There Oughta Be a Law!

90th General Assembly
Arkansas House of Representatives
Arkansas has a bicameral legislature consisting of the House of Representatives and the Senate.

The legislature is one of three separate and distinct branches of government. The two other branches are the executive branch (headed by the Governor) and the judicial branch.

The Arkansas Constitution provides for the election of 100 representatives and 35 senators.

The membership of each chamber is geographically apportioned throughout the state on the basis of population every 10 years following the federal decennial census.

The Constitution provides for a “Board of Apportionment” consisting of the Governor, the Secretary of State, and the Attorney General.

(Article VIII, as amended by Amendments 23 and 24)
REGULAR SESSIONS

The Arkansas General Assembly convenes in regular Sessions beginning on the second Monday in January in odd numbered years. The length of the session is limited to 60 days; However, the session can be extended not to exceed a total of 75 days by a vote of two-thirds of the members elected to each chamber.

In addition, a regular session of the legislature can be extended beyond 75 days by a vote of three-fourths of the members elected to each chamber.

FISCAL SESSIONS

The Arkansas General Assembly convenes in fiscal session in Little Rock beginning on the second Monday in February of even numbered years.

The length of the fiscal session is limited to 30 days. However, the session can be extended one time not to exceed an additional 15 days by a vote of three-fourths of the members elected to each chamber

(Article VI, Section 19)
SPECIAL SESSIONS

In addition to the regular session, the Governor may call special sessions to consider only those matters that the Governor recommends. However, the General Assembly may extend special sessions for up to 15 days by a two-thirds vote of the membership of both bodies and the Assembly may consider any matter.

(Article VI, Section 19)

ADJOURNMENTS:

- The Legislature determines the date of its adjournment.

- Neither house can adjourn for more than three days without the consent of the other.

Pictured below: A photo of the House floor from 1911. This was first General Assembly to meet in the current State Capitol.
The Speaker, as presiding officer of the House, has an influential role in Arkansas government. The duties of the Speaker include:

- Presiding over House proceedings.
- Recognizing members on the floor who wish to speak.
- Deciding all questions of order.
- Supervising appointments and confirmations to all standing committees.
- Naming members to select and joint select committees.
- Certifying all bills and resolutions passed by the House.
- Controlling and preserving order in the House chamber and galleries.
- Calling members to order.

The Speaker is assisted by the Parliamentarian when he presides in the House. The Parliamentarian advises the Speaker of the propriety of motions, questions, and debate using the Rules of the House of Representatives and mason’s Manual of Legislative Procedure. The Parliamentarian also assists the Speaker in managing the daily session work, questions of keeping and bill processing of the House under the direction of the Speaker.

The Chief Clerk of the House supervises the record keeping and bill processing of the House under the direction of the Speaker. The Chief of Staff supervises all employees, accounts and expenditures of the House under the direction of the Speaker.

The Chief of Staff responds to member and constituent requests, and requests from other state legislatures both during the legislative session and during the interim.
LEGISLATIVE OFFICERS

The Constitution provides that each chamber shall appoint its own officers. In the House, a majority elects the Speaker and by House rule the Speaker appoints the Speaker Pro Tempore who acts in the Speaker’s absence. The Speaker may also appoint four Assistant Speaker Pro Tempore, one from each of the current existing U.S. Congressional Districts. Other officers of the House are the Coordinator of Legislative Services, Chief Clerk, and Parliamentarian, who are appointed in accordance with House Rules.

The Senate elects a President Pro Tempore who has powers and duties similar to those of the Speaker. (The President Pro Tempore is third in line of succession to the Office of Governor, the order of being Governor, Lieutenant Governor, President Pro Tempore, and Speaker of the House.)

SENATE

In the Senate, the President Pro Tempore has responsibilities similar to those of the Speaker of the House. One exception, however is that in the Senate, committee assignments are made by the Committee on Committees. The Lieutenant Governor, referred to as the President of the Senate, is the Presiding Officer and can vote to break a tie. The Senate usually functions without a Parliamentarian and the Presiding Officer may refer to the Parliamentarian Manual of the Senate for authority. If a challenge is offered, the Senate Rules Committee may meet to vote on whether the Presiding Officer may be overruled. The Committee’s decision is referred to the 35-member Senate, however. The Secretary of the Senate and/or persons selected by the Efficiency Committee direct the record keeping and bill processing procedures during legislative session.
THE LEGISLATIVE SESSION BEGINS

At the beginning of each legislative session, the House and Senate meet separately to adopt rules for the respective bodies. Then, they typically meet in a joint session in the House Chamber to hear the Governor's State of the State Address. The Governor outlines major issues and a legislative agenda for the session.

The process of legislating bills into law is governed by rules and procedures that are complex and often confusing to new members. No freshman legislator can be expected to know all these rules, much less master the procedures that lead to passage of a bill through the Arkansas Legislature. A key factor in legislative competence is mastery of the rules governing passage of a bill.

Bills are drafted by the Legal Staff of the Bureau of Legislative Research, which maintains a staff of attorneys specifically for that purpose. When a legislator wishes to introduce a bill, he/she sits down with an attorney and explains the policy behind the bill and the objectives it must accomplish. The bill drafter will then transpose these facts into proper legal terminology, form and style. At the sponsor's request, the bill will be checked for conformance with the United States and Arkansas Constitutions;

The bill will then be prepared in final form, typed, reproduced and held confidential until its introduction or release by its sponsor. To ensure confidentiality, the sponsor should refrain from discussing the bill since other bills on the same topic may also be going through the same process.
DEBATE AND DECORUM

It is a fundamental rule of parliamentary practice governing all deliberative assemblies that the opportunity to deliberate and, if possible, to convince their fellow members, is the right of the minority, which right they cannot be deprived of by the arbitrary will of the majority.

The rights and duties of members of a legislative body are derived from and founded upon the absolute equality of the members. Every member has the same right as any other member to present questions for the consideration of the body and has the same right to be heard. Members must not be permitted by their conduct to deny others that which they may claim for themselves.

In a debate, a member must avoid personalities and confine his/her remarks to the question before the body. It is the proposal, not the author, which is the subject of debate. The nature and consequences of a measure may be denounced in strong terms but to attack the motives of those who propose or advocate it is not in order.

Members are reminded that they are in a public forum and are being observed from public galleries and by media members. House sessions are televised and live-streamed and therefore members can be seen on cameras at any given time. Newspaper photographers have access to the Chambers and the members are often photographed from long distances. Be reminded that comments can be overheard on open microphones.

Newspapers and other reading material should not be brought onto the House floor for reading.

“It is the duty of every member to conduct themselves as not to obstruct the rights of other members. Freedom of speech involves obedience to all rules of debate.”
ORDER OF BUSINESS

1. Prayer
2. Pledge of Allegiance
3. Roll Call
4. Leaves of Absence
5. Reading and approval of the Previous Day’s Journal.
6. Reports from Select Committees
7. Reports from Standing Committees
8. Unfinished Business
9. Executive Communications
10. Introduction, reading, and advancement of Bills and Resolutions.
   a. Senate communications and amendments to House Bills.
   b. Introduction, reading and advancement of Bills and Joint Resolutions
   c. Bills and Resolutions from Senate on first reading
   d. Bills and Resolutions from the Senate on second reading.
   e. Senate Bills and Joint Resolutions on third reading.
11. Announcement of Committee Meetings
12. Adjournment

Privileged matters that may interrupt the order of business:
- General appropriation, revenue bills, and other bills sponsored by the Committees on Budget, Revenue, and Taxation and the Committee on Rules.
- Conference Reports.
- Special Orders reported by the Committee on Rules for consideration by the House.
- Consideration of amendments between the House and Senate after disagreement.
- Question of Privilege.
- Privileged resolutions reported under the right to report any time.
LEGISLATIVE AUTHORITY

The House and Senate function in accordance with the constitutional and statutory provisions as well as their own standing rules. In general, procedures in both houses are guided by the Arkansas Constitution, the House standing rules and *Mason’s Manual of Parliamentary Procedure* for the House, the *Parliamentary Manual of the Senate* for the Senate, and the Arkansas Code.

Normally, the presiding officer of each house calls it to order. After having established that there is a quorum present, he/she proceeds with the order of business.

Each house usually meets from 1:30 p.m. to 5:00 p.m. on Monday through Thursday and from 10:00 a.m. until noon on Fridays.
WHAT TO SAY AND WHEN TO SAY IT

If you wish to speak: (other than motions)

Stand at your desk, remove your microphone from its receptacle, and wait for the Speaker to recognize you. In every instance, the Speaker will say: “FOR WHAT PURPOSE DO YOU RISE?”

You will then state your purpose and, if acceptable, the Speaker will declare you recognized and you may proceed for the purpose for which you are recognized.

If the Speaker’s attention is diverted and he or she does not see you standing, do not hesitate to gain his or her attention by saying, “MR. SPEAKER!” or “MADAM SPEAKER”

To request a leave of absence for a member:

“MR. SPEAKER OR MADAM SPEAKER, I REQUEST A LEAVE OF ABSENCE FOR MY COLLEAGUE REPRESENTATIVE ___________.” The Speaker will respond in question: “IS LEAVE GRANTED?” The membership will respond by saying “LEAVE.”

To ask for information:

“MR. OR MADAM SPEAKER, QUESTION OF THE CHAIR.”
This request occurs when you are not sure which motion is being put to a vote, or if you have questions pertaining to the calendar, order of business or parliamentary procedure.
To receive permission to address the House (personal privilege):

“MR. OR MADAM SPEAKER, I ASK UNANIMOUS CONSENT TO ADDRESS THE HOUSE.” The Speaker will respond: “REPRESENTATIVE ______ ASKS UNANIMOUS CONSENT TO ADDRESS THE HOUSE. IS THERE AN OBJECTION? THE CHAIR HEARS NONE.

REPRESENTATIVE _______, YOU MAY PROCEED.”

A member may request permission to address the House at any time, but it is customary to wait until after the opening prayer, reading the Journal, and granting leaves of absence. Do not confuse this special request with seeking recognition to make a motion or speak in debate. This permission, usually, is requested to inform the House about a matter unrelated to the business before the House at that time.

To question another member who is speaking:

You must rise while another member is recognized and that member is speaking from the lectern in the well of the House. After being recognized, say “MAY I ASK REPRESENTATIVE ______ A QUESTION?” The Speaker will inquire if the member who is speaking agrees, the Speaker will say: “REPRESENTATIVE _____, YOU ARE RECOGNIZED TO ASK A QUESTION.” You may proceed to question the member who yielded to questions. The question should be asked and the answer given without interruption.
THE LEGISLATIVE PROCESS

1. CONSTITUTIONAL AND STATUTORY PROVISIONS ON LEGISLATION IN ARKANSAS.

The principle law making power for the State of Arkansas is conferred upon the General Assembly. The Governor participates in the exercise of this legislative authority through his or her veto power and authority to call special sessions. The People of this State have also reserved to themselves legislative powers through the Initiative and Referendum process.

Proposed legislation is introduced to the General Assembly in the form of a bill. The purpose of a bill is to enact a new law, amend an existing law or to repeal an existing law.

The usual parts of a bill include the following:

- Title-Subtitle
- Enacting Clause
- Body
- Repealing Clause
- Emergency Clause.

These elements will be discussed in the following pages along with other aspects of legislative enactments.
The title of a bill is a concise statement of the object of the proposed enactment. The Arkansas Constitution does not impose a requirement that bills introduced in the General Assembly have titles, though House Rules and Joint Rules of the House and Senate have long required that bills have descriptive titles and subtitles and that each bill contain one subject. (JR Sec. 4). In the case of Initiative and Referendum petitions, the Arkansas Constitution requires titles should be complete enough to convey and intelligible idea of the cope and import of the proposed law, and it should be free from misleading or partisan tendencies. It should provide the voter a fair and rapid means of determining the purpose of the proposal. (Arkansas Constitution, Amendment 7)

2. Enacting Clause.

The enacting clause of a bill is that portion which gives it Jurisdictional identity and constitutional authenticity. The Arkansas Constitution requires that laws contain an enacting clause in the following form:

“Be it enacted by the General Assembly of the State of Arkansas”

(Arkansas Constitution, Article V sec. 14)

For an initiated act:

“Be it enacted by the People of the State of Arkansas.”
3. Body

The body of a bill will contain the text of the new law (change of, addition to, or repeal of existing law), and it may contain a policy section, definitions, procedures, standards, and appropriate sanction and penalty provisions if needed. All appropriation bills, with the exception of the general appropriation bill, may cover no more than one subject.

4. Effective Date of Enactment and Emergency Clause

In the absence of a provision specifying a later effective date or an emergency clause specifying an earlier date, an approved legislative enactment becomes law ninety-one (91) days after the final adjournment of the session in which the act was passed, except when a recess or adjournment is taken temporarily for more than ninety (90) days, in which case the act will go into effect ninety (90) after the recess or adjournment.

If the enactment contains an emergency clause, it must be separately voted upon and include enough facts to justify the emergency and include the language that immediate effectiveness is necessary to preserve the peace, health and safety of the public. An emergency clause must be voted upon favorably by two-thirds of the members elected to each house and becomes effective immediately upon approval by the Governor, unless a later date is specified. (Arkansas Constitution, Amendment 7.)
5. Amendatory Acts and Amendment of Bills During Passage.

The Arkansas Constitution requires that any law which is revived, amended, extended or conferred should be "reenacted and published at length". The purpose of this provision is to prevent amendatory acts which are not complete in themselves and which could not be intelligently considered by the General Assembly without reference to the text of the earlier act. However, it is not necessary that the earlier act be completely reenacted and published at length. If the directly affected sections or subsections are intelligible entities, it is sufficient if only those entities are set out in their amended form, even though other sections of the act might be modified by implication. (Arkansas Constitution, Article V, § 23.) A proposed bill may not be altered or amended during its passage through the General Assembly so that its original purpose would be changed. (Arkansas Constitution, Article V, § 21.) In the case of repealed acts, it is necessary to set out at length the act to be repealed, unless waived by the Speaker of the House or the President Pro Tempore of the Senate (Joint Rules, Section 18(E) (2) and (E) (5)).

6. Vote Necessary for Passage.

Ordinary acts of the General Assembly must be approved by a majority of the members elected to each house. Acts to repeal or amend Initiated or Referred Acts must be approved by two-thirds of the members elected to each house. An increase of any tax that was being levied when Amendment 19 was adopted (adopted November 6, 1934) must receive a three-fourths vote of the membership of both houses. Except for funds raised or collected for highways, education, and the just debts of the state, the General Assembly may not appropriate more than $2,500,000 for any biennial period, without a three-fourths vote of the members elected to each house. (Arkansas Constitution, Article V, §§ 22, 30 and 31 and Amendments 7 and 19.)
7. **Local and Special Acts.**

Local and special acts are prohibited by the Arkansas Constitution. Laws must be passed in the form of general acts. An act is special when it applies to less than all members of a class of persons or things subject to the act. General acts may be based upon reasonable classifications (such as population) which are related to the object and purposes of the act. (Arkansas Constitution, Amendment 14.)

8. **Appropriation Acts.**

According to the Arkansas Constitution, the General Appropriation Bill must "embrace nothing but appropriations for the ordinary expenses of the executive, legislative and judicial departments of the state; all other appropriations shall be made by separate bills, each embracing but one subject". (Arkansas Constitution, Article V, § 30.) Thus, all appropriation bills, other than the General Appropriation Bill, must have unity of subject matter. An appropriation act may embrace several distinct items or subjects, but such items and subjects must be related to a reasonable and coherent purpose or object. An appropriation bill should specifically appropriate money, distinctly state the purposes of the appropriation, express the maximum amount which may be drawn in dollars and cents, and limit the appropriations to no more than one (1) year. (Arkansas Constitution, Article V, § 29.) The Governor may exercise line item veto over separate items in appropriation bills. (Arkansas Constitution, Article VI, § 17.)
9. **Resolutions.**

Resolutions are the formed expressions of the opinion, sentiment or the will or desire of the General Assembly.

There are three (3) general types:
- Simple resolutions.
- Concurrent Resolutions
- Joint Resolutions.

A Simple Resolution is passed by either house of the Assembly and is directed at some matter for the sole action of the house concerned. Examples are: resolutions of inquiry addressed to the Governor or to heads of the executive departments and resolutions concerning procedure.

Concurrent Resolutions are passed by both houses of the Assembly and are directed at concerns of the two (2) houses. A Concurrent Resolution may originate in either house. Examples are: the commemorations of persons or events, specific recommendations, and petitions to Congress other than for Constitutional Amendments.

The Joint Resolution is used for a variety of purposes, the most important of which are the submission of Constitutional Amendments to the people, and approval of U.S. Constitutional Amendments. The resolution form cannot be used to enact laws. Resolutions and orders requiring the concurrence of both houses of the General Assembly, except questions of adjournment, rules, procedures and proposed amendments to the Arkansas Constitution must be presented to the Governor, and must be approved by him to become effective. If the Governor refuses to approve any resolution, it may be re-passed by both houses as in the case of vetoes of bills.

(Arkansas Constitution, Article VI, § 16, Article XIX, § 22.)
10. **Constitutional Amendments.**

Constitutional Amendments may be initiated by the People or be proposed by the General Assembly. Proposed amendments must be made at a regular session, and may originate in either house. They will be passed in the form of a Joint Resolution, and must be approved by a majority of all members elected to each house. The yea's and nay's and the text of the proposed amendment must be entered in the Journals.

No more than three (3) amendments may be proposed by the General Assembly for consideration by the People at the next General Election. (Arkansas Constitution, Article XIX, § 22.)

In addition to the three (3) amendments to the Constitution allowed pursuant to Article XIX, § 22, either branch of the General Assembly, at a regular session thereof, may propose an amendment to the Constitution to change the salaries for the offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer of State, Commissioner of State Lands, and Auditor of State and for members of the General Assembly. (Amendment #70, Sec. 2) Resolutions proposing Constitutional Amendments are not subject to veto by the Governor.

11. **Introduction of Bills.**

Every bill must be read at length on three (3) different days in each house, unless the rules are suspended by two-thirds vote, in which case the bill may be read a second time in one day. No new bill may be introduced in either house during the last three (3) days of the session. (Arkansas Constitution, Article V, §§ 22 and 34.)
1. The sponsor of a bill must introduce his/her own bill. Introduction is initiated by signing the original and two (2) copies and hand delivering the bill to the Bill Numbering Clerk and obtaining a bill number. The bill will be referred to by the assigned number throughout all succeeding proceedings. Only members of the General Assembly may introduce a bill, and only members and officers will be recognized to speak while in session.

2. The bill is read by number and title the first time usually on the same day of introduction and twice if there is no objection.

3. The bill is assigned by the Speaker, with assistance from the Parliamentarian, (Rules Chairman of the Senate) to a germane committee after the second reading.

4. The sponsor will be notified by a committee staff person when the bill is scheduled for discussion before the committee. It is also helpful to check the daily schedule on computer and also posted on the committee meeting boards outside each Chamber door. The committee staff person is responsible for bringing the original bills to the meeting and returning the bills to the House after the committee meetings.
6. The sponsor should be aware that witnesses to speak against the bill will be given equal time by the committee chairman.

7. The sponsor's objective is to get a "do pass" or "do pass as amended" recommendation from the committee. (Usually eleven (11) votes in the House; five (5) votes in the Senate.)

a.) If the bill receives a "do pass" recommendation, it will be listed by the committee staff person on the committee report submitted to the Chief Clerk (Secretary of the Senate) and on the original bill. Before a bill can be considered, it is the sponsor's responsibility to place the bill number on the Daily House Calendar under a choice of titles:

- non-controversial bills;
- regular bills.

(The Senate Rules Committee is responsible for the calendar in the Senate.)
b. If the bill receives a "do pass as amended" recommendation, it will be listed as such on the committee report submitted to the Chief Clerk and also on the original bill.

8. Members’ own House bills and Senate bills on which a House member is the lead sponsor may be amended with their own amendments beginning at a specific time set aside by the House. Senate bills may be amended in accordance with the applicable rules provided for amending members' own House bills with their own amendments. Members’ own amendments to their own House bills and Senate bills with House sponsors must be signed only by the sponsor of the bill whose name is listed first in the list of sponsors.

The sponsor shall present a stamped, numbered and signed copy of a proposed amendment to the Calendar Clerk in order to have the bill and amendment placed on the “Members’ Own Bill/Own Amendment Calendar”. A House or Senate bill to be amended by a member with his/her own amendment shall only be placed on the “Members’ Own Bill/Own Amendment Calendar” by the sponsor whose name is listed first on the bill.

9. From the Daily Calendar, the Speaker calls up the bill number and the Reading Clerk is instructed to read the bill for the third time (THIRD READING).

10. The Speaker will then say to the sponsor: "You are recognized to explain your bill."
11. If the sponsor wishes to explain the bill, he/she goes to the "well" of the House. It is discretionary with any member speaking for or against the bill to entertain or to reject questions.

12. After pro-con debate, and unless debate is limited and time has expired, the sponsor will normally be allowed to close for his/her bill. The member then returns to his/her seat.

13. The Speaker will call for a vote on the bill and members vote "aye", "no", or "present".

14. If the bill FAILS and the sponsor wants the House to vote on it again, the sponsor must secure someone who voted on the prevailing side to give a "NOTICE OF RECONSIDERATION" on the same or succeeding day.

[CAVEAT: Notice of reconsideration is not allowed after the fifty-seventh (57th) day of a regular session. At that time, a MOTION TO RECONSIDER must be used and the motion voted on immediately.]

15. The person on the prevailing side who is recognized and approved for "NOTICE OF RECONSIDERATION" will have "control" of the bill for one (1) or two (2) days depending on when notice was given. On the third day, any member can call the bill up for consideration by saying:

"Mr. Speaker, I move that we consider House Bill ______." (This motion is debatable on procedural grounds only, i.e., whether the bill
(This motion is debatable on procedural grounds only, i.e., whether the bill should be considered now and NOT on the respective merits of the bill.)

16. A vote to reconsider will be taken -- it is usually a voice vote. If the motion passes, then the question immediately occurs on the motion reconsidered and House Bill _______ comes up for a vote.

If the bill fails again, for all practical purposes, it is dead due to the CLINCHER procedure employed by the House. Two-thirds vote of members is necessary to reverse a CLINCHER--(Sixty-seven (67) in the House, twenty-four (24) in the Senate.) [CAVEAT: CLINCHER MOTIONS are not allowed on Appropriation Bills.]

17. If the bill PASSES, the Chief Clerk will transmit the bill to the Senate. [CAVEAT: If a NOTICE OF RECONSIDERATION is given, the bill will be held up for three days. If no further motion is made on the fourth day, the Chief Clerk will then transmit the bill to the Senate.]

It is the sponsor's responsibility to solicit the support of a Senator to sponsor the bill in the Senate. Often, your Senator will sponsor your House bill in the Senate and would expect you to sponsor his/her Senate bill in the House.

18. The bill is now in the SENATE where generally the same procedure is followed.
19. If the Senate passes the bill in the same form passed by the House (without amendment[s]), then the bill is transmitted back to the House where it is ENROLLED by the Chief Clerk and transmitted to the GOVERNOR for consideration.

If the House concurs, the House ENROLLS the bill and transmits it to the Governor;

If the House FAILS TO CONCUR and the Senate FAILS TO WITHDRAW its amendment(s), a CONFERENCE COMMITTEE of House and Senate members is appointed to work out a compromise in the form of an amendment to be voted on by both bodies. In the absence of a compromise amendment, the progress of the bill is halted.
C. **THE GOVERNOR'S OPTIONS**

Article VI, §§ 15, 16, 17 of the Arkansas Constitution provides that every bill which passes both houses of the General Assembly shall be presented to the Governor.

There are two (2) ways for a bill to become law. Either by the Governor's signature or if any bill is not returned by the Governor within five (5) days (Sunday's excepted) after it has been presented to him or her. The same shall be a law in like manner as if he or she had signed it, unless the General Assembly, by their adjournment, prevented its return, in which case it shall become a law, unless the Governor files the same, with the objections, in the Office of the Secretary of State and gives notice by public proclamation within twenty (20) days after such adjournment.

If the Governor approves it, he or she signs it; but, if he or she does not approve it, he or she returns it, with the objections, to the house in which it originated. This house shall enter the objections at large upon their journal and proceed to reconsider. If, after such reconsideration, a majority of the whole number elected to that house shall agree to pass the bill, it shall be sent with the objections to the other house, by which, likewise, it shall be reconsidered; and, if approved by a majority of the whole number elected to that house, it shall become law. In such cases, the votes of both houses shall be determined by "yea's and nay's", and the names of the members voting for or against the bill shall be entered on the journals.
Governor’s Options Continued

Every order or resolution in which the concurrence of both houses of the General Assembly may be necessary, except on questions of adjournment, rules, procedures and constitutional amendments shall be presented to the Governor, and before it shall take effect, be approved by him or her; or, being disapproved, shall be re-passed by both houses, according to the rules and limitations prescribed in the case of a bill.

The Governor shall have power to disapprove any item or items of any bill making appropriation of money embracing distinct items. The part or parts of the bill approved shall be the law, and the item or items of appropriation disapproved shall be void, unless re-passed according to the rules and limitations prescribed for the passage of other bills over the executive veto.
D. LEGISLATIVE COMMITTEES DURING THE SESSION

House members serve on one "A" and one "B" standing committee. The names and functions of the House and Senate committees vary somewhat and the House and Senate committees may meet jointly in the interim.

HOUSE STANDING COMMITTEES

**CLASS A**
- Education
- Judiciary
- Public Health, Welfare, and Labor
- Public Transportation
- Revenue and Taxation

**CLASS B**
- Aging, Children & Youth, Legislative & Military Affairs
- Agriculture, Forestry and Economic Development
- City, County and Local Affairs
- Insurance and Commerce
- State Agencies and Governmental Affairs

SENATE STANDING COMMITTEES

**CLASS A**
- Education
- Judiciary
- Public Health, Welfare and Labor
- Revenue and Taxation

**CLASS B**
- Agriculture, Forestry, and Economic Development
- City, County, and Local Affairs
- Insurance and Commerce
- State Agencies and Governmental Affairs
# CLASS C
Transportation, Technology, and Legislative Affairs

## SELECT COMMITTEES

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## JOINT COMMITTEES

- Budget
- Public Retirement and Social Security Programs
- Energy
- Performance Review
- Committee on Advanced Communications and Information Technology

## SPECIAL JOINT COMMITTEES

- Legislative Facilities
- Legislative Printing Requirements and Specifications
- Economic and Tax Policy
E. THE BUDGET AND APPROPRIATION PROCESS

Each session of the General Assembly enacts the spending limits for each fiscal year that begins on July 1st. The Constitution requires that:

- Appropriations must be in dollars and cents;
- Appropriations cannot extend for more than one (1) fiscal year;
- Appropriations (excepting from monies raised or collected for educational purposes, highways purposes, Confederate pensions and the "just" debts of the State) must be approved by a three-fourths affirmative vote of both the House and the Senate (Article V, § 39); and
- Appropriation bills (other than the General Appropriation Bill [see page 11]) must pertain to a single subject.

The agencies submit their requests for each year of the new fiscal year to the Office of Budget, Department of Finance and Administration in August. The format utilized for the budget requests is line-itemed (a request is made for each item the agency wishes to spend money). The agency, Office of Budget and the Governor discuss the requests. The Governor submits his recommendation on each budget request to the Arkansas Legislative Council and the Joint Budget Committee in early fall. The Arkansas Legislative Council, meeting with the Joint Budget Committee, begins budget hearings after Labor Day, to consider the agency requests and the Governor's recommendation. The requests are amended, rejected or approved by the ALC/JBC.
The recommendations of the ALC/JBC are put in bill format and introduced by the Joint Budget Committee during the Regular Session. Any bills, receiving a favorable recommendation from the Joint Budget Committee, are ready to be voted upon by each chamber.

The Joint Budget Committee prepares an amendment to the Revenue Stabilization Law which allocates general revenues to the various agencies for the forthcoming fiscal year and establishes the priorities for funding the various State general revenue programs. Upon enactment of the Revenue Stabilization Law amendments and the appropriation measures, the budget is implemented beginning on July 1st. The Revenue Stabilization Law passes with a simple majority vote of each chamber.
INFORMATION AND WHERE TO GET HELP

A. BUREAU OF LEGISLATIVE RESEARCH

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DIRECTOR’S OFFICE
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501-683-1649
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(BLR Switchboard 501-682-1937 for any member of the staff)
Marty Garrity, Director
Jillian Thayer, Legal Counsel
Vicki Freeburn, Executive Assistant to the Director
Lisa Willits, Executive Assistant to the Legal Counsel

The Bureau of Legislative Research provides services to the members of the General Assembly, both during legislative sessions and during the interim in between sessions. Major service areas include:

1. **LEGAL AND BILL DRAFTING SERVICES**

   a. Advises and counsels individual members of the General Assembly and legislative committees on legal matters.
   b. Drafts bills, amendments, and resolutions for individual members and committees of the General Assembly.
   c. Conducts legal research and prepares memoranda on legal issues.

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<th>STAFF</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Matthew Miller</td>
<td>Assistant Director</td>
<td>L-525</td>
</tr>
<tr>
<td>Dan Parker</td>
<td>Administrator</td>
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</tr>
<tr>
<td>Jessica Beel</td>
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<tr>
<td>Kerrie Carlock</td>
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<tr>
<td>Mike Feehan</td>
<td>Legislative Attorney</td>
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<td>Sarah Ganahl</td>
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<td>Brent Gasper</td>
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<td>Joi Leonard</td>
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<tr>
<td>Jessica Middleton-Kurylo</td>
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<tr>
<td>Alix Stephens</td>
<td>Legislative Attorney</td>
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<tr>
<td>Jennifer Waymack</td>
<td>Legislative Attorney</td>
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2. **STATUTORY REVIEW**

<table>
<thead>
<tr>
<th>STAFF</th>
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<tbody>
<tr>
<td>Vincent Henderson, II</td>
<td>Administrator</td>
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<tr>
<td>Jill Holyfield</td>
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<tr>
<td>Kevin Koon</td>
<td>Legislative Attorney</td>
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<tr>
<td>Erica Miller</td>
<td>Legislative Attorney</td>
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<td>Lance Thornton</td>
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<tr>
<td>Theresa Wallent</td>
<td>Legislative Attorney</td>
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</tr>
<tr>
<td>Carolyn Magrans</td>
<td>Editor Supervisor</td>
<td>L-524</td>
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<tr>
<td>Jennifer Bennett</td>
<td>Legal Editor</td>
<td>L-527</td>
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<tr>
<td>Jason Frisbie</td>
<td>Legal Editor</td>
<td>L-526</td>
</tr>
<tr>
<td>Doris James</td>
<td>Legal Editor</td>
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<tr>
<td>Barbara McDonald</td>
<td>Legal Editor</td>
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</tr>
<tr>
<td>Diana Turner</td>
<td>Legal Editor</td>
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3. **ADMINISTRATIVE RULES REVIEW**

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<tr>
<td>Jessica Sutton</td>
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<tr>
<td>Mary Cameron</td>
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<tr>
<td>Isaac Linam</td>
<td>Legislative Attorney</td>
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</tr>
<tr>
<td>Donna Davis</td>
<td>Legislative Analyst</td>
<td>L-517</td>
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</table>

4. **RESEARCH AND COMMITTEE SERVICES**

- Staffs standing, joint interim, and select committees of the General Assembly.
- Performs research, review, investigation, and fact-finding duties on direction of legislative committees or on request of individual legislators.

| STAFF            | TITLE                                             | ROOM |
|------------------|                                                  |------|
| Richard Wilson   | Assistant Director, Research Services            | R-511|
| Estella Smith    | Administrator, Committee Services                | R-518|
COMMITTEE

Academic Facilities Oversight Committee [Act 142 of 2005]
Advanced Communications and Information Technology [House] 10-3-1801
Advanced Communications and Information Technology [Joint] 10-3-1701
Aging, Children and Youth, Legislative and Military Affairs [House] 10-3-203
Agriculture, Forestry and Economic Development [House] 10-3-203
Agriculture, Forestry and Economic Development [Senate] 10-3-203
Alzheimer's Advisory Council
Budget Committee [House] 10-3-509
City, County and Local Affairs [House] 10-3-203
City, County and Local Affairs [Senate] 10-3-203
Desegregation Litigation Oversight Subcommittee [Joint] 10-3-1501
Economic and Tax Policy [Joint] 10-3-1401
Education [House] 10-3-203
Education [Senate] 10-3-203
Education Reform [Joint] 10-3-1601
Energy [Joint] 10-3-601
Game and Fish Commission Oversight Committee, Arkansas State [10-3-1901]
Governor's Emergency Fund Review Committee [19-2-404]
House Rules [House Rule 51]
Insurance and Commerce [House] 10-3-203
Insurance and Commerce [Senate] 10-3-203
Joint Budget Committee [10-3-502]
Joint Performance Review [10-3-901]
Judiciary [House] 10-3-203

STAFF LOCATION

Mark Hudson Room R-514
Varnaria Vickers-Smith Room R-516
Varnaria Vickers-Smith Room R-516
Varnaria Vickers-Smith Room R-516
Paul Leopard Room R-501
Paul Leopard Room R-501
Paul Leopard Room R-501
Kevin Anderson Room F-504
Varnaria Vickers-Smith Room R-516
Karen Holliday Room R-515
Karen Holliday Room R-515
Mark Hudson Room R-514
Richard Wilson Room R-511
Mark Hudson Room R-514
Mark Hudson Room R-514
Mark Hudson Room R-514
Carol Stapleton Room R-517
Paul Leopard Room R-501
Wendy Cartwright Room F-520
Varnaria Vickers-Smith Room R-516
Carol Stapleton Room R-517
Carol Stapleton Room R-517
Kevin Anderson Room F-504
Karen Holliday Room R-515
Rebeca Haley Room R-502

COMMITTEE

Judiciary [Senate] 10-3-203

LEGISLATIVE COUNCIL [Joint] 10-3-201

Council Subcommittees

Charitable, Penal and Correctional Institutions
Claims Review
Game and Fish/State Police
Higher Education
Hospital and Medicaid
Litigation Reports Oversight
PEER
Personnel
Policy-Making
Review

STAFF LOCATION

Rebeca Haley Room R-502
Marty Garrity Room 315

Tammy Williams Room F-507
Denise Tarter Room F-515
Tammy Williams Room F-507
Rebeca Haley Room R-502
Phil Price Room R-519
Rebeca Haley Room R-502
Wendy Cartwright Room F-520
Tony Robinson Room F-506
Jillian Thayer Room 315
Kathy Schmidt Room F-511
<table>
<thead>
<tr>
<th>Committee Name</th>
<th>Chair</th>
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<tr>
<td>Rules and Regulations</td>
<td>Donna Davis</td>
<td>Room L-517</td>
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<tr>
<td>Legislative Facilities [Joint] 10-3-1101</td>
<td>Jillian Thayer</td>
<td>Room 315</td>
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<tr>
<td>Legislative Printing Requirements and Specifications [Joint] 10-3-601</td>
<td>Marty Garrity</td>
<td>Room 315</td>
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<tr>
<td>Public Health, Welfare and Labor [House] 10-3-203</td>
<td>Phil Price</td>
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<tr>
<td>Public Health, Welfare and Labor [Senate] 10-3-203</td>
<td>Phil Price</td>
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<tr>
<td>Public Transportation [House] 10-3-203</td>
<td>Estella Smith</td>
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<tr>
<td>Public Transportation [Senate] 10-3-203</td>
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<td>Retirement and Social Security Programs [Joint] 10-3-701</td>
<td>Karen Holliday</td>
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<td>Revenue and Taxation [House] 10-3-203</td>
<td>Eden Howard</td>
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<tr>
<td>Revenue and Taxation [Senate] 10-3-203</td>
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<td>Rural Fire Departments Study Committee [Joint] 14-272-101</td>
<td>Paul Leopard</td>
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<tr>
<td>State Agencies and Governmental Affairs [House] 10-3-203</td>
<td>Sheri Thomas</td>
<td>Room R-503</td>
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<tr>
<td>State Agencies and Governmental Affairs [Senate] 10-3-203</td>
<td>Sheri Thomas</td>
<td>Room R-503</td>
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<tr>
<td>Substance Abuse Prevention Task Force [Act 629 of 2007]</td>
<td>Sheri Thomas</td>
<td>Room R-503</td>
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<tr>
<td>Substance Abuse Treatment Services, Task Force [Act 1457 of 2003]</td>
<td>Sheri Thomas</td>
<td>Room R-503</td>
</tr>
<tr>
<td>Transportation, Technology and Legislative Affairs [Senate] 10-3-203</td>
<td>Estella Smith</td>
<td>Room R-518</td>
</tr>
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</table>
5. **POLICY ANALYSIS AND RESEARCH SERVICES**

<table>
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<tr>
<th>STAFF</th>
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<tbody>
<tr>
<td>Nell Smith</td>
<td>Administrator, Policy Analysis Services</td>
<td>R-508</td>
</tr>
<tr>
<td>Paul Atkins</td>
<td>Senior Research Analyst</td>
<td>R-512</td>
</tr>
<tr>
<td>Brent Benda</td>
<td>Senior Research Analyst</td>
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</tr>
<tr>
<td>Ginny Blankenship</td>
<td>Research Analyst</td>
<td>R-506</td>
</tr>
<tr>
<td>Mandy Gillip</td>
<td>Research Analyst</td>
<td>R-510</td>
</tr>
<tr>
<td>Adrienne Williams</td>
<td>Reference Analyst</td>
<td>R-507</td>
</tr>
</tbody>
</table>

6. **BUDGET AND FISCAL REVIEW**

- Provides staff support to the Legislative Council during the interim, to the Legislative Council/Joint Budget Committee during pre-session budget hearings and to the Joint Budget Committee during legislative sessions.
- Prepares appropriation bills at the direction of the Legislative Council, Joint Budget Committee and individual members of the General Assembly.
- Continually reviews State Agency fiscal operations.

<table>
<thead>
<tr>
<th>STAFF</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Kevin Anderson</td>
<td>Assistant Director, Fiscal Services</td>
<td>F-504</td>
</tr>
<tr>
<td>Lori Bowen</td>
<td>Administrator, Budget and Fiscal Review</td>
<td>F-502</td>
</tr>
<tr>
<td>Andrea Barksdale</td>
<td>Legislative Analyst - Dept. of Environmental Quality, Dept. of Finance and Administration, Dept. of Information Systems, Public Employee Retirement, and Teacher Retirement.</td>
<td>F-509</td>
</tr>
<tr>
<td>Mildred Hamilton</td>
<td>Legislative Analyst - Dept. of Education Workforce Services, Career Education</td>
<td>F-501</td>
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</tbody>
</table>
Dept. of Labor, Public Service Commission, Workers Compensation Commission, Assessment Coordination.

Jason Poole  
Two-Year Higher Education Institutions  F-510
Securities Dept., Oil & Gas Commission, Ethics Commission, Judicial Discipline Commission.

Kathy Schmidt  
Legislative Analyst - Dept. of Agriculture  F-511
Dept. of Parks & Tourism, Dept. of Emergency Management, Dept. of Rural Services, Student Loan Authority, Military Dept., Veterans Services, Review Subcommittee.

Tony Vogelgesang  
Legislative Analyst - Four-Year Higher  F-505
Education Institutions, Dept. of Higher Education, Dept. of Highway & Transportation.

Kathryn Walden  
Legislative Analyst - Dept. of Health,  F-512

Lilah Walls  
Legislative Analyst - Human Services  F-521
Medicaid Inspector General.

Tammy Williams  
Legislative Analyst - Bank Dept.,  F-507
Dept. of Correction, Game & Fish Com., Dept. of State Police, Crime Laboratory, Crime Information Center, Law Enforcement Training, Game and Fish/State Police Subcommittee.
7. **LEGISLATIVE PERSONNEL REVIEW**

- Provides staff support to the subcommittee on Uniform Personnel Classification and Compensation of the Legislative Council and Joint Budget Committee.
- Furnishes information and analysis of personnel related matters to members of the General Assembly on request.
- Prepares and distributes the Quarterly Employment Report which reflects the number of state employees for all state agencies, institutions, and departments.

<table>
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<tr>
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<tbody>
<tr>
<td>Tony Robinson</td>
<td>BIG MAC F-506</td>
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<tr>
<td>Administrator, Personnel Review and Staffs Uniform Classification and Compensation Plan Subcommittee.</td>
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<tr>
<td>Denise Tarter</td>
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<tr>
<td>Legislative Analyst - Claims Subcommittee.</td>
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<tr>
<td>Bart Angel</td>
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<tr>
<td>Legislative Analyst - Higher Education Department.</td>
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<tr>
<td>Heather Browning</td>
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<tr>
<td>Joint Budget Committee Asst.</td>
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<tr>
<td>Ben Ellis</td>
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<td>Legislative Analyst - Human Services Department.</td>
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<tr>
<td>Henry Rice</td>
<td>F-508</td>
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<tr>
<td>Legislative Analyst/Joint Budget Committee Assistant</td>
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<tr>
<td>Matt Henry</td>
<td>F-518</td>
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<tr>
<td>Legislative Analyst - Constitutional Officers.</td>
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</table>

8. **ECONOMIC AND TAX POLICY**

Prepares estimates of changes in collections and on the economy as a result of changes or proposed changes in the state and federal tax laws.
Prepares and distribute the monthly report reflecting the status of revenue collections.
Prepares forecasts of General Revenue collections for the current year and the next biennium.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Richard Wilson</td>
<td>BIG MAC F-511</td>
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<tr>
<td>Assistant Director, Research Services and Staffs Economic and Tax Policy Committee.</td>
<td></td>
</tr>
</tbody>
</table>
9. **INFORMATION TECHNOLOGY DIVISION**

- Coordinates and assists in the development and maintenance of legislative automated word and data processing systems, including the World Wide Web home page of the General Assembly and maintenance of all databases.
- Assists members in using computers and information systems.

<table>
<thead>
<tr>
<th>STAFF</th>
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<tbody>
<tr>
<td>Tim Carlock</td>
<td>Chief Information Officer</td>
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<td>Information Technology Division</td>
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<tr>
<td>Jo Crews</td>
<td>Applications Manager</td>
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<tr>
<td>Joseph Theis</td>
<td>Database Administrator</td>
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<tr>
<td>Swee-Heng Ang</td>
<td>Programmer</td>
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<tr>
<td>Kirtida Gandhi</td>
<td>Programmer</td>
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<tr>
<td>Robert Pruss</td>
<td>Programmer</td>
<td>I-516A</td>
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<tr>
<td>Carol Kane</td>
<td>Desktop Applications Support</td>
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<tr>
<td>Darlene Younts</td>
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<tr>
<td>Larry Loe</td>
<td>Network Manager</td>
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<tr>
<td>Steve Cade</td>
<td>Network Specialist</td>
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<tr>
<td>Butch Goldman</td>
<td>Network Specialist</td>
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<tr>
<td>Erika Warriner</td>
<td>PC Support Manager</td>
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<tr>
<td>Roy Diaz</td>
<td>PC Support Specialist</td>
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<tr>
<td>Lorie Johnson</td>
<td>PC Support Specialist</td>
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</tr>
<tr>
<td>Eric Sanders</td>
<td>PC Support Specialist</td>
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</tr>
</tbody>
</table>
B. DIVISION OF LEGISLATIVE AUDIT

Legislative Joint Auditing Committee
DIVISION OF LEGISLATIVE AUDIT
State Capitol Building
500 Woodlane St. Ste 172
Little Rock, AR  72201-1099
501-683-8600
501-683-8605 FAX
Roger A. Norman, JD, CPA, CFE, Legislative Auditor

1. SERVICES

The Division of Legislative Audit is the functional staff of the Legislative Joint Auditing Committee and serves the General Assembly as an audit agency, independent of the executive branch, providing:

- Financial and compliance audits of offices, departments, institutions, boards, commissions and agencies of state government, including serving as the primary auditor of the State’s Comprehensive Annual Financial Report (CAFR) and the statewide federal compliance audit (Single Audit);
- Financial and compliance audits, including federal compliance audits, of institutions of higher education and local school districts;
- Financial and compliance audits for counties, municipalities, and prosecuting attorneys;
- Performance audits;
- Reports on topics of special interest to the Legislature;
- Information system audits; and
- Investigative reports.

STAFF  TITLE
Roger A. Norman, JD, CPA, CFE  Legislative Auditor
Kim Williams, CPA, CFE  Assistant Legislative Auditor
Paula Kinnard, CPA, CFE  Assistant Legislative Auditor
Frank Arey, JD  Legal Counsel
Larry Barlow, CPA  Deputy Auditor - Information Systems
June Barron, CPA, CFE  Deputy Auditor - Counties and Municipalities
Larry Hunter, CPA, CFE  Deputy Auditor - Educational Institutions
Jon Moore, CPA  Deputy Auditor - State Agencies
Organizational chart for leg audit
Act 1312 of the 80th General Assembly (1995) created the House of Representatives Office of Constituency Services (OCS). Its purpose is to provide a part-time legislature with a full-time staff to assist in the great number of constituent-related calls received.

The staff has a very broad range of expertise and can assist in any type of research. Examples would include:
- Assistance with citizen problems arising from government regulations;
- Updates on upcoming grant deadlines;
- Alternatives on grants or loans for a city, county or community;
- Letters of recommendation for constituents;
- Obtaining information on legislation passed in other states;
- Secretarial assistance; and
- Any other research needed.

(House Member Services Staff listed on next page)

**Communications:**
Cecillea Pond-Mayo Communications Officer

**Constituency Services:**

<table>
<thead>
<tr>
<th>STAFF</th>
<th>TITLE</th>
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<tbody>
<tr>
<td>Sharron Cunningham</td>
<td>Legislative Analyst/Session Employee</td>
<td>First Caucus</td>
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<tr>
<td>Pamlir Smith</td>
<td>Legislative Analyst/Session Employee</td>
<td>First Caucus</td>
</tr>
<tr>
<td>Tamitha Bryant</td>
<td>Legislative Analyst/Session Employee</td>
<td>Second Caucus</td>
</tr>
<tr>
<td>Justin Blagg</td>
<td>Legislative Analyst/Session Employee</td>
<td>Second Caucus</td>
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<tr>
<td>Jenny Manning</td>
<td>Legislative Analyst/Session Employee</td>
<td>Third Caucus</td>
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<tr>
<td>John Ahlen</td>
<td>Legislative Analyst/Session Employee</td>
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</tr>
<tr>
<td>Martha Jarrow</td>
<td>Legislative Analyst/Session Employee</td>
<td>Fourth Caucus</td>
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