, no proxies).  
19

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

26 The precedence of motions so far as they are  
27 applicable shall be as listed in House Rule  
28 19(a) – (q):  
29

30 (House Rule 19) When a question is under de-



## House Committee Rules

---

- 1     bate, motions shall have precedence in the fol-  
2     lowing order (the request for a quorum call is  
3     always in order; the chairperson is not com-  
4     pelled to accept any motion):
- 5     19(a) To fix the time to which the House will  
6     adjourn (non-debatable) (majority of a  
7     quorum);
- 8     19(a)(1) (A majority of a quorum is a majority  
9     of those voting when at least a majority of the  
10    members are present and voting);
- 11    19(b) To adjourn (non-debatable) (majority of  
12    a quorum);
- 13    19(c) To take a recess (non-debatable) (major-  
14    ity of a quorum);
- 15    19(d) Postpone temporarily; lay on the table  
16    (non-debatable) (majority of a quorum) To take  
17    from the table (non-debatable) (majority of a  
18    quorum) (when the motion to take from the ta-  
19    ble is adopted, the proposition takes the same  
20    position it held when the motion to lay on the  
21    table was adopted);
- 22    19(e) Immediate consideration (non-debata-  
23    ble) (2/3 of a quorum);
- 24    19(f) Previous question (non-debatable) (5  
25    seconds) (majority of a quorum);
- 26    19(g) Limit or extend debate (non-debatable)  
27    (2/3 of a quorum);
- 28    19(h) To expunge (debatable) (2/3 of member-  
29    ship) (67);
- 30    19(i) Postpone to a day certain (debatable)  
31    (majority of a quorum);

## House Committee Rules

---

- 1 19(j) Committee of the Whole, go into (non-  
2 debatable) (majority of a quorum);  
3 19(k) Refer (debatable) (majority of a  
4 quorum);  
5 19(l) Amend (debatable) (majority of a  
6 quorum);  
7 19.(m) Postpone indefinitely (debatable)  
8 (majority of membership);  
9 19.(n) Take out of proper order (non-debat-  
10 able) (2/3 of a quorum);  
11 19.(o) Special order of business (debatable)  
12 (2/3 of a quorum); and  
13 19.(p) To suspend the rules (non-debatable)  
14 (2/3 of a quorum).  
15  
16 9) (House Rule 60(a)) All committee and sub-  
17 committee meetings including but not limited  
18 to hearings at which public testimony is to be  
19 taken, (normally called “public hearings”) shall  
20 be open to the public (Art. V, Sec. 13) and shall  
21 be scheduled at least eighteen (18) hours in ad-  
22 vance; agendas of bills, resolutions, and other  
23 proposals to be considered at such meetings  
24 shall be posted in a designated place at least  
25 eighteen (18) hours in advance; but in case of  
26 an emergency, a two-thirds (2/3) majority of  
27 the membership of the committee may bring  
28 bills or resolutions up for consideration upon  
29 notice of not less than two (2) hours.  
30  
31 10) (House Rule 60(b)) Special meetings of a

## House Committee Rules

---

1 standing committee may be called by the chair-  
2 person of the committee or by a majority of the  
3 members of the committee for conducting any  
4 business of the committee; provided, a special  
5 meeting of the committee may not conflict with  
6 regularly scheduled meetings of any standing  
7 committee; provided further, special meetings  
8 shall be subject to the same procedures regard-  
9 ing the publishing of agendas and notices of  
10 meetings that apply to regular standing com-  
11 mittee meetings.

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

19  
20 12) (House Rule 63) No committee shall sit  
21 while the House is in session except the Com-  
22 mittee on Rules or a Conference Committee,  
23 which shall notify the House.

24  
25 13) (House Rule 66(a)) A bill, resolution or  
26 amendment in a House committee, having been  
27 rejected twice, shall not be placed on the com-  
28 mittee agenda again or considered again during  
29 the same legislative session unless the vote is  
30 expunged (two-thirds of the membership of the  
31 committee). The motion to expunge shall be

## House Committee Rules

---

1 placed on the committee agenda, by a commit-  
2 tee member, and placed at the bottom of the ac-  
3 tive list. A bill or resolution may be amended  
4 before a second consideration; but, unless ex-  
5 punged, even an amended bill having failed  
6 twice shall not be placed on the agenda or con-  
7 sidered. Notice of reconsideration not permit-  
8 ted in committee.

9  
10 14) (House Rule 47(a)) When a bill or resolu-  
11 tion is under consideration, amendments shall  
12 be in order. Upon adoption, amendments shall  
13 become a part of the bill or resolution. Amend-  
14 ments to amendments may not be offered. All  
15 amendments offered before the House or one  
16 of its committees must be typewritten on an ap-  
17 proved amendment form and signed by the  
18 sponsor. All amendments shall be attached to  
19 the original bill or resolution, numbered by the  
20 Bill Clerk, and shall be placed upon the mem-  
21 bers' desks before being acted upon by the  
22 House.

23  
24 (House Rule 38(e)) All amendments shall be  
25 entered on a separate sheet of paper noting the  
26 line or lines to be changed and the words to be  
27 deleted or inserted.

28  
29 15) (House Rule 68) No bill or resolution shall  
30 be introduced with a committee as the author of  
31 said bill or resolution unless that committee has

## House Committee Rules

---

1 voted unanimously to sponsor the bill or reso-  
2 lution.

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

6 69(a) The chairperson of each committee of  
7 the House shall keep or cause to be kept a sep-  
8 arate record for each committee meeting in  
9 which there shall be entered:

10 69(a) 1. The time and place of each hearing  
11 and each meeting of the committee.

12 69(a) 2. The number and title of the bill or res-  
13 olution with one of the following three recom-  
14 mendations: “do pass”, “do pass as amended”,  
15 or “do not pass”. If a committee recommends  
16 a bill or resolution “do pass as amended” and  
17 any of the amendments recommended by the  
18 committee are not adopted on the floor, the bill  
19 or resolution shall be re-referred to the same  
20 committee for further consideration and recom-  
21 mendation.

22 69(a) 3. A summary of each bill or resolution’s  
23 major provisions which may be several para-  
24 graphs in length in case of major bills or reso-  
25 lutions or simply the title of the bill or resolu-  
26 tion in the case of minor bills or resolutions.

27 69(a) 4. The reason for the committee’s action  
28 on the bill or resolution, including a brief mi-  
29 nority report, if requested by any two (2) com-  
30 mittee members.

31 69(a) 5. A record of how every member voted

## House Committee Rules

---

1 on each bill or resolution when action is taken  
2 by the committee, including votes on a motion  
3 to postpone consideration on the bill or resolu-  
4 tion and a recorded vote on any other motion,  
5 if requested by any two (2) committee mem-  
6 bers.

7 69(a) 6. A list of all people testifying before a  
8 committee on each bill or resolution, the inter-  
9 est that they represent, and an indication of  
10 their position on the bill or resolution.

11  
12 17) (House Rule 69(b)) Such records for each  
13 separate committee meeting shall be approved  
14 by the chairperson before the expiration of a  
15 seven (7) day period, with the exception of  
16 those records referred to in (a) 1. and 2., here-  
17 inabove which shall be filed immediately with  
18 the Clerk of the House.

19  
20 18) (House Rule 24 part) When a question is  
21 raised about the proper referral of a bill or res-  
22 olution to committee, if the Speaker admits er-  
23 ror in the referral of the bill or resolution to a  
24 committee, the bill or resolution may be re-re-  
25 ferred by a majority vote of a quorum; how-  
26 ever, if the Speaker does not admit error in the  
27 referral of the bill or resolution to committee,  
28 the bill or resolution may only be re-referred by  
29 a two-thirds (2/3) vote of a quorum. When a  
30 bill or resolution is re-referred to a committee,

## House Committee Rules

---

1 any previous committee recommendation is au-  
2 tomatically stripped from the bill or resolution.  
3 When a motion is under consideration, only  
4 two (2) substitutes to that motion shall be in or-  
5 der. Only a motion applicable to the main mo-  
6 tion and of a higher precedence upon recogni-  
7 tion may be substituted for the motion under  
8 consideration. A substitute to the third degree  
9 shall not be in order. Unless specified other-  
10 wise by the presenter of the motion at the time  
11 the motion is made, a substitute motion shall  
12 apply to the main motion.

13  
14 19) (House Rule 55 (a)) House Committee  
15 Staff will automatically and without delay pre-  
16 pare a list of all bills or resolutions referred to  
17 the committees and notify the sponsor of bills  
18 or resolutions assigned to committee.

19  
20 20) The chairperson of each committee will  
21 designate which bills or resolutions will appear  
22 on the agenda for each committee meeting. A  
23 bill shall not be placed on a committee agenda  
24 until the second calendar day following the in-  
25 itial filing of the bill.

26  
27 21) The sponsor may request a bill or resolu-  
28 tion be moved to a deferred list of bills and res-  
29 olutions. A bill or resolution passed over after  
30 appearing on three (3) committee agendas shall  
31 be moved to the deferred list. Sponsor requests

## House Committee Rules

---

1 to move bills or resolutions from the deferred  
2 list to the active agenda must be made by 2:30  
3 p.m. two (2) days prior to the scheduled com-  
4 mittee meeting.

5  
6 22) Bills and resolutions designated by spon-  
7 sors as non-controversial shall appear on a con-  
8 sent agenda section of a committee's agenda.  
9 The objection of one (1) committee member to  
10 the consideration of a bill or resolution as non-  
11 controversial shall result in the bill or resolu-  
12 tion being moved back to the referred items list.  
13 A committee by unanimous consent a quorum  
14 being present, may designate as non-controver-  
15 sial any bill or resolution receiving a "do pass"  
16 or "do pass as amended" recommendation.

17  
18 23) If a bill or resolution is discussed by a com-  
19 mittee at a meeting, but is not voted on because  
20 of time limitations or because the vote is de-  
21 ferred to the next meeting, the bill or resolution  
22 will not lose its order on the agenda and will  
23 not be counted as having been considered.

24  
25 24) The author/sponsor of a bill or resolution  
26 may make a presentation for his or her bill or  
27 resolution and may elect at that time to respond  
28 to questions from the committee members.  
29 Following the initial presentation, non-legisla-  
30 tive---non-committee members will be allowed  
31 to alternately speak against and for the bill or



## House Committee Rules

---

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

## **House Committee Rules**

---

1 25) As determined by the presider courtesy  
2 may be extended to General Assembly mem-  
3 bers who are non-committee members who  
4 need to return to their own committee meet-  
5 ings.

6  
7 26) (House Rule 66) Eleven (11) members of  
8 a standing committee constitute a committee  
9 quorum with the Speaker present if he or she is  
10 a member of the committee and ten (10) mem-  
11 bers when the Speaker is not present. A com-  
12 mittee recommendation of a bill or resolution  
13 will require these same numbers.

14  
15 27) Smoking is prohibited in the committee  
16 rooms and all adjoining rooms.

17  
18 28) (House Rule 69(a)5) A roll call vote will  
19 be required if requested by any two (2) com-  
20 mittee members, except for a quorum call  
21 which may be requested by one (1) member.  
22 The request for a quorum call is always in or-  
23 der.

24  
25 29) When a roll call is required, the roll will be  
26 called by seniority with the vice chairperson  
27 being called next to last and the chairperson  
28 last. For a member's vote to be counted and  
29 recorded, he or she must vote "yes", "no" or  
30 "present".

31

## House Committee Rules

---

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

6  
7 31) No seconds are required during the legis-  
8 lative process except those that are explicit in  
9 the rules, (roll call, previous question, sound  
10 the ballot, etc.)

11  
12 32) (House Rule 38(p)) "Fiscal impact state-  
13 ment" means a realistic statement of the esti-  
14 mated financial cost of implementing or com-  
15 plying with a proposed law regarding:

16 (1) Municipalities;

17 (2) Counties;

18 (3) Education, as related to the State of Ar-  
19 kansas and local school districts grades kinder-  
20 garten through twelve (K-12);

21 (4) Corrections, if imposing new or addi-  
22 tional costs and restrictions on inmate popula-  
23 tion patterns or affecting programs or services  
24 of the Department of Correction; or

25 (5) Lottery, if amending Arkansas Code,  
26 Title 23, Chapter 115, or imposing a new or in-  
27 creased cost to the Arkansas Lottery Commis-  
28 sion or a lottery.

29  
30 33) (House Rule 38(q)) When any House or

## House Committee Rules

---

1 Senate bill or resolution requiring an expendi-  
2 ture of public funds or otherwise imposing a  
3 new or increased cost obligation is pending be-  
4 fore any committee of the House of Represent-  
5 atives, any member of the committee may re-  
6 quest that a fiscal impact statement for such bill  
7 or resolution be placed on the desk of each  
8 member of the committee before the bill or res-  
9 olution is called up for final action in the com-  
10 mittee. If such request is made, the chairperson  
11 of the committee shall refer the bill or resolu-  
12 tion to the appropriate state agency or to the  
13 legislative staff for the preparation of a fiscal  
14 impact statement, to be returned to the commit-  
15 tee in writing not later than five (5) days from  
16 the date of the request.

17  
18 34) (House Rule 38(s)) Fiscal impact state-  
19 ments shall be made available to House Com-  
20 mittees:

21 (1) At least one (1) day before the bill may  
22 be called up for final action in the House Com-  
23 mittee during a regular legislative session or  
24 fiscal session of the General Assembly; and

25 (2) At least one (1) day before the bill may  
26 be called up for final action in the House Com-  
27 mittee during a special session of the General  
28 Assembly.

29 Fiscal impact statements shall be made  
30 available to the full House of Representatives  
31 at least one (1) day before the bill may be called

## **House Committee Rules**

---

1 up for third reading and final action in the  
2 House of Representatives.  
3  
4 35) (House Rule 38(t)) Failure of the sponsor  
5 of a bill or resolution to provide the fiscal im-  
6 pact statement required in this rule shall not  
7 prohibit the consideration of it in the committee  
8 to which referred or on the floor of the House  
9 of Representatives, if no objection to it is made  
10 at the time such action is taken.

## House Committee Rules

---

### TRACKING ITEM 24

- 1  
2 1. “The next item on the Committee’s agenda  
3 is HB/SB \_\_\_\_.”
- 4 2. “Sen./Rep. \_\_\_\_\_, you are recognized to  
5 present HB/SB \_\_\_\_.”
- 6 3. Presentation of bill by sponsor. The sponsor  
7 may respond to questions from committee  
8 members.
  - 9 a. If there are amendments, recognize  
10 amendment sponsor(s) to present amend-  
11 ment(s).
  - 12 b. To consider amendment(s), use same  
13 procedure listed below for consideration of  
14 bill(s). (Items 4 – 9)
  - 15 c. Declare disposition of amendment(s).
  - 16 d. Continue with bill as amended or una-  
17 mended (back to Item 4).
- 18 4. Go to list of citizen proponents and oppo-  
19 nents or ask “Is there anyone in the audience  
20 that desires to speak for or against the bill?”  
21 Recognition of citizens for discussion, alternat-  
22 ing speakers in support and in opposition.
- 23 5. A procedural motion made by a member of  
24 the Committee and adopted by the Committee  
25 to limit or end debate will be allowed to govern  
26 non-legislative, non-Committee members’ (cit-  
27 izen) discussion.
- 28 6. Upon completion of public commentary,  
29 recognize the sponsor for questions, then move  
30 to committee discussion and motions.

## House Committee Rules

---

1 7. Ask “What is the pleasure of the Commit-  
2 tee?”

3 Motions (after recognition and the mo-  
4 tion by a committee member only)

5 a. “Rep. \_\_\_\_\_, would you like to explain  
6 your motion?”

7 b. Recognize committee members for  
8 questions/discussion.

9 c. In discussion, alternate between those  
10 supporting and those opposing the motion.

11 d. A procedural motion made by a member  
12 of the Committee and adopted by the Commit-  
13 tee to limit or end debate (immediate consider-  
14 ation) will be allowed to govern the legislative  
15 members’ discussion.

16 e. Recognize the member making the mo-  
17 tion to close for the motion if debate has not  
18 been limited and time has not expired (propo-  
19 nents may save some time for member to  
20 close).

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

23 8. “The motion before the committee is  
24 \_\_\_\_\_. All of those in support of the mo-  
25 tion indicate so by saying ‘aye’; those opposed,  
26 ‘no’.”

27 9. The motion passes/fails, and state the dispo-  
28 sition of the bill.

29 10. Roll call. (If requested by two or more mem-  
30 bers) Ask the committee staff person to call the  
31 roll, then state the disposition of the bill.

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**Joint Rules  
of the House  
of Representatives  
and the Senate**

As contained in Senate Concurrent Resolution 3

(Index on Page J26)

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# Joint Rules

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1                                   **JOINT RULES**  
2                                   **OF THE**  
3                                   **HOUSE OF REPRESENTATIVES**  
4                                   **AND THE SENATE**

5  
6                                   **Joint Session - How Convened**

7                                   Section 1. When, by the Constitution or  
8 laws of the state, a joint meeting of the Senate  
9 and House of Representatives is required, they  
10 shall assemble with their clerks on the day and  
11 at the hour previously agreed on for that pur-  
12 pose in the hall of the House of Representa-  
13 tives.

14  
15                                   **Officers of Joint Session**

16                                   Section 2. When the meeting is assembled,  
17 the President of the Senate and Speaker of the  
18 House shall preside in conjunction, and the  
19 meeting shall be governed by such standing  
20 rules as shall have been adopted for that pur-  
21 pose by the concurrence of both houses. They  
22 shall have power to punish any person, other  
23 than a member, for disorderly or contemptuous  
24 behavior in their presence, by fine and impris-  
25 onment, in the same manner and to the same  
26 extent as either house may do, for like conduct  
27 before it, by the Constitution and laws of this  
28 state.

29                                   (A) Any member of either house  
30 who shall be guilty of disorderly behavior in  
31 the presence of the meeting may be punished

## Joint Rules

---

1 by the house of which he or she is a member,  
2 in the same manner as if the offense had been  
3 committed in the presence of that house.

4 (B) The Secretary of the Senate and  
5 the Clerk of the House shall both keep records  
6 of the proceedings, to be entered on the Journal  
7 of their respective houses.

### 8 **Manner of Presenting Bills, Etc.**

9 Section 3. All bills, resolutions, votes and  
10 amendments by either house, to which the con-  
11 currence of both is necessary, as well as mes-  
12 sages, shall be presented to the other by the  
13 Clerk or Secretary of the house from which  
14 they are sent or by the assistant secretary or as-  
15 sistant clerk.  
16

### 17 **Contents of Bills**

18 Section 4. No bill or resolution shall be  
19 passed by either house containing more than  
20 one subject, which shall be expressed in the ti-  
21 tle. House bills and resolutions shall have at  
22 least one House sponsor, and Senate bills and  
23 resolutions shall have at least one Senate Spon-  
24 sor. House bills, House concurrent resolutions,  
25 and House joint resolutions may have Senate  
26 sponsors, and Senate bills, Senate concurrent  
27 resolutions, and Senate joint resolutions may  
28 have House sponsors.  
29

30  
31

## Joint Rules

---

1                   **Notice of Bill Rejection**

2           Section 5. When a bill or resolution which  
3 has passed one house shall be rejected by the  
4 other, notice thereof shall be given to the house  
5 in which the same shall have passed.

6  
7                   **Engrossment of Bills**

8           Section 6. After adoption of an amendment  
9 on the floor of the Senate, regardless whether  
10 the bill or resolution originated in the House or  
11 the Senate, the Senate shall engross the bill or  
12 resolution as amended. After the adoption of  
13 the amendment on the floor of the House of  
14 Representatives, regardless whether the bill or  
15 resolution originated in the House or the Sen-  
16 ate, the House of Representatives shall engross  
17 the bill or resolution as amended.

18           This rule may be waived by the President  
19 Pro Tempore of the Senate or in his absence the  
20 Chairman of Senate Rules Committee, or the  
21 Speaker of the House of Representatives.

22  
23                   **Enrollment of Bills**

24           Section 7. When a bill shall have passed  
25 both houses, it shall be enrolled by the enrol-  
26 ling clerk of the house in which it originated.

27           Section 8. All bills must be enrolled and  
28 reported to each house by the committee desig-  
29 nated by each house to supervise the enrolling  
30 of bills, within three (3) days after their pas-  
31 sage; provided, that if the reconsideration of

## Joint Rules

---

1 any bill is moved, in either house, previous to  
2 its presentation to the Governor, the committee  
3 shall hold the same until action is taken upon  
4 such motion.

5 Section 9. No bill, resolution, or memorial  
6 shall be sent to the Governor for his approval,  
7 unless the same shall have been clearly and  
8 fairly enrolled without obliteration or interline-  
9 ation.

### Signing of Bills

10  
11  
12 Section 10. After examination and report  
13 by the committee responsible for enrolling  
14 bills, each bill shall be signed by the Speaker of  
15 the House of Representatives and by the Presi-  
16 dent of the Senate. Each page of a bill shall be  
17 signed by the Speaker of the House of Repre-  
18 sentatives on the right margin, and shall be  
19 signed by the President of the Senate on the left  
20 margin of each page. The Speaker of the House  
21 of Representatives and the President of the  
22 Senate shall manually sign each page of each  
23 bill, or may provide, at their option and under  
24 their supervision, for the affixing thereto of  
25 their facsimile signature.

### Conference Committee

26  
27  
28 Section 11. When either body shall request  
29 a conference, and appoint a committee for that  
30 purpose, the other body shall also appoint a  
31 committee of equal number to confer, and such

## Joint Rules

---

1 conference shall be held at any time and place  
2 agreed upon by the Chairpersons.

### **Suspension of Joint Rules**

3  
4  
5 Section 12. No joint rules shall be dis-  
6 pensed with but by a concurrent vote of two-  
7 thirds (2/3) of each house, and if either house  
8 shall violate a joint rule, the question of order  
9 may be raised in the other house, and decided  
10 in the same manner as in case of a violation of  
11 the rules of such house.

### **Appropriation Bills**

12  
13  
14 Section 13. The general appropriation bill,  
15 and all appropriation bills recommended “do  
16 pass” by the Joint Budget Committee, shall be  
17 privileged bills advanced upon the calendar,  
18 and take precedence over all other bills at any  
19 time after the reading of the Journal. It shall be  
20 in order, by the direction of the appropriate  
21 committee, to move that the House or Senate  
22 (as the case may be) resolve itself into the com-  
23 mittee of the whole house for the purpose of  
24 considering the general appropriation bill, and  
25 no dilatory motion shall be entertained by the  
26 presiding officer.

### **Deadline for the Introduction of Bills**

27  
28  
29 Section 14. (A) An “appropriation bill”  
30 means a bill by the General Assembly that au-  
31 thORIZES the expenditure of moneys if moneys



## Joint Rules

---

1 are available.

2 (B)(1) No appropriation bill shall be filed  
3 for introduction in either the House of Repre-  
4 sentatives or the Senate later than the fiftieth  
5 (50th) day of a regular session except upon  
6 consent of two-thirds (2/3) of the members  
7 elected to each house. When the filing deadline  
8 for any bills or resolutions ends on Saturday or  
9 Sunday, the deadline is hereby extended until  
10 the close of business the following Monday.

11 (2) Any proposed legislation affecting  
12 any publicly supported retirement system or  
13 pension plan to be considered by the General  
14 Assembly at a regular session shall be intro-  
15 duced in the General Assembly during the first  
16 fifteen (15) calendar days of a regular session.

17 (3) No such bill shall be introduced af-  
18 ter the fifteenth (15th) day of a regular session  
19 unless its introduction is first approved by a  
20 three-fourths (3/4) vote of the full membership  
21 of each house of the General Assembly.

22 (C)(1) No appropriation bill shall be filed  
23 for introduction in either the House of Repre-  
24 sentatives or the Senate later than the fifteenth  
25 (15th) day of a fiscal session except upon con-  
26 sent of two-thirds (2/3) of the members elected  
27 to each house.

28 (2) For a fiscal session, a non-appropri-  
29 ation bill shall not be filed for introduction until  
30 identical resolutions authorizing the introduc-

## Joint Rules

---

1 tion of the non-appropriation bill have been ap-  
2 proved by an affirmative vote of two-thirds  
3 (2/3) of the members elected to each house.

4 (3) The identical resolutions authoriz-  
5 ing the introduction of a non-appropriation bill  
6 in a fiscal session shall not be filed for intro-  
7 duction in either the House of Representatives  
8 or the Senate later than the first (1<sup>st</sup>) day of a  
9 fiscal session.

10 (4) A non-appropriation bill shall not  
11 be filed for introduction in either the House of  
12 Representatives or the Senate later than the fif-  
13 teenth (15th) day of a fiscal session.

14 (D) When the filing deadline for any bills  
15 or resolutions ends on Saturday or Sunday, the  
16 deadline is extended until the close of business  
17 the following Monday.

18 (E) A bill affecting any publicly supported  
19 retirement system or systems shall not be intro-  
20 duced or considered at any special session of  
21 the General Assembly unless the introduction  
22 and consideration of the bill is first approved  
23 by a three-fourths (3/4) vote of the full mem-  
24 bership of each house of the General Assem-  
25 bly.

26 (F) If the General Assembly recesses for  
27 longer than three (3) consecutive days during  
28 the first fifteen (15) days of a regular session,  
29 the fifteen-day introduction deadline shall be  
30 extended for a time period equal to the recess.  
31

## Joint Rules

---

### **Introduction of Health Care Legislation**

1           Section 15. (A) Any proposed legislation  
2 affecting the licensure of any profession, occu-  
3 pation, or class of health care providers not cur-  
4 rently licensed, or expanding the scope of prac-  
5 tice of any profession, occupation, or class of  
6 health care providers to be considered by the  
7 General Assembly at a regular biennial session  
8 shall be introduced in the General Assembly  
9 during the first fifteen (15) calendar days of a  
10 regular biennial session.

11           (B) No such bill shall be introduced after  
12 the fifteenth (15th) day of a regular biennial  
13 session unless its introduction is first approved  
14 by a three-fourths (3/4) vote of the full mem-  
15 bership of each house of the General Assem-  
16 bly.

17           (C) The Senate and the House, and com-  
18 mittees of the Senate and House, shall take no  
19 action on any such bill for an additional fifteen  
20 (15) calendar days after the fifteen (15) calen-  
21 dar day deadline for introduction of such bills  
22 has passed.  
23  
24  
25

### **Method of Preparing Bills and Resolutions - Automated Bill Preparation System**

26           Section 16. (A) No bill or resolution, as  
27 defined herein, shall be accepted for introduc-  
28 tion by clerks of the Senate or of the House of  
29 Representatives unless such bill or resolution  
30  
31

## Joint Rules

---

1 has been prepared for introduction by an auto-  
2 mated bill preparation system developed by the  
3 Bureau of Legislative Research.

4 (1) The Bureau of Legislative Research  
5 shall establish and operate, in cooperation with  
6 the appropriate officials of the House of Repre-  
7 sentatives and the Senate, an automated bill  
8 preparation system in which all bills and reso-  
9 lutions, as defined herein, shall be prepared for  
10 introduction. Such system shall be designed in  
11 a manner which will permit either or both  
12 houses of the General Assembly to install com-  
13 patible and interconnecting electronic equip-  
14 ment for the preparation of bills and resolutions  
15 in the same format as prepared by the Bureau  
16 of Legislative Research for introduction in ei-  
17 ther house of the General Assembly.

18 (2) The Bureau of Legislative Research  
19 shall provide the Secretary of the Senate and  
20 the Chief Clerk of the House of Representa-  
21 tives access by electronic medium to the central  
22 bill files in which bills and resolutions recorded  
23 in the automated bill preparation system are  
24 stored, to enable the engrossing rooms of the  
25 respective houses to have ready access thereto  
26 for enrollment of engrossed amendments  
27 adopted to such bills and resolutions.

28 (3) As used herein:

29 (a) “resolutions” shall mean all res-  
30 olutions prepared for introduction which re-  
31 quire the concurrence of both houses of the

## Joint Rules

---

1 General Assembly for the adoption thereof, and  
2 shall include resolutions prepared for consider-  
3 ation by only the house in which introduced;

4 (b) “automated bill preparation sys-  
5 tem” shall mean an automated system using  
6 word processors, computers, or other electronic  
7 devices for the typing and preparation of bills  
8 and resolutions (as defined herein) for intro-  
9 duction by members of the General Assembly  
10 in either the Senate or the House of Represent-  
11 atives, and shall include the following features:

12 (i) a separate identification  
13 number, to be placed upon each page of the  
14 original and each copy thereof prepared for in-  
15 troduction in the General Assembly;

16 (ii) a method of electronically  
17 recording the contents of each bill and resolu-  
18 tion for ready access for retrieval and engross-  
19 ment purposes;

20 (iii) security features to protect  
21 the automated bill preparation files from access  
22 by unauthorized persons, and to maintain the  
23 integrity and confidentiality of drafts of bills  
24 and resolutions prepared by the Bureau of Leg-  
25 islative Research for members of the General  
26 Assembly which have not been filed for intro-  
27 duction; and

28 (iv) such other features as  
29 deemed to be necessary and advisable by the  
30 Bureau of Legislative Research after consult-  
31 ing with the appropriate officials of the House

## Joint Rules

---

1 of Representatives and the Senate.

2 (B) All bills and resolutions introduced in  
3 the House and Senate shall be prepared on 8 1/2  
4 x 11 inch paper. The number of copies of bills  
5 and resolutions to be prepared for introduction  
6 shall be specified by the Secretary of the Senate  
7 and the Chief Clerk of the House of Represent-  
8 atives. One (1) copy shall be placed in the  
9 manuscript cover provided for the official copy  
10 of bills or resolutions and one (1) copy shall be  
11 placed in the manuscript cover provided for the  
12 duplicate copy, with any additional copies at-  
13 tached thereto in the manner prescribed by the  
14 respective houses. In addition, copies of the  
15 caption on each bill or resolution shall be pre-  
16 pared and attached thereto at the time of intro-  
17 duction.

18 (C) Upon the introduction of each bill and  
19 resolution, the appropriate clerks of the respec-  
20 tive houses shall cause the original signed copy  
21 thereof (which is contained in the official bill  
22 or resolution manuscript cover) to be identified  
23 as the official copy by perforation or stamping  
24 on the left margin of each page thereof the  
25 words "HOUSE ORIGINAL" to be placed on  
26 each official original copy of House bills and  
27 resolutions, and the words "SENATE ORIGI-  
28 NAL" to be placed on the left margin of each  
29 official original copy of Senate bills and reso-  
30 lutions. Whenever any bill or resolution is  
31 amended, the engrossed page or pages thereof

## Joint Rules

---

1 shall be perforated in the same manner as the  
2 original introduced copy. Only the original  
3 signed copy of a bill or resolution and en-  
4 grossed pages thereof shall be perforated or  
5 stamped as provided herein.

6 (D) If any person shall unlawfully perfo-  
7 rate any fraudulent or counterfeit copy of any  
8 bill or resolution for the purpose of intention-  
9 ally inserting in any bill or resolution any page  
10 or provision thereof for the purpose of altering  
11 the bill or resolution as introduced, such person  
12 shall be in contempt of the House or Senate, or  
13 both House and Senate, and shall be punished  
14 accordingly. If any person shall make any al-  
15 teration, change or erasure in any original copy  
16 of a bill or resolution as originally introduced,  
17 except upon direction of the House or Senate,  
18 or both House and Senate, or upon direction of  
19 the appropriate committees on engrossed or en-  
20 rolled bills, such person shall be in contempt of  
21 the House or Senate, or both of them and shall  
22 be punished accordingly. In addition, such per-  
23 son shall be subject to such fine and imprison-  
24 ment as may be imposed by the laws of this  
25 State for fraud.

26 (E)(1) Only bills and amendments to bills  
27 which meet the requirements of this subsection  
28 (E) may be introduced into the Senate or the  
29 House of Representatives.

30 (2) Except as provided in subsections  
31 (E)(5), (6) and (8), all bills and amendments to

## Joint Rules

---

1 bills shall reflect the changes proposed in the  
2 existing law by:

3 (a) over striking all language of the  
4 existing law which is proposed to be deleted;  
5 and

6 (b) underlining all new language  
7 proposed to be added to the existing law. At  
8 the top of the first page of the bill shall appear  
9 language substantially similar to the following:  
10 “Stricken language would be deleted from pre-  
11 sent law. Underlined language would be added  
12 to present law.”

13 (3) Except as provided in subsections  
14 (E)(5), (6) and (8), all resolutions proposing  
15 amendments to the Arkansas Constitution and  
16 amendments to resolutions shall reflect the  
17 changes proposed in the existing Constitution  
18 by:

19 (a) over striking all language of the  
20 existing Constitution which is proposed to be  
21 deleted; and

22 (b) underlining all new language  
23 proposed to be added to the existing Constitu-  
24 tion. At the top of the first page of the bill shall  
25 appear language substantially similar to the fol-  
26 lowing: “Stricken language would be deleted  
27 from the present Constitution. Underlined lan-  
28 guage would be added to present Constitution.”

29 (4) Except as provided in subsections  
30 (E)(5), (6) and (8), all resolutions proposing  
31 changes in the rules of the Senate or House or



## Joint Rules

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1 the joint rules of the Senate and House shall re-  
2 flect the changes proposed in the existing rule  
3 by:

4 (a) over striking all language of the  
5 existing rule which is proposed to be deleted;  
6 and

7 (b) underlining all new language  
8 proposed to be added to the existing rule. At  
9 the top of the first page of the resolution shall  
10 appear language substantially similar to the fol-  
11 lowing: "Stricken language would be deleted  
12 from present rule. Underlined language would  
13 be added to present rule."

14 (5) This subsection (E) may be waived  
15 by the President Pro Tempore of the Senate or  
16 in his absence, the Chairman of the Senate  
17 Rules Committee, or the Speaker of the House  
18 of Representatives.

19 (6) Markups are not required of the fol-  
20 lowing:

21 (a) appropriation sections, state  
22 agencies regular salary sections, and state  
23 agencies extra help sections contained within a  
24 bill if the sections do not specifically amend ex-  
25 isting law;

26 (b) sections which allocate funds  
27 within the Revenue Stabilization Law or within  
28 the General Improvement Fund Distribution  
29 Law; and

30 (c) sections which amend Arkansas  
31 Code §§ 21-5-208(b) and 21-5-209(e).

## Joint Rules

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1           (7) It shall be the duty of the Chairman  
2 of the Joint Budget Committee to have a sched-  
3 ule prepared which reflects the amounts ap-  
4 proved by the Joint Budget Committee for each  
5 category for each fund within the Revenue Sta-  
6 bilization Law to provide funding for the  
7 budget enacted by the General Assembly and a  
8 schedule reflecting the proposed distribution of  
9 General Improvement funds. The schedule re-  
10 flecting the allocation of funds in the Revenue  
11 Stabilization Law for the next fiscal year shall  
12 be submitted during a regular session or fiscal  
13 session to each body of the Arkansas General  
14 Assembly at least three (3) calendar days prior  
15 to the day at which the same is to be considered  
16 for final passage. The schedule reflecting the  
17 allocation of funds in the General Improvement  
18 Fund Distribution Law for the next biennium  
19 shall be submitted during a regular session to  
20 each body of the Arkansas General Assembly  
21 at least three (3) calendar days prior to the day  
22 at which the same is to be considered for final  
23 passage.

24           (8) Markups are not required on sec-  
25 tions that are substantially the same as the fol-  
26 lowing boiler-plate sections:

27  
28           “SECTION.       COMPLIANCE WITH  
29 OTHER LAWS. Disbursement of funds au-  
30 thorized by this Act shall be limited to the ap-  
31 propriation for such agency and funds made

## Joint Rules

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1 available by law for the support of such appro-  
2 priations; and the restrictions of the State Pur-  
3 chasing Law, the General Accounting and  
4 Budgetary Procedures Law, the Revenue Sta-  
5 bilization Law, the Regular Salary Procedures  
6 and Restrictions Act, the Higher Education Ex-  
7 penditure Restrictions Act, where applicable,  
8 and regulations promulgated by the Depart-  
9 ment of Finance and Administration, as author-  
10 ized by law, shall be strictly complied with in  
11 disbursement of said funds.

12  
13 SECTION. EMPLOYMENT OF ATTOR-  
14 NEYS. None of the funds appropriated in this  
15 Act for Maintenance and General Operation  
16 shall be expended in payment for services of  
17 attorneys, unless the agency shall first make a  
18 request in writing to the Attorney General of  
19 the State of Arkansas to provide the required  
20 legal services. The Attorney General's Office  
21 shall provide the required legal services, or, if  
22 the Attorney General's Office shall determine  
23 that sufficient personnel are not available to  
24 provide the requested legal services, the Attor-  
25 ney General shall certify the same to the agency  
26 and may authorize the agency to employ legal  
27 counsel and to expend monies appropriated for  
28 Maintenance and General Operations thereof,  
29 if:

30 (1) The Attorney General determines,  
31 and certifies in writing, that such agency needs

## Joint Rules

---

1 the advice or assistance of legal counsel, and  
2 (2) The Attorney General consents in  
3 writing to the employment of the legal counsel  
4 to be retained by the agency.

5 Such certification shall be required  
6 with respect to each instance of the employ-  
7 ment of special legal counsel, or shall be re-  
8 quired annually with respect to legal counsel  
9 employed on a retainer basis. A copy of such  
10 certification shall be entered in the official  
11 minutes of the agency, and shall be retained in  
12 the fiscal records of the agency for audit pur-  
13 poses.

14  
15 SECTION. DISBURSEMENT CON-  
16 TROLS. (A) No contract may be awarded nor  
17 obligations otherwise incurred in relation to the  
18 project or projects described herein in excess of  
19 the State Treasury funds actually available  
20 therefore as provided by law. Provided, how-  
21 ever, that institutions and agencies listed herein  
22 shall have the authority to accept and use grants  
23 and donations including Federal funds, and to  
24 use its unobligated cash income or funds, or  
25 both available to it, for the purpose of supple-  
26 menting the State Treasury funds for financing  
27 the entire costs of the project or projects enu-  
28 merated herein. Provided further, that the ap-  
29 propriations and funds otherwise provided by  
30 the General Assembly for Maintenance and

## Joint Rules

---

1 General Operations of the agency or institu-  
2 tions receiving appropriation herein shall not  
3 be used for any of the purposes as appropriated  
4 in this Act.

5 (B) The restrictions of any applicable pro-  
6 visions of the State Purchasing Law, the Gen-  
7 eral Accounting and Budgetary Procedures  
8 Law, the Revenue Stabilization Law and any  
9 other applicable fiscal control laws of this State  
10 and regulations promulgated by the Depart-  
11 ment of Finance and Administration, as author-  
12 ized by law, shall be strictly complied with in  
13 disbursement of any funds provided by this Act  
14 unless specifically provided otherwise by law.

15  
16 SECTION. LEGISLATIVE INTENT. It is  
17 the intent of the General Assembly that any  
18 funds disbursed under the authority of the ap-  
19 propriations contained in this Act shall be in  
20 compliance with the stated reasons for which  
21 this Act was adopted, as evidenced by the  
22 Agency Requests, Executive Recommendations  
23 and Legislative Recommendations con-  
24 tained in the budget manuals prepared by the  
25 Department of Finance and Administration,  
26 letters, or summarized oral testimony in the of-  
27 ficial minutes of the Arkansas Legislative  
28 Council or Joint Budget Committee which re-  
29 late to its passage and adoption.

30  
31 Section 17. (A) Once a Senate bill has

## Joint Rules

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1 passed the House of Representatives and re-  
2 turned to the Senate, it may not be subsequently  
3 amended in the Senate unless the House ex-  
4 punges the vote by which it passed the bill and  
5 any amendments to the bill and the Senate ex-  
6 punges the vote by which the bill was passed  
7 and places the bill on second reading.

8 (B) Once a House bill has passed the Sen-  
9 ate and has been returned to the House, it may  
10 not be subsequently amended in the House un-  
11 less the Senate expunges the vote by which it  
12 passed the bill and any amendments to the bill  
13 and the House expunges the vote by which the  
14 bill was passed and places the bill on second  
15 reading.

### Submission of Bills to Governor

16  
17  
18 Section 18. Whenever any Senate bill shall  
19 be approved by the House of Representatives  
20 and enrolled by the Senate, the Secretary of the  
21 Senate or one of his or her authorized agents  
22 shall without delay, deliver the same to the  
23 Governor or his or her designated representa-  
24 tive and take receipt thereof, which receipt  
25 shall be returned to the Senate and entered in  
26 the Journal. Whenever any House bill shall be  
27 approved by the Senate and enrolled by the  
28 House, the Chief Clerk of the House or one of  
29 his or her authorized agents shall, without de-  
30 lay, deliver the same to the Governor or his or  
31 her designated representative and take receipt

## Joint Rules

---

1     thereof, which receipt shall be returned to the  
2     House and entered in the Journal. In the event  
3     the Governor, or his or her designated repre-  
4     sentative, shall refuse to accept delivery of any  
5     such bill, the Secretary of the Senate, or the  
6     Chief Clerk of the House, or their designated  
7     agents, as the case may be, shall forthwith serve  
8     the same by handing the bill to either the Gov-  
9     ernor or to any employee of the Governor's of-  
10    fice, and shall return a certificate to the Senate  
11    or the House as the case may be, of the date and  
12    time of such delivery and of the name of the  
13    person to whom delivered and such certificate  
14    shall be entered in the Journal of the Senate or  
15    the Journal of the House, as the case may be,  
16    and shall constitute proof of delivery of said  
17    bill to the Governor in determining the period  
18    of time in which the Governor has to sign the  
19    same or return it to the Senate or the House  
20    with his veto as provided in the Constitution of  
21    the State of Arkansas.

### Constitutional Amendments

22  
23           **Section 19. (A)(1)** The Senate may, ac-  
24     cording to its rules, recommend one (1) pro-  
25     posed constitutional amendment for considera-  
26     tion and vote by the House of Representatives  
27     and the Senate.

28  
29           (2) If the Senate-proposed constitu-  
30     tional amendment does not receive an affirma-

## Joint Rules

---

1     tive vote of the majority of House of Represent-  
2     atives, the Senate may, according to its rules,  
3     recommend additional proposed constitutional  
4     amendments to the House of Representatives  
5     one (1) at a time until the House of Represent-  
6     atives affirms by a majority vote the Senate-  
7     proposed constitutional amendment.

8     (B)(1) The House of Representatives may,  
9     according to its rules, recommend one (1) pro-  
10    posed constitutional amendment for considera-  
11    tion and vote by the House of Representatives  
12    and the Senate.

13    (2) If the House of Representatives-  
14    proposed constitutional amendment does not  
15    receive an affirmative vote of the majority of  
16    Senate, the House of Representatives may, ac-  
17    cording to its rules, recommend additional pro-  
18    posed constitutional amendments to the Senate  
19    one (1) at a time until the Senate affirms by a  
20    majority vote the House of Representatives-  
21    proposed constitutional amendment.

22    (C) A third (3<sup>rd</sup>) proposed constitutional  
23    amendment shall not be considered or voted  
24    upon by the General Assembly until identical  
25    resolutions authorizing the consideration of the  
26    proposed constitutional amendment have been  
27    approved by an affirmative vote of two-thirds  
28    (2/3) of the members elected to each house.

29    (D) A resolution proposing a constitutional  
30    amendment shall not be filed in either the  
31    House of Representatives or the Senate after



## **Joint Rules**

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1 the thirty-first (31st) day of each regular ses-  
2 sion of the General Assembly.

3 (E) A resolution proposing a constitutional  
4 amendment shall be considered only during a  
5 regular session.

### **Joint Meetings of Senate and House Committees**

6  
7  
8  
9 Section 20. The standing and select Com-  
10 mittees of the Senate and the House of Repre-  
11 sentatives are authorized to hold joint meetings  
12 upon the call of the Chairpersons of the two  
13 committees involved or by one-half (1/2) or  
14 more of the members of both committees in-  
15 volved.

### **Correction of Obvious Errors**

16  
17  
18 Section 21. The Secretary of the Senate and  
19 the Chief Clerk of the House are authorized,  
20 subject to approval by the appropriate desig-  
21 nated committee, to correct obvious errors oc-  
22 ccurring in documents originating in the House  
23 and the Senate respectively, provided that each  
24 such correction is noted on the bill jacket and  
25 is documented by a “correction note” at the end  
26 of the official daily journal for the date on  
27 which the correction was made.

### **Assigning Bill and Resolution Numbers**

28  
29  
30 Section 22. In assigning numbers to bills  
31 and resolutions introduced in the Senate and

## Joint Rules

---

1 House of Representatives, Senate bills and res-  
2 olutions shall be numbered commencing with  
3 the figure 1, and House bills and resolutions  
4 shall be assigned numbers commencing with  
5 the figure 1001.

### 7 **Pre-filing of Bills and Resolutions**

8 Section 23. (A) Beginning on November  
9 15th of each year preceding a regular session of  
10 the General Assembly, each holdover member  
11 of the Senate who will be serving at the next  
12 following regular session of the General As-  
13 sembly, and each member-elect of the General  
14 Assembly, as soon as the members-elect of the  
15 next General Assembly are certified to the Sec-  
16 retary of State, shall be permitted to prefile bills  
17 and resolutions for such regular session with  
18 the Chief Clerk of the House and the Secretary  
19 of the Senate.

20 (B)(1) Beginning on the second Monday of  
21 January of each year of a fiscal session of the  
22 General Assembly, each member of the House  
23 of Representatives and the Senate may prefile  
24 appropriation bills and resolutions for the fiscal  
25 session with the Chief Clerk of the House and  
26 the Secretary of the Senate.

27 (2) A non-appropriation bill may not be  
28 pre-filed prior to a fiscal session due to the re-  
29 quirements of Article 5, § 5 of the Constitution  
30 of Arkansas.

31

## Joint Rules

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### Interim Committee Meetings

1                   Section 24. (A) Interim committees shall  
2 not meet beginning January 1 immediately  
3 prior to a regular legislative session, without  
4 the prior approval of:

5                   (1) The current Speaker of the House of  
6 Representatives and the current President Pro  
7 Tempore of the Senate for joint interim com-  
8 mittees;

9                   (2) The current Speaker of the House of  
10 Representatives for interim committees of the  
11 House of Representatives; or

12                   (3) The current President Pro Tempore  
13 of the Senate for interim committees of the  
14 Senate.

15                   (B)(1) Interim committees, including the  
16 Legislative Council and Legislative Joint Au-  
17 diting Committee and their respective subcom-  
18 mittees, shall not schedule a meeting at the  
19 same time as a regularly scheduled pre-session  
20 Arkansas Legislative Council/Joint Budget  
21 Committee or Joint Budget Committee budget  
22 hearing meeting, unless the pre-session budget  
23 hearing meeting was scheduled with less than  
24 one week's notice and prior authorization for  
25 the conflicting interim committee meeting is  
26 granted by the President Pro Tempore of the  
27 Senate and the Speaker of the House of Repre-  
28 sentatives.

29                   (2)(a) For purposes of this rule, "regu-  
30 larly scheduled pre-session budget hearing  
31

## Joint Rules

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1 meetings” means those pre-session budget  
2 hearings that are held prior to the regular or fis-  
3 cal session for the purpose of recommending  
4 agency appropriation bills for the following  
5 regular or fiscal session.

6 (b) “Regularly scheduled pre-ses-  
7 sion budget hearing meetings” does not include  
8 meetings of the subcommittees of Arkansas  
9 Legislative Council/Joint Budget Committee  
10 or Joint Budget Committee.

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