

**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 Davy Carter
Speaker of the House**

Eighty-Ninth General Assembly

Committee on Rules

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Rules of the House of Representatives

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Rules of the House

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/she is a
6 member, unless excused or necessarily pre-
7 vented. It is the policy of the Arkansas Gen-
8 eral Assembly, as a term-limited body, to en-
9 courage legislators to learn as much as possi-
10 ble by attending meetings of committees of
11 which they are not a member. Prior signed
12 and documented approval must be obtained
13 from the chairperson of a committee for a vis-
14 iting non-committee member to enjoy certain
15 privileges 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 shall, on the first Friday following the
20 November General Election, declare all House
21 Chamber seats vacant and representatives and
22 representatives-elect must select in the order
23 of their seniority any seat not occupied after
24 notification by the Chief Clerk of available
25 seats. Absence or failure to select a seat at the
26 assigned selection time will automatically al-
27 low the Speaker to assign the member to his
28 or her same seat if it is available or the mem-
29 ber or member-elect to a seat selected by the
30 Speaker. Immediately following the selection
31 of a seat by a member or member-elect or as-

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1 signment of a seat by the Speaker, the member
2 or member-elect's signature or Speaker's sig-
3 nature is required. Following all seat selec-
4 tions or assignments, member or member-
5 elect's signatures or the Speaker's signature
6 shall represent final movement. The Chief
7 Clerk shall furnish voting machine and desk
8 keys.

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

30 4. A majority of all representatives elected
31 to the House shall be necessary to transact

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1 business. When less than a quorum of House
2 members shall assemble, those present shall
3 be authorized to send for the absent represent-
4 atives or adjourn. Penalties may be decided
5 by a majority of the representatives present.
6 (*Art. 5, Sec. 11*)

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

10 6. Any representative shall have the right
11 to explain his/her vote on any bill or other
12 question before the House, in writing. Such
13 explanation shall not be entered upon the
14 Journal, but shall be filed with the Chief
15 Clerk.

16 7. Every bill or resolution in the posses-
17 sion of the House or of any committee thereof
18 shall be made available to any member for
19 his/her examination.

20 8. No member at any time shall take from
21 the House or any committee any bill or other
22 paper belonging to the House, without consent
23 of the Speaker, subject to the will of the
24 House.

25 9. It shall be the duty of each representa-
26 tive to know, practice and preserve Parliamen-
27 tary Law.

THE SPEAKER

28
29 10. Selection.

30 10.(a) As used in this rule, the term
31

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1 “Speaker-designate” shall mean the member
2 of the House of Representatives selected by
3 the House of Representatives of each General
4 Assembly held preceding the convening of the
5 next-following regular session of the General
6 Assembly, in the following manner:

7 10.(a)(1) A caucus of the entire House of
8 Representatives shall be held fifteen (15)
9 minutes following sine die adjournment of the
10 fiscal session held in each even-numbered
11 year, at which time the members of the House
12 shall select by secret ballot a member of the
13 House to be known as the Speaker-designate.
14 Each candidate for Speaker-designate shall be
15 allowed fifteen (15) minutes to address the
16 House before the ballot is taken. All members
17 are required to be present for the addresses
18 and for the election. In the event a member is
19 unable to attend, absentee ballots may be re-
20 quested by a member for himself/herself from
21 the Speaker’s Office no sooner than twenty
22 (20) calendar days prior to the scheduled elec-
23 tion and must be completed and returned to
24 the Speaker’s Office no later than four p.m.
25 (4:00 p.m.) the day before the scheduled elec-
26 tion. It is the intent of the Speaker’s office to
27 accommodate any and all members for Speak-
28 er-designate voting, should a member have a
29 documented emergency arise, the Speaker
30 may direct staff to allow for absentee voting
31 up to two (2) hours prior to the scheduled

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1 election. Leave for absence shall be requested
2 immediately before the time of the election.
3 The Speaker shall announce the name and
4 number of votes received by the candidate
5 who received at least a majority of the votes
6 of the membership of the House. Each candi-
7 date shall be entitled to verify the number of
8 votes he or she received.

9 10.(a)(2) The candidate receiving a major-
10 ity vote of the membership of the House of
11 Representatives shall be declared the winner
12 of such election for Speaker-designate of the
13 House of Representatives of the next-
14 following General Assembly.

15 10.(a)(3) If no candidate receives a major-
16 ity vote of the membership of the House of
17 Representatives, the names of the two (2) can-
18 didates receiving the highest number of votes
19 cast shall be placed on a run-off ballot and
20 distributed among the membership of the
21 House of Representatives in the same manner
22 provided above.

23 10.(a)(4) If it is determined that the
24 Speaker-designate will not serve as a member
25 of the House of Representatives of the next-
26 following General Assembly due to death, res-
27 ignation, failure to be a candidate for reelec-
28 tion in the party primary election, or failure to
29 be reelected as a party candidate in the Prima-
30 ry Election, a vacancy in the position of
31 Speaker-designate shall exist and be filled at

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1 the caucus of the entire House of Representa-
2 tives-elect held on the Friday of the week des-
3 igned for the biennial Institute of Legislative
4 Procedure (House Legislative Orientation),
5 and the Speaker of the House of Representa-
6 tives shall be elected upon convening of the
7 next regular session.

8 10.(a)(5) It is the intent of this subsection
9 that the Speaker-designate be the Speaker of
10 the House of Representatives of the next-
11 following General Assembly, subject to selec-
12 tion by the membership of the House upon
13 convening of the regular session.

14 10.(a)(6) Petitions seeking pledge signa-
15 tures of members of the House of Representa-
16 tives for a particular candidate seeking selec-
17 tion as Speaker-designate shall not be circu-
18 lated among the members of the House of
19 Representatives.

20 10.(b) At the beginning of each session
21 the members of the House of Representatives
22 shall choose from its own membership a pre-
23 siding officer designated as the Speaker of the
24 House of Representatives.

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

27 11.(a) Take the chair each day at the hour
28 fixed on the preceding day at adjournment.
29 After the opening prayer and pledge of alle-
30 giance, he/she shall immediately call the
31 members to order, and on the appearance of a

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1 quorum, cause the Journal of the preceding
2 day to be read;

3 11.(b) Have control of the area set aside
4 for use by the House and, in case of disturb-
5 ance therein, shall have the authority to have
6 the areas cleared. He/she or his/her designee
7 shall supervise and control the temporary em-
8 ployees while the legislature is in session and
9 the permanent employees during the biennium
10 (*A.C.A. 10-2-125 -- Employees of the House of*
11 *Representatives*);

12 11.(c) Preserve order and decorum;

13 11.(d) Sign all acts, proceedings and or-
14 ders of the House. All writs, warrants and
15 subpoenas issued by the House shall be signed
16 and attested by him/her and the Clerk (*J.R. 10;*
17 *A.C.A. 21-10-101 thru 21-10-108*);

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

21 11.(f) Appoint and confirm all representa-
22 tives to certain committees and to appoint and
23 confirm committee chairpersons and vice
24 chairpersons in accordance with the House
25 Rules and Statutes;

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

28 11.(h) The Speaker shall not be required
29 to vote, but may do so at his/her discretion. If
30 the Speaker allows a substitute Speaker, nei-
31 ther the Speaker nor the substitute Speaker, if

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1 voting, shall be struck during the sounding of
2 the ballot.

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

5 11.(j) Appoint, at the beginning of each
6 session, a member of the House to serve as
7 Speaker Pro Tempore. The Speaker Pro Tem-
8 pore shall serve during the absences of the
9 Speaker and shall perform the Speaker's du-
10 ties. The Speaker Pro Tempore shall not serve
11 more than ten (10) consecutive legislative
12 days without the consent of the House, or be-
13 yond adjournment. The Speaker of the House
14 may appoint Assistant Speakers Pro Tempore,
15 one (1) from each House Caucus District;

16 11.(k) Supervise and direct the prepara-
17 tion of the daily House calendar (*J.R. 12*);

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

21 11.(m) Vacate the Speaker's office by
22 January 1 of the calendar year that a new
23 General Assembly is to convene (odd-
24 numbered years) so as to allow the Speaker-
25 designate the privilege of the use of the office
26 in preparation for the forthcoming General
27 Assembly;

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

30 11.(o) Keep a permanent register of the
31 seniority of the members of the House of Rep-

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1 representatives.

2 11.(p) When either body shall request a
3 conference, and appoint a committee for that
4 purpose, the other body shall also appoint a
5 committee of equal number to confer, and
6 such conference shall be held at any time and
7 place agreed on by the chairpersons.

8 11.(q) Approve, by cosigning with either
9 the Chief of Staff or the Coordinator of Legis-
10 lative Services, the disbursement of all House
11 funds.

12 CHIEF OF STAFF

13
14 12. The Chief of Staff shall be appointed
15 by the Speaker with the approval of the House
16 Management Committee. (*Art. 5, Sec.11*)

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

19 13.(a) Serve as the principal aide to the
20 Speaker; support the Speaker in dealing with a
21 range of legislative officials, industry offi-
22 cials, local, state and federal government offi-
23 cials, and members of the public; manage all
24 public affairs issues on behalf of the Speaker;
25 directly handle matters of institutional legisla-
26 tive importance at the direction of the Speak-
27 er;

28 13.(b) Assist the Speaker in designing, es-
29 tablishing and maintaining an organizational
30 structure and staffing to effectively accom-
31 plish the goals and objectives of the House;

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1 recruit, employ, train and supervise staff as directed by the Speaker;

2
3 13.(c) Serve as the chief aide and liaison
4 for the Speaker handling program support activities and complex legislative matters to ensure effective operation of the House;

5
6
7 13.(d) Interact regularly, at Speaker's direction, with Office of the Governor, Senate,
8 industry, government and community officials
9 in the representation and development of strategic program initiatives designed to improve
10 all facets of governmental services for the citizens of Arkansas;

11
12
13 13.(e) Prepare and or contribute to the preparation of reports, briefings, presentations and responses on strategic legislative issues as appropriate;

14
15
16 13.(f) Oversee all facets of the daily operations of the House ensuring compliance with all Rules of the House, all local, state and federal laws, policies, regulations and policy statements;

17
18
19 13.(g) Act as travel supervisor or assign duty to designated staff;

20
21
22 13.(h) Act as purchasing agent or assign duty to designated staff;

23
24
25 13.(i) Coordinate preparation for General, Fiscal and Special Sessions of the House of Representatives;

26
27
28 13.(j) Coordinate special projects on behalf of the Speaker of the House; participate

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1 with the Speaker and leadership in planning,
2 policy development, legislative review,
3 amendment preparation and complex analysis
4 of proposed and existing legislation;

5 13.(k) Oversee the full production of live
6 and recorded sessions of the full House; de-
7 sign schedules, set program content and su-
8 pervise staff in the use of equipment and rec-
9 ords of all sessions;

10 13.(l) Manage and oversee budget review
11 and related legislation.

12 13 **COORDINATOR** 14 **OF LEGISLATIVE SERVICES**

15 14. The Coordinator of House Legislative
16 Services shall be appointed by the Speaker of
17 the House with the approval of the House
18 Management Committee. (*Art. 5, Sec.11*)

19 15. The duties of the Coordinator of
20 House Legislative Services shall be to:

21 15.(a) Coordinate and supervise the ac-
22 tivities of the Chief Clerk, employees of the
23 House Fiscal Office, the House Properties
24 Manager and other temporary and permanent
25 employees as assigned by the Chief of Staff;

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

28 15.(c) Act as custodian of House proper-
29 ties; and,

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

31

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THE CHIEF CLERK

1
2 16. The Chief Clerk shall be appointed by
3 the Speaker-designate by November 1 of the
4 even-numbered years, subject to confirmation
5 by a majority vote of the membership of the
6 House. (*Article 5, Sec. 11*)

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

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

15 17.(b) Keep the Journal of the proceed-
16 ings of the House, and, under the direction of
17 the Speaker, subject to the will of the House,
18 correct errors in the Journal;

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

21 17.(d) Supervise the engrossment and en-
22 rollment of bills and to certify their passage,
23 with the assistance of the appropriate commit-
24 tee (*J.R. 6 thru 9*);

25 17.(e) Transmit bills, other documents,
26 and messages to the Senate, as required and
27 secure a receipt thereof and to receive com-
28 munications from the Senate and receipts of
29 bills, documents and messages (*J.R. 3 and 5*)
30 (*J.R. 19*);

31 17.(f) Attend every session of the House,

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1 call or delegate the reading of the roll and the
2 reading of all bills, resolutions and other pa-
3 pers as directed by the Speaker;

4 17.(g) Coordinate and supervise activities
5 of temporary and permanent employees as as-
6 signed by the Chief of Staff;

7 17.(h) Be responsible for the distribution
8 of all literature within the House Chamber and
9 other House premises. One copy of such lit-
10 erature which is distributed in the House
11 Chamber and House premises must bear the
12 signature of a representative authorizing dis-
13 tribution and the signed copy must be filed
14 with the Chief Clerk; and

15 17.(i) The Secretary of the Senate and the
16 Clerk of the House are authorized, subject to
17 approval by the appropriate designated com-
18 mittee, to correct obvious errors occurring in
19 documents originating in the House and the
20 Senate respectively, provided that each such
21 correction is noted on the bill jacket and is
22 documented by a "correction note" at the end
23 of the official daily Journal for the date on
24 which the correction was made. (*J.R. 23*)

PARLIAMENTARIAN

25
26
27 18. The duties of the Parliamentarian shall
28 be to (*Art. 5, Sec. 11*):

29 18.(a) Convene the first session of the
30 House at the time prescribed by law. The Par-
31 liamentarian shall call the members to order,

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1 call the roll, preserve order and decorum, and
2 decide all questions of order subject to appeal
3 by any representative pending the election of
4 the Speaker. The Parliamentarian of the pre-
5 vious House shall serve as the official Parlia-
6 mentarian until the appointment of a new Parli-
7 mentarian. In the absence of a Parliamen-
8 tarian of the previous House, the Speaker of
9 the House shall designate a temporary Parlia-
10 mentarian to convene the first session of the
11 House;

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

14 18.(c) Advise the Speaker on the proprie-
15 ties of motions and the numbers of votes nec-
16 essary for passage;

17 18.(d) Assist the Speaker in the supervi-
18 sion of the preparation of the daily House cal-
19 endar;

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

22 18.(f) Assist the Speaker in the assign-
23 ment of bills to their appropriate committee;

24 18.(g) Sit as an ex-officio non-voting
25 member of the House Rules Committee, and
26 serve as secretary and advisor to the House
27 Committee on the Journal; Engrossed and En-
28 rolled Bills;

29 18.(h) Prepare and distribute the House
30 Rules and amendments thereto, under the su-
31 pervision of the Speaker and the House Rules

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1 Committee; and

2 18.(i) Have an adequate knowledge of
3 Parliamentary Law and the Rules of the Ar-
4 kansas House of Representatives.

5 6 **PARLIAMENTARY PRACTICE**

7 19. When a question is under debate, mo-
8 tions shall have precedence in the following
9 order (the request for a quorum call is always
10 in order; the Chairperson is not compelled to
11 accept any motion):

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

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

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

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

22 19.(d) Postpone temporarily; lay on the
23 table (non-debatable) (majority of a quorum)
24 To take from the table (non-debatable) (major-
25 ity of a quorum) (when the motion to take
26 from the table is adopted, the proposition
27 takes the same position it held when the mo-
28 tion to lay on the table was adopted);

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

31 19.(f) Previous question (non-debatable)

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1 (5 seconds) (majority of a quorum);

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

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

6 19.(i) Postpone to a day certain (debata-
7 ble) (majority of a quorum);

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

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

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

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

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

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

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

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

26 21. The motion to recess, when the Floor
27 can be obtained for that purpose, must specify
28 the time which shall elapse and the time for
29 reconvening. It may be amended to alter spe-
30 cific time.

31 22. Previous question:

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

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

21 23. A motion to postpone to a day certain
22 may not specify the hour; a special order is
23 necessary to specify the hour; the motion may
24 be amended and it is debatable within narrow
25 limits only, confined to the merit of the mo-
26 tion itself.

27 24. The simple motion to refer is debata-
28 ble within its narrow limits, but the merits of
29 the proposition to which it is proposed to refer
30 may not be brought into the debate. The mo-
31 tion to refer with instructions is debatable

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1 (majority vote of a quorum). When a question
2 is raised about the proper referral of a bill to
3 committee, if the Speaker admits error in the
4 referral of the bill to a committee, the bill may
5 be re-referred by a majority vote of a quorum;
6 however, if the Speaker does not admit error
7 in the referral of the bill to committee, the bill
8 may only be re-referred by a two-thirds (2/3)
9 vote of a quorum. When a bill is re-referred
10 to a committee, any previous committee rec-
11 ommendation is automatically stripped from
12 the bill.

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

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

29 25.(a) The motion for indefinite post-
30 ponement and possible consideration by a
31 joint interim committee shall be as follows:

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1 “Mr. Speaker, I move that consideration of
2 _____ be postponed indefinitely and that
3 consideration be given by the joint interim
4 committee on _____ for a study of
5 _____.” (majority of membership).

6 26. The motion to limit or extend debate
7 must specify time limitations. A substitute
8 motion specifying a lesser time may be ac-
9 cepted.

10 27. Reconsideration:

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

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1 sider must be disposed of immediately.

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

15 27.(c) A bill in the possession of the
16 House is not considered passed or an amend-
17 ment agreed to if a motion to reconsider is
18 pending; the effect of the motion being to sus-
19 pend the original proposition. A notice or mo-
20 tion to reconsider shall not be allowed unless
21 the bill is in the House. A bill shall not leave
22 the House once notice of reconsideration is
23 given. When the motion to reconsider is de-
24 cided in the affirmative, the question immedi-
25 ately recurs on the motion reconsidered.
26 However, prior to consideration of the ques-
27 tion at hand, the Speaker shall have the title,
28 expressing the main contents of the proposi-
29 tion being reconsidered, read to the House.
30 When the motion to reconsider is defeated, a
31 second motion to reconsider may not be made.

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

8 27.(e) A notice to reconsider is not debat-
9 able. A motion to reconsider is debatable
10 when the item to which it applies is debatable.

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

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

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

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

5 28. No dilatory motion shall be enter-
6 tained by the Speaker.

7 29. Two-thirds (2/3) of a quorum may
8 suspend the rules, other than rules that require
9 a two-thirds (2/3) or three-fourths (3/4) vote
10 of the membership. (*J.R. 14 - Suspending*
11 *Joint Rules*)

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

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

DAILY ORDER OF BUSINESS

26
27
28 32. The House shall convene at 1:30 p.m.,
29 unless otherwise ordered by the House mem-
30 bership.

31 33. The daily order of business shall be:

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

Rules of the House

1 bers' own amendments to their own bills: a
2 memorial resolution, a concurrent memorial
3 resolution, and a resolution or a concurrent
4 resolution that commends, congratulates, or
5 recognizes an individual, group, or other enti-
6 ty. Notwithstanding Rule 27 (h), a concurrent
7 resolution or concurrent memorial resolution
8 that is subject to this rule may be transmitted
9 to the Senate on the same day that it is passed.
10 A joint resolution proposing a Constitutional
11 amendment shall be placed on the regular
12 House calendar and is subject to Rule 27 (h).

13 35. Items "(a)" through "(h)" shall take no
14 more than one (1) hour of House time each
15 day unless extended by a majority vote of the
16 House members present. These items may not
17 be extended on those designated Senate days
18 beyond the one (1) hour limit. (*J.R. 12 – Sen-
19 ate days*)

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

24 37. Privileged matters may interrupt the
25 order of business. These privileged matters
26 are:

27 37.(a) Appropriation bills and revenue
28 bills, sponsored by the committees on Budget,
29 Revenue and Taxation and the Committee on
30 Rules (*J.R. 15*);

31 37.(b) Conference reports;

Rules of the House

1 37.(c) Special orders reported by the
2 Committee on Rules for consideration by the
3 House;

4 37.(d) Consideration of amendments be-
5 tween the House and Senate after disagree-
6 ment;

7 37.(e) Question of privilege;

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

10 37.(g) Bills returned with the objections
11 of the Governor.

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BILLS

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38. Any representative may introduce bills, petitions, resolutions and memorials by filing them with the Clerk of the House. *(A.C.A. 10-2-112 -- Pre-session filing)*

38.(a) Each measure must have an original and eight (8) copies and eight (8) captions of the title either typewritten, photocopied or computer generated copies. *(J.R. 18 [B])*

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

38.(c) No action shall be taken in the House on any bill, resolution, or amendment that is not physically in the House, nor shall any action be taken in committee on any bill, resolution, or amendment that is not physically in the committee. However, in the House the motion to recall a bill or resolution may be made regardless of the location of the bill or

Rules of the House

1 resolution.

2 38.(d) No alterations or erasures or other-
3 wise defacement of the bill or amendments
4 shall be permitted.

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

9 38.(f) All bills, resolutions, amendments,
10 petitions and memorials must be signed by the
11 author.

12 38.(g) The improper introduction of a bill,
13 resolution, amendment, petition or memorial
14 involves a question of privilege. Such
15 measures improperly introduced, as deter-
16 mined by the Speaker or the House Commit-
17 tee on the Journal; Engrossed and Enrolled
18 Bills, shall be returned to the representative
19 who introduced them.

20 38.(h) The style of the laws of the State of
21 Arkansas shall be: "Be it enacted by the Gen-
22 eral Assembly of the State of Arkansas." (*Art.*
23 *5, Sec. 19*)

24 38.(i) The General Assembly of Arkansas
25 shall not pass any local or special act. This
26 amendment shall not prohibit the repeal of lo-
27 cal or special acts. (*Amendment 14*)

28 38.(j) No bill shall be passed by either
29 house containing more than one subject,
30 which shall be expressed in the title, and the
31 subtitle. (*J.R. 4*)

Rules of the House

1 38.(k) In making appropriations for any
2 fiscal year, the General Assembly shall first
3 pass the General Appropriation Bill provided
4 for in Section 30 of Article 5 of the Constitu-
5 tion, and no other appropriation bill may be
6 enacted before that shall have been done. (*As*
7 *added to Article 5, Sec. 40 by Amendment No.*
8 *19*)

9 38.(l) No money shall be drawn from the
10 treasury except in pursuance of specific ap-
11 propriation made by law, the purpose of which
12 shall be distinctly stated in the bill, and the
13 maximum amount which may be drawn shall
14 be specified in dollars and cents; and no ap-
15 propriation shall be for a longer period than
16 one (1) fiscal year. (*Art. 5, Sec. 29*)

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

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. (*Art. 5, Sec. 31*)

Rules of the House

1 None of the rates for property, excise,
2 privilege or personal taxes, now levied shall
3 be increased by the General Assembly except
4 after the approval of the qualified electors vot-
5 ing thereon at an election, or in case of emer-
6 gency, by the votes of three-fourths (3/4) of
7 the members elected to each House of the
8 General Assembly. (*Art. 5, Sec. 38 added by*
9 *Amend. 19, Sec. 2)*

10 Excepting monies raised or collected for
11 educational purposes, highway purposes, to
12 pay Confederate pensions and the just debts of
13 the State, the General Assembly is hereby
14 prohibited from appropriating or expending
15 more than the sum of Two and One-Half Mil-
16 lion Dollars for all purposes, for any fiscal
17 year; provided the limit herein fixed may be
18 exceeded by the votes of three-fourths (3/4) of
19 the members elected to each House of the
20 General Assembly. (*Art. 5, Sec. 39 added by*
21 *Amend. 19, Sec. 3)*

22 38.(m)(a) No appropriation bill shall be
23 filed for introduction in either the House of
24 Representatives or the Senate later than the
25 fiftieth (50th) day of a regular session except
26 upon consent of two-thirds (2/3) of the mem-
27 bers elected to each house; and, no other bill
28 or resolution except adjournment resolutions
29 and resolutions requesting permission to in-
30 troduce a bill or resolution shall be filed for
31 introduction in either the House of Represent-

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1 atives or the Senate later than the fifty-fifth
2 (55th) day of a regular session, except upon
3 consent of two-thirds (2/3) of the members
4 elected to each house.

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

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

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

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

28 (c) When the filing deadline for any bills
29 or resolutions ends on Saturday or Sunday, the
30 deadline is extended until the close of busi-
31 ness the following Monday. (*J.R. 16*)

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1 38.(n) The Joint Committee on Constitu-
2 tional Amendments shall consist of the mem-
3 bers of the Senate Committee on State Agen-
4 cies and Governmental Affairs and the mem-
5 bers of the House Committee on State Agen-
6 cies and Governmental Affairs. No proposed
7 constitutional amendment can be recommend-
8 ed to either House of the General Assembly
9 except upon the affirmative vote of a majority
10 of the members of the Senate Committee on
11 State Agencies and Governmental Affairs and
12 an affirmative vote of a majority of the mem-
13 bers of the House Committee on State Agen-
14 cies and Governmental Affairs. No resolution
15 proposing a constitutional amendment shall be
16 filed in either the House of Representatives or
17 the Senate after the thirty-first (31st) day of
18 each regular session of the General Assembly.
19 All resolutions proposing constitutional
20 amendments shall be referred to the Joint
21 Committee on State Agencies and Govern-
22 mental Affairs. Other resolutions proposing
23 constitutional amendments shall not be report-
24 ed to or considered by either House of the
25 General Assembly until the original recom-
26 mendations of the Joint Committee on State
27 Agencies and Governmental Affairs are dis-
28 posed of. A resolution proposing a constitu-
29 tional amendment may be considered only
30 during a regular session. The Joint Committee
31 on Constitutional Amendments shall meet on

Rules of the House

1 the first (1st) Tuesday after the thirty-first
2 (31st) day of each regular session of the Gen-
3 eral Assembly to establish a meeting calendar
4 and meet regularly thereafter. (*J.R. 21*)

5 38.(o)(a) Any proposed legislation affect-
6 ing any publicly supported retirement system
7 or pension plan to be considered by the Gen-
8 eral Assembly at a regular session shall be in-
9 troduced in the General Assembly during the
10 first fifteen (15) calendar days of a regular
11 session. (*A.C.A. 10-2-115*)

12 38.(o)(b) No such bill shall be introduced
13 after the fifteenth day of a regular session un-
14 less its introduction is first approved by a
15 three-fourths (3/4) vote of the full membership
16 of each House of the General Assembly.
17 (*A.C.A. 10-2-115*)

18 38.(o)(c) A bill affecting any publicly
19 supported retirement system or systems shall
20 not be introduced or considered at any special
21 session or fiscal session of the General As-
22 sembly unless the introduction and considera-
23 tion of the bill is first approved by a three-
24 fourths (3/4) vote of the full membership of
25 each House of the General Assembly. (*A.C.A.*
26 *10-2-115*)

27 38.(p) “Fiscal impact statement” means a
28 realistic statement of the estimated financial
29 cost of implementing or complying with a
30 proposed law regarding:

31 (1) Municipalities;

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1 (2) Counties;

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

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

9 (5) Lottery, if amending Chapter 115
10 of Title 23 of the Arkansas Code or imposing
11 a new or increased cost to the Arkansas Lot-
12 tery Commission or a lottery.

13 38.(q) When any House or Senate bill re-
14 quiring an expenditure of public funds or oth-
15 erwise imposing a new or increased cost obli-
16 gation is pending before any committee of the
17 House of Representatives, any member of the
18 committee may request that a fiscal impact
19 statement for such bill be placed on the desk
20 of each member of the committee before the
21 bill is called up for final action in the commit-
22 tee. If such request is made, the chairperson of
23 the committee shall refer the bill to the appro-
24 priate state agency or to the legislative staff
25 for the preparation of a fiscal impact state-
26 ment, to be returned to the committee in writ-
27 ing not later than five (5) days from the date
28 of the request.

29 38.(r) Any time before a bill requiring an
30 expenditure of public funds or otherwise im-
31 posing a new or increased cost obligation is

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1 read for the third time in the House of Repre-
2 sentatives, any member of the House may re-
3 quest and the Speaker shall direct that a fiscal
4 impact statement for the bill be prepared and
5 placed on the desk of each member not later
6 than five (5) days from the date of the request.

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

9 (1) At least three (3) days before the
10 bill may be called up for final action in the
11 House Committee during a regular legislative
12 session or fiscal session of the General As-
13 sembly; and

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

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

23 38.(t) Failure of the sponsor of a bill to
24 provide the fiscal impact statement required in
25 this rule shall not prohibit the consideration of
26 it in the committee to which referred or on the
27 Floor of the House of Representatives, if no
28 objection to it is made at the time such action
29 is taken.

30 39.(a) The first reading of a bill shall be
31 for information and unless otherwise ordered

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1 by the House, it shall be placed on the second
2 reading calendar. (Every bill shall be read at
3 length on three different days in each house,
4 unless the rules be suspended by two-thirds
5 (2/3) of the House, when the same may be
6 read a second or third time on the same day;
7 *(Art. 5, Sec. 22)*

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

16 39.(c)(1) "Shell bill" means a bill, typical-
17 ly with no substantive provisions, that is in-
18 troduced for purposes of later being amended
19 to include the actual legislative proposals ad-
20 vanced by the sponsor and within the subject
21 matter of the title of the shell bill.

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

27 (3) Notwithstanding House Rule
28 40.(d), shell bills may be amended after first
29 reading with a substantive amendment under
30 the process of members amending their own
31 bills with their own amendments. If the

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1 Committee on the Journal; Engrossed and En-
2 rolled Bills determines that the shell bill has
3 been substantively amended and engrossed
4 and no longer meets the definition of a shell
5 bill, it shall report its determination to the
6 Speaker. The Speaker may then at any time
7 direct the Clerk to read the bill a second time
8 and assign the bill to committee.

9 (4) The Speaker may declare a
10 shell bill to be not properly introduced when
11 the shell bill has not been substantively
12 amended within seven (7) days of the bill fil-
13 ing deadline.

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
21 the 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
27 amendment properly numbered by the Bill
28 Clerk, not the committee staff. An amend-
29 ment must be properly filed by the author and
30 properly numbered by the Bill Clerk prior to
31 being voted on by 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
4 submitting an amendment.

5 40.(e) When a bill has a committee rec-
6 ommendation, it is the author's responsibility
7 to place the bill on the calendar for considera-
8 tion.

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

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

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

28 43. A bill ordered to be engrossed or en-
29 rolled shall be typed or photocopied.

30 44. A bill having been rejected may not be
31 brought up again during the same legislative

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1 session unless it be an appropriation bill. Ap-
2 propriation bills may be considered a total of
3 two times during any calendar day. Following
4 a second consideration during the same calen-
5 dar day, a motion to reconsider or a motion to
6 expunge must be adopted before an appropria-
7 tion bill may be considered.

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

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

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

23 47. Amendments to bills and resolutions:

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

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

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

27 47.(c) Fifty-one (51) votes shall be re-
28 quired to adopt a House amendment to a
29 House or Senate bill. When a House bill has
30 been amended in the House, it shall not be
31 acted upon until it has been engrossed and

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1 such engrossed bill has been printed and
2 placed on each member's desk.

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

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

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

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

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1 the list of sponsors.

2 47.(h) Members' own amendments to
3 their own House bills and Senate bills on
4 which there are House sponsors must be pre-
5 sented to the House Bill Clerk only by the
6 sponsor of the House or Senate bill whose
7 name is listed first in the list of sponsors.

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

12 47.(j) The sponsor shall present a
13 stamped, numbered and signed copy of a pro-
14 posed amendment to the Calendar Clerk in or-
15 der to have the bill and amendment placed on
16 the "Members' Own Bill/Own Amendment
17 Calendar".

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

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

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1 47.(m) A member's own House bill or
2 Senate bill amended with a member's own
3 amendment shall be transmitted directly to
4 Engrossing after having been amended.

5 47.(n) No House or Senate bills having
6 been amended shall be considered by any
7 committee or the full House until such bills
8 have been engrossed, proofed and reported
9 "correctly engrossed". The Speaker or presid-
10 ing officer shall not accept a motion to sus-
11 pend this rule.

12 47.(o) Members' own House bills or Sen-
13 ate bills to be amended with their own
14 amendments shall be placed on the "Mem-
15 bers' Own Bill/Own Amendment Calendar"
16 no later than 4:30 p.m. the day preceding the
17 day they are to be considered.

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

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

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1 bill. The member requesting withdrawal may
2 recommend the bill to be studied by the same
3 committee to which the bill was assigned at
4 the time of request for withdrawal.

5 47.(r) Budget bills sponsored by members
6 but recommended to be amended to delete the
7 sponsor and substitute the Joint Budget Com-
8 mittee as sponsor may be amended during the
9 period set aside to amend “Members Own
10 Bills with their Own Amendments”.

11 47.(s) The Rules governing members
12 amending their own bills with their own
13 amendments shall be in effect for House and
14 Senate Budget bills so far as they are applica-
15 ble.

16 47.(t) Budget bills to be amended deleting
17 the sponsor and substituting the Joint Budget
18 Committee shall be placed on the Joint Budget
19 Calendar by the Joint Budget Calendar Clerk.

20 47.(u) The House Chairman of the Joint
21 Budget Committee shall sign all amendments
22 deleting the sponsor and substituting the Joint
23 Budget Committee as sponsor.

RESOLUTIONS

24
25
26 48. Resolutions shall follow the same pro-
27 cedure as bills.

28 49. A House resolution shall be directed
29 at some matter for the sole action of the House
30 and may be introduced in extraordinary ses-
31 sions, lack of germaneness notwithstanding.

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1 Fifty-one (51) votes shall be required to adopt
2 a House resolution.

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

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

19 52. Resolutions of Inquiry:

20 52.(a) All resolutions of inquiry addressed
21 to the heads of executive departments shall be
22 reported to the House within one (1) week af-
23 ter presentation.

24 52.(b) A House resolution authorizing a
25 committee to request information is treated as
26 a resolution of inquiry.

27 52.(c) A resolution of inquiry from a
28 committee shall have a privileged status to re-
29 port.
30
31

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STANDING, SELECT, AND SPECIAL COMMITTEES

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

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

53.(a) HOUSE STANDING COMMITTEES

Class "A" Committees

Education
Judiciary
Public Health, Welfare and Labor
Public Transportation
Revenue and Taxation

Class "B" Committees

Aging, Children and Youth, Legislative
and Military Affairs
Agriculture, Forestry and Economic Development
City, County and Local Affairs

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1 Insurance and Commerce

2 State Agencies and Governmental Affairs

3 53.(b) JOINT SELECT COMMITTEES

4 (1) Joint Budget -- (to consist of twenty
5 four (24) members of the House and twenty
6 four (24) members of the Senate, and the im-
7 mediate past co-chairs of the Legislative
8 Council and ex-officio members in accord-
9 ance with A.C.A. 10-3-502.). (*A.C.A. 10-3-
10 501 thru 10-3-509*) The House members of
11 the Joint Budget Committee shall be known as
12 the House Budget Committee.

13 (2) Joint Committee on Energy -- (to con-
14 sist of fifteen (15) members of the House, fif-
15 teen (15) House alternates, and ten (10) mem-
16 bers of the Senate). (*A.C.A. 10-3-801 thru 10-
17 3-822*)

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

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

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

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1 10-3-1707)

2 53.(c) HOUSE SELECT COMMITTEES

3 House Rules Committee shall consist of no
4 more than fifteen (15) members.

5 House Management Committee shall con-
6 sist of the Speaker and no more than six (6)
7 additional members.

8 53.(d) SPECIAL COMMITTEES

9 (1) Joint Interim Committee on Legisla-
10 tive Facilities -- (to consist of fourteen (14)
11 members of the General Assembly, as fol-
12 lows:

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

15 53.(d)(1)(b) Two (2) members of the
16 House of Representatives appointed by the
17 Speaker;

18 53.(d)(1)(c) The chairperson of the House
19 Management Committee and two (2) addi-
20 tional members of the House Management
21 Committee to be designated by its chairper-
22 son;

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

25 53.(d)(1)(e) Seven (7) members of the
26 Senate to be named by the Senate Committee
27 on Committees. (*A.C.A. 10-3-1101 thru 10-3-*
28 *1111)*

29 53.(2) House Committee on the Journal;
30 Engrossed and Enrolled Bills shall consist of
31 not more than five (5) members. The House

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1 Committee on the Journal; Engrossed and En-
2 rolled Bills shall not be considered a standing
3 or select committee. The committee shall
4 consist of the Speaker of the House of Repre-
5 sentatives or his or her designee who shall be
6 chairperson, the chairperson of the House
7 Rules Committee who shall be the vice chair-
8 person, the chairperson of the House Man-
9 agement Committee, and two (2) members of
10 the House appointed by the Speaker of the
11 House; and, the House Parliamentarian shall
12 serve as secretary and advisor to the commit-
13 tee. The chairperson of the committee shall
14 receive an allowance in accordance with § 10-
15 2-215.

16 53.(3) Joint Committee on Legislative
17 Printing Requirements and Specifications --
18 (to consist of the chairperson and vice chair-
19 person of the House Management Committee,
20 the chairperson and vice chairperson of the
21 Senate Efficiency Committee, the Speaker of
22 the House of Representatives or his or her de-
23 signee and the President Pro Tempore of the
24 Senate). (*A.C.A. 10-3-601 thru 10-3-605*)

25 54.(a) STANDING COMMITTEES

26 54.(a)(1) Members of the standing com-
27 mittees shall be selected by House District
28 Caucuses of members-elect on the Friday fol-
29 lowing the November General Election with
30 each caucus selecting five (5) members for
31 each "A" standing committee and five (5)

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1 members for each “B” standing committee.
2 The members-elect of the Second District
3 Caucus shall select up to three (3) members
4 for each standing committee from within the
5 Pulaski County membership and the remain-
6 ing members for each standing committee
7 from without the Pulaski County membership;
8 this provision may be waived by majority vote
9 of the members-elect from without Pulaski
10 County. Standing committee membership
11 shall be confirmed at the same time that repre-
12 sentatives are administered the oath of office.

13 54.(a)(2) Each member of the House who
14 is serving a first or second term in the House
15 shall be entitled to serve as a non-voting
16 member of one of the ten (10) joint interim
17 committees designated as “A” and “B” com-
18 mittees. The non-voting members of each of
19 the ten (10) joint interim committees shall be
20 selected by the four (4) House caucuses at a
21 time designated by the Speaker sometime be-
22 fore the adjournment of each regular session.
23 Each caucus shall select not to exceed three
24 (3) first or second term members to serve as
25 non-voting members of each of the ten (10)
26 joint interim committees designated as “A”
27 and “B” committees. The non-voting mem-
28 bers shall be entitled to attend meetings of the
29 committees, to serve on subcommittees of the
30 committee, to participate in the deliberations
31 of the committee or subcommittee, and to re-

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1 ceive per diem and mileage for attending
2 meetings of the committee or subcommittee,
3 but shall not have a vote in the committee or a
4 subcommittee.

5 54.(a)(3) Members of the House of Repre-
6 sentatives who are committee chairpersons or
7 vice-chairpersons or select seniority members
8 who have been assigned an office or other
9 premises shall vacate the office or other prem-
10 ises by December 15 following the General
11 Election in the even-numbered years.

12 54.(a)(4) Each standing committee shall
13 consist of twenty (20) members. Each mem-
14 ber of the House shall serve on two (2) stand-
15 ing committees, one (1) of which shall be a
16 Class "A" committee and one (1) of which
17 shall be a Class "B" committee. From within
18 each standing committee there shall be created
19 three (3) permanent subcommittees consisting
20 of eight (8) members. Each member of the
21 House shall serve on two (2) permanent sub-
22 committees, one (1) from a Class "A" stand-
23 ing committee and one (1) from a Class "B"
24 standing committee. The Speaker and the
25 chairperson of each standing committee shall
26 jointly appoint from the membership of the
27 standing committee six (6) persons for each
28 permanent subcommittee available, provided
29 further the chairperson and vice chairperson of
30 each standing committee shall be ex-officio,
31 voting members of each permanent subcom-

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1 mittee created from within their standing
2 committee. The permanent subcommittees of
3 the standing committees may meet after hav-
4 ing first obtained prior approval of the stand-
5 ing committee chairperson.

6 54.(a)(5) A signed report from the chair-
7 person of a caucus district will represent final
8 movement to a standing committee. A signed
9 report from the chairperson of a standing
10 committee will represent final movement to a
11 permanent subcommittee. There shall be no
12 transfers from one standing committee to an-
13 other or from one permanent subcommittee to
14 another during the biennium following initial
15 biennial appointment and or confirmation.
16 After selection of standing committee mem-
17 bers and permanent subcommittee members, a
18 vacancy occurring on a standing committee or
19 permanent subcommittee during the biennium
20 because of the death, resignation, impeach-
21 ment, etc., of a member, shall be temporarily
22 filled by the Speaker of the House assigning
23 the newly elected member, for the remainder
24 of the biennium, to the "A" and "B" standing
25 committees, and the permanent subcommit-
26 tees previously held by their predecessor. At
27 the end of the biennium, the temporary posi-
28 tions held on the "A" and "B" committees and
29 the permanent subcommittees will be declared
30 vacant and will be available for choosing in
31 accordance with House rules. The newly

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1 elected member does not automatically as-
2 sume a chairmanship or vice-chairmanship,
3 which vacancies shall be filled in the same
4 manner as the original appointment.

5 54.(b) SELECT COMMITTEES

6 54.(b)(1) The Speaker shall appoint all
7 members and all alternates on all House select
8 committees and all Joint Select Committees
9 except the Joint or House Budget Committee.
10 The Speaker shall appoint ex-officio members
11 in accordance with the law.

12 54.(b)(2) The House Budget Committee
13 shall consist of six (6) members of the House
14 of Representatives and two (2) alternates cho-
15 sen from each caucus district on the first Fri-
16 day following the November General Election
17 before each regular biennial session. At the
18 time the alternates are selected, one (1) shall
19 be designated as first alternate and the other as
20 second alternate. The selections shall be made
21 by caucus of the House members-elect resid-
22 ing within each caucus district. Members-
23 elect chosen for membership on the House
24 Budget Committee shall select one (1) of their
25 number to serve as chairperson-elect and one
26 (1) to serve as vice chairperson-elect. The
27 term of office of the members shall be from
28 January 1 of odd-numbered years through De-
29 cember 31 of the following even-numbered
30 year. Vacancies in either a member or alter-
31 nate member position shall be filled in the

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1 same manner as the initial member or alter-
2 nate member position was filled. House
3 Budget Committee membership shall be con-
4 firmed at the same time that representatives
5 are administered the oath of office. Prior to
6 confirmation, however, members-elect chosen
7 to serve on the House Budget Committee shall
8 conduct pre-session budget hearings, either
9 standing alone or in conjunction with the Leg-
10 islative Council.

11 54.(b)(3) No member of the House of
12 Representatives shall serve on more than one
13 (1) select committee. The Legislative Coun-
14 cil, the Legislative Joint Auditing Committee,
15 the House Budget Committee, the House
16 Committee on the Journal; Engrossed and En-
17 rolled Bills, and the House Management
18 Committee are excluded therefrom.

19 54.(c)(1) The Speaker of the House shall
20 appoint a chairperson and a vice chairperson
21 of each standing committee and each select
22 committee who shall serve at the pleasure of
23 the Speaker. The Speaker, in consultation
24 with the chairperson of each standing commit-
25 tee, shall appoint from the membership of
26 each permanent subcommittee, a chairperson
27 and vice chairperson, provided however that
28 the vice chairperson of the standing committee
29 may be the chairperson of a permanent sub-
30 committee. No member of the House, with
31 the exception of each House standing commit-

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1 tee vice chairperson, shall be chairperson or
2 vice chairperson of more than one (1) standing
3 committee, select committee, or permanent
4 subcommittee.

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

10 54.(c)(3) The House Committee on the
11 Journal; Engrossed and Enrolled Bills shall
12 serve as the supervisory committee over the
13 preparation of the Journal and engrossing and
14 enrolling of bills.

15 54.(c)(4) After the membership of a stand-
16 ing committee or a permanent subcommittee
17 is established, no member shall be removed
18 from any standing committee or any perma-
19 nent subcommittee during the biennium for
20 which he/she was selected. All appointees se-
21 lected by the Speaker serve at his/her discre-
22 tion.

23 55. Committee Operations.

24 55.(a) Each committee of the House shall
25 be provided a secretary who shall maintain a
26 current record of all bills, resolutions,
27 amendments, petitions, memorials, or other
28 matters filed in committee. A record of com-
29 mittee actions (committee reports, committee
30 adopted amendments, etc.) shall be filed with
31 the Chief Clerk of the House as the first pri-

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

5 55.(b) All committees shall consider the
6 bills, resolutions, amendments, petitions, and
7 memorials referred to them and in their pos-
8 session and make one of the following reports
9 in writing to the House:

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

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

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

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

28 55.(d) The appropriate subject matter
29 standing committees of the House and the
30 Senate may meet as joint committees whenever
31 agreed by said committees, for the purposes

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1 of holding public hearings or considering any
2 proposed or pending legislation but upon con-
3 clusion of the joint meeting of said commit-
4 tees, each standing committee of the House of
5 Representatives and the Senate shall take such
6 action and report to their respective houses as
7 determined by said committees. Whenever
8 the appropriate subject committees of the
9 House and Senate hold hearings or meetings,
10 the chairperson of the House committee and
11 the chairperson of the Senate committee shall
12 by agreement determine which of them shall
13 preside at the joint meeting.

14 56. The Speaker of the House shall keep a
15 permanent register of the seniority of the
16 members of the House of Representatives.
17 When it is necessary for the seniority of in-
18 coming members to be determined by lot, the
19 Speaker of the House and the Speaker-
20 designate of the House shall conduct a draw-
21 ing by lots upon receiving certification from
22 the Secretary of State of the election of mem-
23 bership to each General Assembly. Such sen-
24 iority drawings shall be effective for the pur-
25 poses of determining legislative license tag
26 numbers, Chamber seating, and State Capitol
27 parking.

28 57. Seniority shall be based on the total
29 consecutive uninterrupted terms served in the
30 House of Representatives. In the event a
31 member has been elected that has had previ-

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1 ous non-continuous service, he/she shall rank
2 ahead of members elected in the year his/her
3 uninterrupted services began. In the event that
4 two (2) or more members have equal full
5 terms of non-continuous service, their seniori-
6 ty shall be asserted by drawing lots to deter-
7 mine their numerical standing in rank ahead of
8 members elected in the year his/her uninter-
9 rupted services begin.

10 58. Seniority ranking for new members
11 elected for the first time to serve in the Gen-
12 eral Assembly shall be determined by lot.

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

18 60. Meetings and Hearings:

19 60.(a) All committee and subcommittee
20 meetings including but not limited to hearings
21 at which public testimony is to be taken,
22 (normally called "public hearings") shall be
23 open to the public (*Art. 5, Sec. 13*) and shall
24 be scheduled at least eighteen (18) hours in
25 advance; agendas of bills, resolutions, and
26 other proposals to be considered at such meet-
27 ings shall be posted in a designated place at
28 least eighteen (18) hours in advance; but in
29 case of an emergency, a two-thirds (2/3) ma-
30 jority of the membership of the committee
31 may bring bills up for consideration upon no-

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1 tice of not less than two (2) hours.

2 60.(b) Special meetings of a standing
3 committee may be called by the chairperson
4 of the committee or by a majority of the
5 members of the committee for conducting any
6 business of the committee; provided, a special
7 meeting of the committee may not conflict
8 with regularly scheduled meetings of any
9 standing committee; provided further, special
10 meetings shall be subject to the same proce-
11 dures regarding the publishing of agendas and
12 notices of meetings that apply to regular
13 standing committee meetings. (*J.R. 22 – Joint*
14 *Committees*)

15 60.(c) The Speaker of the House shall es-
16 tablish a regular schedule of committee meet-
17 ings in order that each Class “A” committee
18 shall meet at a scheduled time on the morn-
19 ings of Tuesday and Thursday of each legisla-
20 tive week, and all Class “B” committees shall
21 meet at a scheduled time on the mornings of
22 Wednesday and Friday of each legislative
23 week.

24 60.(d) The Speaker of the House shall es-
25 tablish a schedule of House standing and se-
26 lect committee meetings so as to minimize
27 conflicts.

28 61.(a) All persons wishing to offer testi-
29 mony to a committee hearing shall be given a
30 reasonable opportunity to do so as determined
31 by a majority of the committee. An oral or

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1 written statement shall not be a prerequisite to
2 offer testimony before a committee.

3 61.(b)(1) The committee shall have the
4 opportunity to ask questions of persons offer-
5 ing testimony.

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

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

19 63. No committee shall sit while the
20 House is in session except the Committee on
21 Rules or a Conference Committee, which shall
22 notify the House.

23 64. The following subject areas shall be
24 within the jurisdiction of each of the respec-
25 tive House standing committees:

26 64.(1) Committee on Education – matters
27 pertaining to public kindergarten, elementary,
28 secondary, and adult education, vocational
29 education, vocational-technical schools, voca-
30 tional rehabilitation, higher education, private
31 educational institutions, similar legislation,

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

3 64.(2) Committee on Judiciary – matters
4 pertaining to state and local courts, court
5 clerks and stenographers and other employees
6 of the courts, civil and criminal procedures,
7 probate matters, civil and criminal laws, simi-
8 lar matters, and resolutions germane to the
9 subject matter of the committee;

10 64.(3) Committee on Public Health, Wel-
11 fare and Labor – matters pertaining to public
12 health, mental health, mental retardation, pub-
13 lic welfare, human relations and resources,
14 environmental affairs, water and air pollution,
15 labor and labor relations, contractors and con-
16 tracting, similar legislation, and resolutions
17 germane to the subject matter of the commit-
18 tee;

19 64.(4) Committee on Public Transporta-
20 tion – matters pertaining to roads and high-
21 ways, city streets, county roads, road vehicles,
22 highway safety, airports and air transportation,
23 common and contract carriers, mass transit,
24 similar legislation, and resolutions germane to
25 the subject matter of the committee;

26 64.(5) Committee on Revenue and Taxa-
27 tion – matters pertaining to the levy, increase,
28 reduction, collection, enforcement and admin-
29 istration of taxes and other revenue-producing
30 measures, and resolutions germane to the sub-
31 ject matter of the committee;

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1 64.(6) Committee on Aging, Children and
2 Youth, Legislative and Military Affairs – mat-
3 ters pertaining to the aged, child custody,
4 adoptions, problems of aging; children and
5 youth, military, veterans, legislative affairs,
6 memorials, other matters whenever the subject
7 matter is not germane to the subject matter of
8 any other standing committee and resolutions
9 germane to the subject matter of the commit-
10 tee;

11 64.(7) Committee on Agriculture, Forest-
12 ry and Economic Development – matters per-
13 taining to agriculture, livestock, forestry, in-
14 dustrial development, natural resources, oil
15 and gas, publicity and parks, levee and drain-
16 age, rivers and harbors, similar legislation and
17 resolutions germane to the subject matter of
18 the committee;

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

26 64.(9) Committee on Insurance and
27 Commerce – matters pertaining to banks and
28 banking, savings and loan associations, stock,
29 bonds, and other securities, securities dealers,
30 insurance, public utilities, partnerships and
31 corporations, home mortgage financing and

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1 housing, similar legislation and resolutions
2 germane to the subject matter of the commit-
3 tee;

4 64.(10) Committee on State Agencies and
5 Governmental Affairs – matters pertaining to
6 state government and state agencies, except
7 where the subject matter relates more appro-
8 priately to another committee, proposed
9 amendments to the Constitution of the State of
10 Arkansas or the Federal government, election
11 laws and procedures, Federal and interstate re-
12 lations, similar legislation, and resolutions
13 germane to the subject matter of the commit-
14 tee;

15 64.(10)(a) The following permanent sub-
16 committees are hereby created from within
17 each standing committee:

18 64.(10)(a)(1) For the House standing
19 committee on Aging, Children and Youth,
20 Legislative and Military Affairs, the following
21 permanent subcommittees are created:

22 (1) Aging

23 (2) Children and Youth

24 (3) Legislative, Military and Vet-
25 erans Affairs

26 64.(10)(a)(2) For the House standing
27 committee on Agriculture, Forestry and Eco-
28 nomic Development, the following permanent
29 subcommittees are created:

30 (1) Agriculture, Forestry and Natu-
31 ral Resources

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1 (2) Small Business and Economic
2 Development

3 (3) Parks and Tourism

4 64.(10)(a)(3) For House standing commit-
5 tee on City, County and Local Affairs, the fol-
6 lowing permanent subcommittees are created:

7 (1) Planning

8 (2) Finance

9 (3) Local Government Personnel

10 64.(10)(a)(4) For the House standing
11 committee on Education, the following per-
12 manent subcommittees are created:

13 (1) Early Childhood

14 (2) Kindergarten Through Twelve,
15 Vocational/Technical Institutions

16 (3) Higher Education

17 64.(10)(a)(5) For the House standing
18 committee on Insurance and Commerce, the
19 following permanent subcommittees are creat-
20 ed:

21 (1) Financial Institutions

22 (2) Insurance

23 (3) Utilities

24 64.(10)(a)(6) For the House standing
25 committee on Judiciary, the following perma-
26 nent subcommittees are created:

27 (1) Courts/Civil Law

28 (2) Corrections/Criminal Law

29 (3) Juvenile Justice/Child Support

30 64.(10)(a)(7) For the House standing
31 committee on Public Health, Welfare and La-

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1 bor, the following permanent subcommittees
2 are created:

- 3 (1) Human Services
- 4 (2) Health Services
- 5 (3) Labor and Environment

6 64.(10)(a)(8) For the House standing
7 committee on Public Transportation, the fol-
8 lowing permanent subcommittees are created:

- 9 (1) Motor Vehicle and Highways
- 10 (2) Public Transportation and Rail
- 11 (3) Waterways and Aeronautics

12 64.(10)(a)(9) For the House standing
13 committee on Revenue and Taxation, the fol-
14 lowing permanent subcommittees are created:

- 15 (1) Sales, Use, Miscellaneous Tax-
16 es and Exemptions
- 17 (2) Income Taxes—Personal and
18 Corporate
- 19 (3) Complaints and Remediation

20 64.(10)(a)(10) For the House standing
21 committee on State Agencies and Governmen-
22 tal Affairs, the following permanent subcom-
23 mittees are created:

- 24 (1) State Agencies and Reorgani-
25 zation
- 26 (2) Constitutional Issues
- 27 (3) Elections

28 65.(a) Committee on Rules:

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

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

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

12 65.(a)(4) The Speaker shall refer to the
13 Committee on Rules, any matters dealing with
14 alcohol, cigarettes, movies, pornography, to-
15 bacco, tobacco products, coin operated
16 amusement devices, vending machines, lobby-
17 ing, code of ethics, bingo, lotteries, raffles,
18 racing, race tracks, pari-mutuel betting and
19 similar legislation.

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

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

29 66. No committee shall transact business
30 without a quorum (a majority of the commit-
31 tee membership present). The request for a

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1 quorum call is always in order. All final ac-
2 tion on bills, and on proposed amendments to
3 bills, shall be decided by a majority vote of
4 the total membership of the committee. Pro-
5 vided, however, that the Speaker of the House
6 shall not be included for the purpose of deter-
7 mining what is a majority of a standing com-
8 mittee, unless present at the time of the vote.
9 A member of the committee must be present
10 at the time of the vote for his/her vote to be
11 counted on any matter considered by the
12 committee (no pairs, no proxies).

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

27 67. Upon written request by the author of
28 a bill directed to the chairperson of the com-
29 mittee, a bill shall be considered by the full
30 committee within ten (10) days of the time of
31 such request, but the committees may delay

Rules of the House

1 final action on a bill by a majority vote of the
2 committee.

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

7 69. Committee Records and Reports:

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

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

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

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

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

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

Rules of the House

1 voted on each bill when action is taken by the
2 committee, including votes on a motion to
3 postpone consideration on the bill and a rec-
4 orded vote on any other motion, if requested
5 by any two (2) committee members.

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

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

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

19 70. Consent Calendar – Supplemental
20 Calendar. In addition to the regular calendar
21 of the House of Representatives, there shall be
22 a consent calendar on which shall be placed
23 bills that have been recommended “do pass”
24 by committee, which are deemed by the com-
25 mittee or by the Speaker to be non-
26 controversial, and may be used for other non-
27 controversial matters such as resolutions and
28 amendments to bills proposed by the author of
29 the bill, if the Speaker deems such matter to
30 be non-controversial. The Speaker of the
31 House shall maintain the consent calendar.

Rules of the House

1 On Thursday of each week, and such other
2 times as the Speaker may deem advisable, the
3 House shall consider bills and other matters
4 on the consent calendar. Provided, that a list
5 of bills and other matters on the consent cal-
6 endar which are to be considered on a particu-
7 lar day shall be circulated among the members
8 of the House of Representatives the day prior
9 to the date on which the consent calendar is to
10 be considered. If as many as five (5) members
11 object to a bill or other matter on the consent
12 calendar being considered as non-
13 controversial, the Speaker of the House shall
14 remove the same from the consent calendar
15 and shall place it on the regular calendar of
16 the House business. When deemed advisable,
17 in addition to the regular calendar and the
18 consent calendar, the Speaker may provide for
19 a supplemental calendar on which shall be
20 placed bills and resolutions and other matters
21 as requested by the members for considera-
22 tion. The list of bills, resolutions and other
23 matters on the supplemental calendar for con-
24 sideration on a particular day shall be circulat-
25 ed among the members of the House. If as
26 many as five (5) members object to a bill, res-
27 olution or any other matter on the supple-
28 mental calendar the same shall be removed
29 and placed on the regular House calendar for
30 consideration consistent with the wishes of the
31 House. No bill or resolution may be placed

Rules of the House

1 for consideration on any more than one (1)
2 House calendar.

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

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

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

Rules of the House

1 panding the scope of any practice of any pro-
2 fession, occupation, or class of health care
3 providers may be acted upon without the initi-
4 ation of a feasibility study required in subsec-
5 tion (a) upon a two-thirds (2/3) vote of the
6 House Public Health, Welfare and Labor
7 Committee 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
12 first 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
16 the calendar of budgets or appropriation bills
17 to be considered in the House shall, from time
18 to time, confer with the chairperson of the
19 House Budget Committee on the appropria-
20 tion bills pending and may designate specific
21 days or times to be set aside in the House to
22 be devoted solely to consideration of appro-
23 priation bills and other budget matters. At
24 least by the end of business on the previous
25 day before any appropriation bill is to be con-
26 sidered by the House, the chairperson of the
27 House Budget Committee shall cause to be
28 prepared and placed on each member's desk a
29 listing of appropriation bills to be considered
30 in the Committee of the Whole or the House,
31 broken down as follows:

Rules of the House

1 74.(a) Appropriation bills sponsored by
2 the Joint Budget Committee or the House
3 Budget Committee, prepared in accordance
4 with Legislative 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
8 considered by the Legislative Council;

9 74.(c) Bills introduced by members of the
10 House (or Senate) that shall have been rec-
11 ommended by the Joint Budget Committee or
12 the House Budget Committee “do pass” or
13 “do 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
23 in regard to the appropriation shall differ, in
24 any respect, from the recommendations made
25 by the Legislative Council in regard thereto,
26 said list shall identify each such change in the
27 appropriation bill which differs from the rec-
28 ommendation of the Legislative Council.

29 75. In forming a Committee of the Whole
30 House, the Speaker may leave his/her chair af-
31 ter 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
6 the Committee of the Whole, non-members
7 who are to participate in the matters to be dis-
8 cussed may be invited into the House Cham-
9 bers by the proponents or opponents of the
10 proposals to be discussed but all such non-
11 members shall leave at the time the committee
12 arises.

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

16 78. The rules and proceedings of the
17 House shall be observed in Committee of the
18 Whole House so far as they may be applica-
19 ble. Decisions will be made by voice or
20 standing votes.

21 79. No motion which has as its effect the
22 limiting of debate in the Committee of the
23 Whole shall be entertained by the chairperson.
24 The motion for the disposition of any matter
25 referred to the committee shall be, "Mr./Ms.
26 Chairman, I move the committee do now rise
27 and report". If the committee had no specific
28 report, the motion should be to rise and report
29 progress.
30
31

Rules of the House

LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

1
2
3
4 80. Legislative Council.

5 80.(a) Twenty (20) of the House members
6 of the Legislative Council shall be selected by
7 members-elect of the House Caucus Districts.
8 Each caucus shall select five (5) members.
9 The selections shall occur on the Friday fol-
10 lowing the November General Election. Fol-
11 lowing the selections, the newly selected
12 House of Representative members of the Leg-
13 islative Council shall select one (1) of their
14 number as Legislative Council co-chair and
15 one (1) of their number as Legislative Council
16 co-vice-chair. However no more than one (1)
17 member selected by caucus shall reside within
18 the same county. The term of office of the
19 members shall be from January 1 of odd-
20 numbered years to December 31 of the fol-
21 lowing even-numbered year. Legislative
22 Council membership shall be confirmed at the
23 same time that representatives are adminis-
24 tered the oath of office.

25 80.(b) In order that there may be no
26 House vacancies on the Legislative Council at
27 any time, at the time of selection of the House
28 members to the Council there shall be selected
29 in each Caucus District a first alternate and a
30 second alternate for each member selected
31 from that district. In the event that any House

Rules of the House

1 member or House alternate of the Legislative
2 Council resigns from the Council, is disquali-
3 fied from serving on the Council, dies, or for
4 any other reason there becomes a permanent
5 vacancy in a House position on the Council,
6 the House members of the Caucus District
7 from which the member or alternate was se-
8 lected shall choose a replacement member or
9 alternate to serve the remainder of the term.
10 When a vacancy occurs in a House member
11 position on the Council or a House alternate
12 position on the Council, that person's alternate
13 shall serve until a signed report from the Cau-
14 cus chairperson designating otherwise is filed
15 with the Speaker. The Speaker shall notify
16 the Council chairperson of all changes in
17 membership on the Council.

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

20 81. Legislative Joint Auditing Committee.

21 81.(a) House members of the Legislative
22 Joint Auditing Committee shall be selected by
23 members-elect of each House Caucus District.
24 The selections shall occur on the Friday fol-
25 lowing the November General Election. Fol-
26 lowing the selections, the newly selected
27 House of Representative members of the Leg-
28 islative Joint Auditing Committee shall select
29 one (1) of their number as Legislative Joint
30 Auditing Committee co-chair and one (1) of
31 their number as Legislative Joint Auditing

Rules of the House

1 Committee co-vice-chair. Each caucus shall
2 select five (5) members. However no more
3 than two (2) members shall reside within the
4 same county. The term of office of the mem-
5 bers shall be from January 1 of odd-numbered
6 years to December 31 of the following even-
7 numbered year. Legislative Joint Auditing
8 Committee membership shall be confirmed at
9 the same time that representatives are admin-
10 istered the oath of office.

11 81.(b) In order that there may be no
12 House vacancies on the Legislative Joint Au-
13 diting Committee at any time, at the time of
14 selection of the House members to the Com-
15 mittee there shall be selected in each Caucus
16 District a first alternate and a second alternate
17 for each member selected from that District.
18 In the event that any House member or House
19 alternate of the Legislative Joint Auditing
20 Committee resigns from the Committee, is
21 disqualified from serving on the Committee,
22 dies, or for any other reason there becomes a
23 permanent vacancy in a House position on the
24 Committee, the House membership of the
25 Caucus District from which the member or al-
26 ternate was selected shall choose a replace-
27 ment member or alternate to serve the remain-
28 der of the term. When a vacancy occurs in a
29 House member position on the Committee or
30 a House alternate position on the Committee,
31 that person's alternate shall serve until a

Rules of the House

1 signed report from the Caucus chairperson
2 designating otherwise is filed with the Speak-
3 er. The Speaker shall notify the Committee
4 chairperson of all changes in membership on
5 the Committee.

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

CAUCUS DISTRICTS

8
9
10 82. The four caucus chairpersons shall be
11 selected from among the first- and second-
12 term members of the caucus, and such selec-
13 tion shall be reported to the Speaker of the
14 House prior to September 1, preceding the
15 next regular session.

16 The First Caucus District shall be com-
17 posed of the following House of Representa-
18 tives Districts: 11; 12; 13; 14; 43; 47; 48; 49;
19 50; 51; 52; 53; 54; 55; 56; 57; 58; 59; 60; 61;
20 62; 63; 64; 83; and 100.

21 The Second Caucus District shall be com-
22 posed of the following House of Representa-
23 tives Districts: 23; 27; 28; 29; 30; 31; 32; 33;
24 34; 35; 36; 37; 38; 39; 40; 41; 42; 44; 45; 46;
25 65; 66; 67; 70; and 72.

26 The Third Caucus District shall be com-
27 posed of the following House of Representa-
28 tives Districts: 68; 71; 75; 76; 77; 78; 79; 80;
29 81; 84; 85; 86; 87; 88; 89; 90; 91; 92; 93; 94;
30 95; 96; 97; 98; and 99.

31 The Fourth Caucus District shall be com-

Rules of the House

1 posed of the following House of Representa-
2 tives Districts: 1; 2; 3; 4; 5; 6; 7; 8; 9; 10; 15;
3 16; 17; 18; 19; 20; 21; 22; 24; 25; 26; 69; 73;
4 74; and 82.

DEBATE

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

24 84. When a representative desires to inter-
25 rupt a representative having the Floor, he/she
26 shall first obtain recognition of the Speaker
27 and permission of the representative occupy-
28 ing the Floor; and when so recognized and
29 such permission is obtained, he/she may ask
30 questions of the representative occupying the
31 Floor; but shall not propound a series of inter-

Rules of the House

1 rogatives or otherwise badger the representa-
2 tive having the Floor.

3 85. No representative shall occupy more
4 than thirty (30) minutes in debate on any ques-
5 tion in the House. The representative report-
6 ing a measure under consideration from a
7 committee or the author may open and close
8 debate. If debate shall extend beyond one (1)
9 day, the author or sponsor shall be entitled to
10 thirty (30) minutes to close. The right to close
11 may not be automatically exercised after lim-
12 ited debate, the previous question or immedi-
13 ate consideration is voted.

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

21 87. A representative having the Floor may
22 not yield it to another for any purpose includ-
23 ing making a motion; but, if he/she desires to
24 allow a motion to be made, he/she must yield
25 the Floor.

26

27

DECORUM

28

29

30

31

88. No person other than a member of the
Arkansas General Assembly, designated legis-
lative staff, or on special and certain occasions
those persons specifically invited by the

Rules of the House

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

22 89. The House Chamber during regular,
23 fiscal and special sessions and during the interim
24 shall be used only for the legislative business
25 of the House and for the caucus meetings
26 of its members, except upon occasions where
27 the House, by resolution, agrees to take part
28 in any ceremonies to be observed therein;
29 and the Speaker shall not entertain a motion
30 for suspension of this rule.

31 90. No representative shall use intemper-

Rules of the House

1 ate language with reference to the House or its
2 members.

3 91. If any representative, in speaking or
4 otherwise, transgresses the rules of the House,
5 the Speaker shall or any representative may,
6 call him/her to order. He/she shall immediately
7 be seated unless permitted, on a motion of
8 another representative, to explain. The House
9 shall, if called upon, decide on the issue without
10 debate. If the decision is in favor of the
11 representative called to order, he/she shall be
12 free to continue; and, if the dispute shall warrant,
13 a representative shall be open to censure
14 or such punishment as the House shall impose.

15 92. Normal conformity to good manners
16 and taste shall be expected of each member of
17 the House. Representatives shall avoid references
18 to personalities and extend to each representative
19 courtesies which they wish for
20 themselves.

21 93. Introduction of and recognition of
22 family, constituents, or groups shall not become
23 excessive. Members should be extremely
24 reluctant in using the time of the House for
25 these personal courtesies. If deemed appropriate
26 by the Speaker of the House, he/she shall
27 make all introductions from information provided
28 to the Speaker by a member or appropriate
29 House staff.

30 94. The smoking of cigarettes, cigars and
31 pipes or other tobacco products shall not be

Rules of the House

1 permitted in the Chamber of the House of
2 Representatives or in the members' private
3 work area.

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

VOTING

9
10
11 96. No person not a representative shall
12 cast a vote for a representative.

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

17 98. Any five (5) representatives shall have
18 the right to call for the ayes and nays and have
19 the result entered on the Journal. (*Art. 5, Sec.*
20 *12*)

21 99. Any representative who will be absent
22 from the House may pair his/her vote with a
23 representative who shall be present.

24 99.(a) These representatives must be cast-
25 ing opposite votes.

26 99.(b) Dated pairs reflecting the bill num-
27 ber are counted when signed by both repre-
28 sentatives,

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

31 (2) when the member who will not be

Rules of the House

1 present for the vote signs the pair form in the
2 presence of a person authorized by law to take
3 acknowledgements and who verifies the iden-
4 tity of the signer.

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

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

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

20 100. The demand to "Sound the Ballot" (a
21 device to determine how each representative
22 voted) may be accomplished by any five (5)
23 members rising and requesting the Speaker to
24 have the names called and the way the mem-
25 ber voted repeated. When contested, any rep-
26 resentative (except a representative voting by
27 pair vote and the Speaker and a substitute
28 Speaker) who is not present and in his seat
29 shall have his/her vote eliminated.

30 101. After a voice vote, the Speaker or
31 any five (5) representatives that doubt the re-

Rules of the House

1 sult may call for a division of the House.

2 101.(a) Representatives voting aye shall
3 stand at their seats until counted.

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

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

9 101.(d) The Speaker or his/her designee
10 shall be responsible for counting the vote and
11 the Speaker shall announce the result of the
12 vote.

13 102. The Electronic Voting System shall
14 have the same force and effect as a Roll Call.
15 (Not less than a majority of the members of
16 each House of the General Assembly may en-
17 act a law.) (*Art. 5, Sec. 37 as added by Amend.*
18 *19, Sec. 1*)

19 103. The Speaker, with three (3) repre-
20 sentatives, is sufficient to adjourn, or recess to
21 a time certain, or sine die. (Neither house
22 shall, without the consent of the other, adjourn
23 for more than three (3) days, nor to any other
24 place than that in which the two (2) houses
25 shall be sitting.) (*Art. 5, Sec. 28*)

26 (Governor's power to adjourn) In cases of
27 disagreement between the two (2) houses of
28 the General Assembly, at a regular or special
29 session, with respect to the time of adjourn-
30 ment, the Governor may, if the facts be certi-
31 fied to him/her by the presiding officers of the

Rules of the House

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

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

8 105. Extraordinary sessions of the Gen-
9 eral Assembly. (*Art. 6, Sec. 19*)

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

12 107. Workmen's Compensation Laws
13 (*Art. 5, Sec. 32 as amended by Amend. 26*)

14 108. It shall be a violation of the Rules of
15 the House for any member of the House to ac-
16 cept a campaign contribution during the peri-
17 od beginning thirty (30) days before and end-
18 ing thirty (30) days after any regular session
19 of the General Assembly. If there is an ex-
20 tended recess of the General Assembly, the
21 period shall end thirty (30) days after the be-
22 ginning of the recess. It shall also be a viola-
23 tion of the Rules of the House for any member
24 of the House to accept a campaign contribu-
25 tion during any extended session of the Gen-
26 eral Assembly or during any special session or
27 fiscal session of the General Assembly.

28 109. All Roll Call votes on bills, emer-
29 gency clauses on bills, resolutions, and
30 amendments in the House of Representatives
31 shall be entered by the House into the General

Rules of the House

1 Assembly's Internet web site.

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

9 (2) If the inauguration of an individual
10 to the office of President of the United States
11 is scheduled to occur on January 21 of any
12 year, the House of Representatives shall re-
13 cess on that date rather than January 20.

14 (b) The House of Representatives shall
15 recess without regard to the party affiliation of
16 the individual scheduled for inauguration as
17 President of the United States.

18 (c) This section shall not apply if a recess
19 under this section would occur on a date the
20 House of Representatives shall recess in ob-
21 servance of the birthday of Dr. Martin Luther
22 King, Jr. under § 10-2-128.

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

(Tracking Item 24 on Page C18)
(Index on Page C20)

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 func-
9 tion as the parliamentary head of a standing,
10 select, 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,
18 or by calling the roll (for quorum purposes on-
19 ly a roll call will be required if there is one ob-
20 jection by a committee member to the declara-
21 tion 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
29 Rules Committee whose decision may be ap-
30 pealed to 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
6 committee 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 in their pos-
12 session and make one of the following reports
13 in writing to the House:

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

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

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

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

House Committee Rules

1

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

6

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

22

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

28

29 The precedence of motions so far as they are
30 applicable shall be as listed in House Rule
31 19(a) – (q):

House Committee Rules

1

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

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

10 19(a)(1) (A majority of a quorum is a ma-
11 jority of those voting when at least a majority
12 of the members are present and voting);

13 19(b) To adjourn (non-debatable) (majori-
14 ty of a quorum);

15 19(c) To take a recess (non-debatable)
16 (majority of a quorum);

17 19(d) Postpone temporarily; lay on the ta-
18 ble (non-debatable) (majority of a quorum) To
19 take from the table (non-debatable) (majority
20 of a quorum) (when the motion to take from
21 the table is adopted, the proposition takes the
22 same position it held when the motion to lay
23 on the table was adopted);

24 19(e) Immediate consideration (non-
25 debatable) (2/3 of a quorum);

26 19(f) Previous question (non-debatable)
27 (5 seconds) (majority of a quorum);

28 19(g) Limit or extend debate (non-
29 debatable) (2/3 of a quorum);

30 19(h) To expunge (debatable) (2/3 of
31 membership) (67);

House Committee Rules

1 19(i) Postpone to a day certain (debatable)
2 (majority of a quorum);

3 19(j) Committee of the Whole, go into
4 (non-debatable) (majority of a quorum);

5 19(k) Refer (debatable) (majority of a
6 quorum);

7 19(l) Amend (debatable) (majority of a
8 quorum);

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

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

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

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

17

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

House Committee Rules

1 hours.

2

3 10) (House Rule 60(b)) Special meetings of a
4 standing committee may be called by the
5 chairperson of the committee or by a majority
6 of the members of the committee for conduct-
7 ing any business of the committee; provided, a
8 special meeting of the committee may not
9 conflict with regularly scheduled meetings of
10 any standing committee; provided further,
11 special meetings shall be subject to the same
12 procedures regarding the publishing of agen-
13 das and notices of meetings that apply to regu-
14 lar standing committee meetings. (*J.R. 22 –*
15 *Joint Committee*)

16

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

24

25 12) (House Rule 63) No committee shall sit
26 while the House is in session except the
27 Committee on Rules or a Conference Commit-
28 tee, which shall notify the House.

29

30 13) (House Rule 66(a)) A bill, resolution or
31 amendment in a House committee, having

House Committee Rules

1 been rejected twice, shall not be placed on the
2 committee calendar again or considered again
3 during the same legislative session unless the
4 vote is expunged (two-thirds of the member-
5 ship of the committee). The motion to ex-
6 punge shall be placed on the committee agen-
7 da, by a committee member, and placed at the
8 bottom of the active list. A bill or resolution
9 may be amended before a second considera-
10 tion; but, unless expunged, even an amended
11 bill having failed twice shall not be placed on
12 the calendar or considered. Notice of recon-
13 sideration not permitted in committee.

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

28
29 (House Rule 38(e)) All amendments shall be
30 entered on a separate sheet of paper noting the
31 line or lines to be changed and the words to be

House Committee Rules

1 deleted or inserted.

2

3 15) (House Rule 68) No bill or resolution
4 shall be introduced with a committee as the
5 author of said bill or resolution unless that
6 committee has voted unanimously to sponsor
7 the bill or resolution.

8

9 16) (House Rule 69) Committee Records and
10 Reports

11 69(a) The chairperson of each committee of
12 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 hearing
16 and each meeting of the committee.

17 69(a) 2. The number and title of the bill or
18 resolution with one of the following three rec-
19 ommendations: “do pass”, “do pass as amend-
20 ed”, or “do not pass”. If a committee recom-
21 mends a bill or resolution “do pass as amend-
22 ed” and any of the amendments recommended
23 by the committee are not adopted on the floor,
24 the bill or resolution shall be re-referred to the
25 same committee for further consideration and
26 recommendation.

27 69(a) 3. A summary of each bill or resolu-
28 tion’s major provisions which may be several
29 paragraphs in length in case of major bills or
30 resolutions or simply the title of the bill or
31 resolution in the case of minor bills or resolu-

House Committee Rules

1 tions.

2 69(a) 4. The reason for the committee's ac-
3 tion on the bill or resolution, including a brief
4 minority report, if requested by any two (2)
5 committee members.

6 69(a) 5. A record of how every member voted
7 on each bill or resolution when action is taken
8 by the committee, including votes on a motion
9 to postpone consideration on the bill or resolu-
10 tion and a recorded vote on any other motion,
11 if requested by any two (2) committee mem-
12 bers.

13 69(a) 6. A list of all people testifying before a
14 committee on each bill or resolution, the inter-
15 est that they represent, and an indication of
16 their position on the bill or resolution.

17

18 17) (House Rule 69(b)) Such records for each
19 separate committee meeting shall be approved
20 by the chairperson before the expiration of a
21 seven (7) day period, with the exception of
22 those records referred to in (a) 1. and 2., here-
23 inabove which shall be filed immediately with
24 the Clerk of the House.

25

26 18) (House Rule 24 part) When a question is
27 raised about the proper referral of a bill or
28 resolution to committee, if the Speaker admits
29 error in the referral of the bill or resolution to
30 a committee, the bill or resolution may be re-
31 referred by a majority vote of a quorum; how-

House Committee Rules

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

18

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

House Committee Rules

1 Bills read across the desk on the House Floor
2 later that same day or on a later day are placed
3 on the active agenda in the order they are read
4 below bills already on the active agenda.

5
6 20) After a bill or resolution has appeared on
7 the Committee agenda and has been called up
8 for consideration by the Committee and the
9 sponsor of the bill or resolution or a repre-
10 sentative is not present to present the bill or
11 resolution, the bill or resolution will be placed
12 on the active agenda two (2) additional times,
13 but will be placed at the bottom of the active
14 agenda.

15
16 21) If the sponsor or a representative is not
17 present to present the bill or resolution when
18 called up after the bill or resolution has ap-
19 peared on the active agenda when called up
20 during the third meeting, the bill or resolution
21 will be automatically dropped from the active
22 agenda and placed on the deferred list unless
23 the sponsor notifies staff to put the bill or res-
24 olution back on the active agenda before the
25 agenda is prepared, for the next called meet-
26 ing. Requests to move bills or resolutions
27 from the deferred list to the active agenda
28 must be made by 2:30 p.m. two (2) days prior
29 to the scheduled committee meeting. Bills
30 moved from the deferred list to the active
31 agenda shall be listed at the bottom of the ac-

House Committee Rules

1 tive agenda. Bills on the deferred list may be
2 moved to the active calendar as provided by
3 rule for a total of three (3) times only. A sus-
4 pension of this rule by the Committee (two-
5 thirds of a quorum) will be required for each
6 transfer of any bill having been moved three
7 (3) times previously.

8
9 22) Bills or resolutions suggested as non-
10 controversial will be considered before con-
11 sideration of controversial bills or resolutions
12 on the agenda. The objection of one (1)
13 committee member to the consideration of a
14 bill or resolution as non-controversial will au-
15 tomatically keep the bill or resolution from
16 being considered as being non-controversial.
17 Even though a bill or resolution has been con-
18 sidered as non-controversial, it will be neces-
19 sary after a “do pass” or “do pass as amended”
20 recommendation that a motion be made and
21 there be unanimous consent of no less than a
22 quorum of the Committee for a bill or resolu-
23 tion to be eligible to be placed on the House
24 Non-controversial Calendar.

25
26 23) If a bill or resolution is discussed by a
27 committee at a meeting, but is not voted on
28 because of time limitations or because the
29 vote is deferred to the next meeting, the bill or
30 resolution will not lose its order on the agenda
31 and will not be counted as having been con-

House Committee Rules

1 sidered.
2
3 24) The author/sponsor of a bill or resolution
4 may make a presentation for his/her bill or
5 resolution and may elect at that time to re-
6 spond to questions from the committee mem-
7 bers. Following the initial presentation, non-
8 legislative---non-committee members will be
9 allowed to alternately speak against and for
10 the bill or resolution. A procedural motion
11 made by a member of the committee and
12 adopted by the committee to limit or end de-
13 bate will be allowed to govern non-legislative-
14 -non-committee members' discussions. At the
15 conclusion of the non-legislative--non-
16 committee member proponent and opponent
17 presentations, the sponsor may return to the
18 podium and may elect to field questions from
19 the committee members. Those questions
20 should be limited to requests for clarification
21 or the securing of information. Questions that
22 are rhetorically offered and are dilatory for the
23 effect of debate are discouraged. At this
24 point, the chair will entertain motions from
25 committee members only. For disposition of a
26 proposition in a House Committee, procedural
27 motions (limit debate, immediate considera-
28 tion, etc.) are allowed only following a main
29 motion (do pass, do not pass, do pass as
30 amended, etc.). Discussion from that point
31 forward is limited to committee members for

House Committee Rules

1 and against the motion, if debatable, in alter-
2 nating fashion. If immediate consideration is
3 not adopted and if debate has not been limited
4 and time has not expired, the sponsor of the
5 motion will be allowed to close for his/her
6 motion. During the closing, the sponsor of the
7 motion may elect to field questions from
8 committee members. At the conclusion of
9 these presentations, a vote will be taken on the
10 motion properly before the committee.

11
12 25) As determined by the presider courtesy
13 may be extended to General Assembly mem-
14 bers who are non-committee members who
15 need to return to their own committee meet-
16 ings.

17
18 26) (House Rule 66) Eleven (11) members of
19 a standing committee constitute a committee
20 quorum with the Speaker present if he/she is a
21 member of the committee and ten (10) mem-
22 bers when the Speaker is not present. A
23 committee recommendation of a bill or resolu-
24 tion will require these same numbers.

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

28
29 28) (House Rule 69(a)5) A roll call vote will
30 be required if requested by any two (2) com-
31 mittee members, except for a quorum call

House Committee Rules

1 which may be requested by one (1) member.
2 The request for a quorum call is always in or-
3 der.

4
5 29) When a roll call is required, the roll will
6 be called by seniority with the vice chairper-
7 son being called next to last and the chairper-
8 son last. For a member's vote to be counted
9 and recorded, he/she must vote "yes", "no" or
10 "present".

11
12 30) During a roll call vote, when a member's
13 name has been called twice and he/she does
14 not respond, or when a member passes, they
15 will not be allowed to vote at a later time on
16 the current issue before the committee.

17
18 31) No seconds are required during the legis-
19 lative process except those that are explicit in
20 the rules, (roll call, previous question, sound
21 the ballot, etc.)

22
23 32) (House Rule 38(p)) "Fiscal impact state-
24 ment" means a realistic statement of the esti-
25 mated financial cost of implementing or com-
26 plying with a proposed law regarding:

27 (1) Municipalities;

28 (2) Counties;

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

House Committee Rules

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

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

9

10 33) (House Rule 38(q)) When any House or
11 Senate bill or resolution requiring an expendi-
12 ture of public funds or otherwise imposing a
13 new or increased cost obligation is pending
14 before any committee of the House of Repre-
15 sentatives, any member of the committee may
16 request that a fiscal impact statement for such
17 bill or resolution be placed on the desk of each
18 member of the committee before the bill or
19 resolution is called up for final action in the
20 committee. If such request is made, the chair-
21 person of the committee shall refer the bill or
22 resolution to the appropriate state agency or to
23 the legislative staff for the preparation of a
24 fiscal impact statement, to be returned to the
25 committee in writing not later than five (5)
26 days from the date of the request.

27

28 34) (House Rule 38(s)) Fiscal impact state-
29 ments shall be made available to House
30 Committees:

31 (1) At least three (3) days before the bill

House Committee Rules

1 may be called up for final action in the House
2 Committee during a regular legislative session
3 or fiscal session of the General Assembly; and

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

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

13
14 35) (House Rule 38(t)) Failure of the sponsor
15 of a bill or resolution to provide the fiscal im-
16 pact statement required in this rule shall not
17 prohibit the consideration of it in the commit-
18 tee to which referred or on the floor of the
19 House of Representatives, if no objection to it
20 is made at the time such action is taken.

21

House Committee Rules

TRACKING ITEM 24

- 1 1. “The next item on the Committee’s agenda
- 2 is HB/SB _____.”
- 3 2. “Sen./Rep. _____, you are recognized to
- 4 present HB/SB _____.”
- 5 3. Presentation of bill by sponsor. The spon-
- 6 sor may respond to questions from committee
- 7 members.
- 8 a. If there are amendments, recognize
- 9 amendment sponsor(s) to present amend-
- 10 ment(s).
- 11 b. To consider amendment(s), use same
- 12 procedure listed below for consideration of
- 13 bill(s). (Items 4 – 9)
- 14 c. Declare disposition of amendment(s).
- 15 d. Continue with bill as amended or una-
- 16 mended (back to Item 4).
- 17 4. Go to list of citizen proponents and oppo-
- 18 nents or ask “Is there anyone in the audience
- 19 that desires to speak for or against the bill?”
- 20 Recognition of citizens for discussion, alter-
- 21 nating speakers in support and in opposition.
- 22 5. A procedural motion made by a member
- 23 of the Committee and adopted by the Commit-
- 24 tee to limit or end debate will be allowed to
- 25 govern non-legislative, non-Committee mem-
- 26 bers’ (citizen) discussion.
- 27 6. Upon completion of public commentary,
- 28 recognize the sponsor for questions, then
- 29 move to committee discussion and motions.
- 30 7. Ask “What is the pleasure of the Commit-
- 31

House Committee Rules

1 tee?”

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

4 a. “Rep. _____, would you like to explain
5 your motion?”

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

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

10 d. A procedural motion made by a mem-
11 ber of the Committee and adopted by the
12 Committee to limit or end debate (immediate
13 consideration) will be allowed to govern the
14 legislative members’ discussion.

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

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

22 8. “The motion before the committee is
23 _____. All of those in support of the
24 motion indicate so by saying ‘aye’; those op-
25 posed, ‘no’.”

26 9. The motion passes/fails, and state the dis-
27 position of the bill.

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

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

(Index on Page J26)

Joint Rules

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 assem-
17 bled, the President of the Senate and Speaker
18 of the House shall preside in conjunction, and
19 the meeting shall be governed by such stand-
20 ing rules as shall have been adopted for that
21 purpose by the concurrence of both houses.
22 They shall have power to punish any person,
23 other than a member, for disorderly or con-
24 temptuous behavior in their presence, by fine
25 and imprisonment, in the same manner and to
26 the same extent as either house may do, for
27 like conduct before it, by the Constitution and
28 laws of this 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
5 and the Clerk of the House shall both keep
6 records of the proceedings, to be entered on
7 the Journal of their respective houses.

8 9 **Manner of Presenting Bills, Etc.**

10 Section 3. All bills, resolutions, votes and
11 amendments by either house, to which the
12 concurrence of both is necessary, as well as
13 messages, shall be presented to the other by
14 the Clerk or Secretary of the house from
15 which they are sent or by the assistant secre-
16 tary or assistant clerk.

17 18 **Contents of Bills**

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

30
31

Joint Rules

Notice of Bill Rejection

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

Engrossment of Bills

6
7 Section 6. After adoption of an amend-
8 ment on the floor of the Senate, regardless
9 whether the bill or resolution originated in the
10 House or the Senate, the Senate shall engross
11 the bill or resolution as amended. After the
12 adoption of the amendment on the floor of the
13 House of Representatives, regardless whether
14 the bill or resolution originated in the House
15 or the Senate, the House of Representatives
16 shall engross the bill or resolution as amend-
17 ed.
18

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

28 Section 8. All bills must be enrolled and
29 reported to each house by the committee des-
30 ignated by each house to supervise the enrol-
31 ling of bills, within three (3) days after their

Joint Rules

1 passage; provided, that if the reconsideration
2 of any bill is moved, in either house, previous
3 to its presentation to the Governor, the com-
4 mittee shall hold the same until action is taken
5 upon such motion.

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

Signing of Bills

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
15 of the House of Representatives and by the
16 President of the Senate. Each page of a bill
17 shall be signed by the Speaker of the House of
18 Representatives on the right margin, and shall
19 be signed by the President of the Senate on the
20 left margin of each page. The Speaker of the
21 House of Representatives and the President of
22 the Senate shall manually sign each page of
23 each bill, or may provide, at their option and
24 under their supervision, for the affixing there-
25 to of their facsimile signature in the manner
26 and procedure provided by Act 69 of 1959.
27 (*Arkansas Code* §§ 21-10-101 thru 21-10-
28 106)
29
30
31

Joint Rules

1 **Announcement of Message**

2 Section 11. When the Secretary of the
3 Senate or Chief Clerk of the House, or either
4 of the assistants, shall wait upon the other
5 house, notice thereof shall be given to the
6 President or Speaker of the House by the Ser-
7 geant at Arms, or Assistant Sergeant at Arms,
8 who shall declare the same, and a copy of the
9 message to be laid on the table of the clerk or
10 secretary.

11 **Bills Passed by the Other House**

12 Section 12. Tuesday and Friday of each
13 week are hereby set apart in each house for
14 the special and exclusive consideration of bills
15 and resolutions, which may have been passed
16 by the other house, and the consideration of
17 such bills and resolutions shall take prece-
18 dence over all the other business on these days
19 immediately after the expiration of one (1)
20 hour after the house shall be called to order by
21 the presiding officer; provided, that the read-
22 ing of the Journal shall be completed in any
23 event.

24 **Conference Committee**

25 Section 13. When either body shall re-
26 quest a conference, and appoint a committee
27 for that purpose, the other body shall also ap-
28 point a committee of equal number to confer,
29 and such conference shall be held at any time
30
31

Joint Rules

1 and place agreed upon by the Chairpersons.
2

3 **Suspension of Joint Rules**

4 Section 14. No joint rules shall be dis-
5 pensed with but by a concurrent vote of two-
6 thirds (2/3) of each house, and if either house
7 shall violate a joint rule, the question of order
8 may be raised in the other house, and decided
9 in the same manner as in case of a violation of
10 the rules of such house.
11

12 **Appropriation Bills**

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

27 **Deadline for the Introduction of Bills**

28 Section 16. (A) An “appropriation bill”
29 means a bill by the General Assembly that au-
30 thORIZES the expenditure of moneys if moneys
31 are available.

Joint Rules

1 (B)(1) No appropriation bill shall
2 be filed for introduction in either the House of
3 Representatives or the Senate later than the
4 fiftieth (50th) day of a regular session except
5 upon consent of two-thirds (2/3) of the mem-
6 bers elected to each house; and, no other bill
7 shall be filed for introduction in either the
8 House of Representatives or the Senate later
9 than the fifty-fifth (55th) day of a regular ses-
10 sion, except upon consent of two-thirds (2/3)
11 of the members elected to each house. When
12 the filing deadline for any bills or resolutions
13 ends on Saturday or Sunday, the deadline is
14 hereby extended until the close of business the
15 following Monday.

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

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

28 (C)(1) No appropriation bill shall
29 be filed for introduction in either the House of
30 Representatives or the Senate later than the
31 fifteenth (15th) day of a fiscal session except

Joint Rules

1 upon consent of two-thirds (2/3) of the mem-
2 bers elected to each house.

3 (2) For a fiscal session, a non-
4 appropriation bill shall not be filed for intro-
5 duction until identical resolutions authorizing
6 the introduction of the non-appropriation bill
7 have been approved by an affirmative vote of
8 two-thirds (2/3) of the members elected to
9 each house.

10 (3) The identical resolutions authoriz-
11 ing the introduction of a non-appropriation bill
12 in a fiscal session shall not be filed for intro-
13 duction in either the House of Representatives
14 or the Senate later than the first (1st) day of a
15 fiscal session.

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

20 (D) When the filing deadline for
21 any bills or resolutions ends on Saturday or
22 Sunday, the deadline is extended until the
23 close of business the following Monday.

24 (E) A bill affecting any publicly
25 supported retirement system or systems shall
26 not be introduced or considered at any special
27 session of the General Assembly unless the in-
28 troduction and consideration of the bill is first
29 approved by a three-fourths (3/4) vote of the
30 full membership of each house of the General
31 Assembly. (*Arkansas Code § 10-2-115*).

Joint Rules

1 (F) If the General Assembly re-
2 cesses for longer than three (3) consecutive
3 days during the first fifteen (15) days of a reg-
4 ular session, the fifteen-day introduction dead-
5 line shall be extended for a time period equal
6 to the recess.

8 **Introduction of Health Care Legislation**

9 Section 17. (A) Any proposed legislation
10 affecting the licensure of any profession, oc-
11 cupation, or class of health care providers not
12 currently licensed, or expanding the scope of
13 practice of any profession, occupation, or
14 class of health care providers to be considered
15 by the General Assembly at a regular biennial
16 session shall be introduced in the General As-
17 sembly during the first fifteen (15) calendar
18 days of a regular biennial session.

19 (B) No such bill shall be intro-
20 duced after the fifteenth (15th) day of a regu-
21 lar biennial session unless its introduction is
22 first approved by a three-fourths (3/4) vote of
23 the full membership of each house of the Gen-
24 eral Assembly.

25 (C) The Senate and the House, and
26 committees of the Senate and House, shall
27 take no action on any such bill for an addi-
28 tional fifteen (15) calendar days after the fif-
29 teen (15) calendar day deadline for introduc-
30 tion of such bills has passed.

31

Joint Rules

1 **Method of Preparing Bills** 2 **and Resolutions - Automated Bill Prepara-** 3 **tion System**

4 Section 18. (A) No bill or resolution, as
5 defined herein, shall be accepted for introduc-
6 tion by clerks of the Senate or of the House of
7 Representatives unless such bill or resolution
8 has been prepared for introduction by an au-
9 tomated bill preparation system developed by
10 the Bureau of Legislative Research.

11 (1) The Bureau of Legislative Re-
12 search shall establish and operate, in coopera-
13 tion with the appropriate officials of the
14 House of Representatives and the Senate, an
15 automated bill preparation system in which all
16 bills and resolutions, as defined herein, shall
17 be prepared for introduction. Such system
18 shall be designed in a manner which will per-
19 mit either or both houses of the General As-
20 sembly to install compatible and interconnect-
21 ing electronic equipment for the preparation of
22 bills and resolutions in the same format as
23 prepared by the Bureau of Legislative Re-
24 search for introduction in either house of the
25 General Assembly.

26 (2) The Bureau of Legislative Re-
27 search shall provide the Secretary of the Sen-
28 ate and the Chief Clerk of the House of Rep-
29 resentatives access by electronic medium to
30 the central bill files in which bills and resolu-
31 tions recorded in the automated bill prepara-

Joint Rules

1 tion system are stored, to enable the engross-
2 ing rooms of the respective houses to have
3 ready access thereto for enrollment of en-
4 grossed amendments adopted to such bills and
5 resolutions.

6 (3) As used herein:

7 (a) “resolutions” shall mean all
8 resolutions prepared for introduction which
9 require the concurrence of both houses of the
10 General Assembly for the adoption thereof,
11 and shall include resolutions prepared for con-
12 sideration by only the house in which intro-
13 duced;

14 (b) “automated bill preparation
15 system” shall mean an automated system us-
16 ing word processors, computers, or other elec-
17 tronic devices for the typing and preparation
18 of bills and resolutions (as defined herein) for
19 introduction by members of the General As-
20 sembly in either the Senate or the House of
21 Representatives, and shall include the follow-
22 ing features:

23 (i) a separate identification
24 number, to be placed upon each page of the
25 original and each copy thereof prepared for in-
26 troduction in the General Assembly;

27 (ii) a method of electronically
28 recording the contents of each bill and resolu-
29 tion for ready access for retrieval and en-
30 grossment purposes;

31 (iii) security features to protect

Joint Rules

1 the automated bill preparation files from ac-
2 cess by unauthorized persons, and to maintain
3 the integrity and confidentiality of drafts of
4 bills and resolutions prepared by the Bureau
5 of Legislative Research for members of the
6 General Assembly which have not been filed
7 for introduction; and

8 (iv) such other features as
9 deemed to be necessary and advisable by the
10 Bureau of Legislative Research after consult-
11 ing with the appropriate officials of the House
12 of Representatives and the Senate.

13 (B) All bills and resolutions intro-
14 duced in the House and Senate shall be pre-
15 pared on 8 1/2 x 11 inch paper. A computer
16 generated original and eight (8) copies of the
17 bill or resolution, or a photocopy of an origi-
18 nal computer generated copy with eight (8)
19 additional copies thereof, shall be prepared for
20 introduction. The original computer generated
21 copy shall be placed in the manuscript cover
22 provided for the official copy of bills or reso-
23 lutions and a photocopy of the computer gen-
24 erated original shall be placed in the manu-
25 script cover provided for the duplicate copy,
26 with the eight (8) copies thereof to be attached
27 thereto in such manner as may be prescribed
28 by the respective houses. In addition, eight
29 (8) copies of the caption on each bill or reso-
30 lution shall be prepared and attached thereto at
31 the time of introduction.

Joint Rules

1 (C) Upon the introduction of each
2 bill and resolution, the appropriate clerks of
3 the respective houses shall cause the original
4 signed copy thereof (which is contained in the
5 official bill or resolution manuscript cover) to
6 be identified as the official copy by perfora-
7 tion or stamping on the left margin of each
8 page thereof the words "HOUSE ORIGINAL"
9 to be placed on each official original copy of
10 House bills and resolutions, and the words
11 "SENATE ORIGINAL" to be placed on the
12 left margin of each official original copy of
13 Senate bills and resolutions. Whenever any
14 bill or resolution is amended, the engrossed
15 page or pages thereof shall be perforated in
16 the same manner as the original introduced
17 copy. Only the original signed copy of a bill
18 or resolution and engrossed pages thereof
19 shall be perforated or stamped as provided
20 herein.

21 (D) If any person shall unlawfully
22 perforate any fraudulent or counterfeit copy of
23 any bill or resolution for the purpose of inten-
24 tionally inserting in any bill or resolution any
25 page or provision thereof for the purpose of
26 altering the bill or resolution as introduced,
27 such person shall be in contempt of the House
28 or Senate, or both House and Senate, and shall
29 be punished accordingly. If any person shall
30 make any alteration, change or erasure in any
31 original copy of a bill or resolution as origi-

Joint Rules

1 nally introduced, except upon direction of the
2 House or Senate, or both House and Senate, or
3 upon direction of the appropriate committees
4 on engrossed or enrolled bills, such person
5 shall be in contempt of the House or Senate,
6 or both of them and shall be punished accord-
7 ingly. In addition, such person shall be sub-
8 ject to such fine and imprisonment as may be
9 imposed by the laws of this State for fraud.

10 (E)(1) Only bills and amendments
11 to bills which meet the requirements of this
12 subsection (E) may be introduced into the
13 Senate or the House of Representatives.

14 (2) Except as provided in subsections
15 (E)(5), (6) and (8), all bills and amendments to
16 bills shall reflect the changes proposed in the
17 existing law by:

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

21 (b) underlining all new language
22 proposed to be added to the existing law. At
23 the top of the first page of the bill shall appear
24 language substantially similar to the follow-
25 ing: "Stricken language would be deleted
26 from present law. Underlined language would
27 be added to present law."

28 (3) Except as provided in subsections
29 (E)(5), (6) and (8), all resolutions proposing
30 amendments to the Arkansas Constitution and
31 amendments to resolutions shall reflect the

Joint Rules

1 changes proposed in the existing Constitution
2 by:

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

6 (b) underlining all new language
7 proposed to be added to the existing Constitu-
8 tion. At the top of the first page of the bill
9 shall appear language substantially similar to
10 the following: "Stricken language would be
11 deleted from the present Constitution. Under-
12 lined language would be added to present
13 Constitution."

14 (4) Except as provided in subsections
15 (E)(5), (6) and (8), all resolutions proposing
16 changes in the rules of the Senate or House or
17 the joint rules of the Senate and House shall
18 reflect the changes proposed in the existing
19 rule by:

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

23 (b) underlining all new language
24 proposed to be added to the existing rule. At
25 the top of the first page of the resolution shall
26 appear language substantially similar to the
27 following: "Stricken language would be delet-
28 ed from present rule. Underlined language
29 would be added to present rule."

30 (5) This subsection (E) may be waived
31 by the President Pro Tempore of the Senate or

Joint Rules

1 in his absence, the Chairman of the Senate
2 Rules Committee, or the Speaker of the House
3 of Representatives.

4 (6) Markups are not required of the
5 following:

6 (a) appropriation sections, state
7 agencies regular salary sections, and state
8 agencies extra help sections contained within
9 a bill if the sections do not specifically amend
10 existing law;

11 (b) sections which allocate funds
12 within the Revenue Stabilization Law or with-
13 in the General Improvement Fund Distribution
14 Law; and

15 (c) sections which amend Arkan-
16 sas Code §§ 21-5-208(b) and 21-5-209(e).

17 (7) It shall be the duty of the Chair-
18 man of the Joint Budget Committee to have a
19 schedule prepared which reflects the amounts
20 approved by the Joint Budget Committee for
21 each category for each fund within the Reve-
22 nue Stabilization Law to provide funding for
23 the budget enacted by the General Assembly
24 and a schedule reflecting the proposed distri-
25 bution of General Improvement funds. The
26 schedule reflecting the allocation of funds in
27 the Revenue Stabilization Law for the next
28 fiscal year shall be submitted to each body of
29 the Arkansas General Assembly at least three
30 (3) days prior to the day at which the same is
31 to be considered for final passage. The

Joint Rules

1 schedule reflecting the allocation of funds in
2 the General Improvement Fund Distribution
3 Law for the next biennium shall be submitted
4 to each body of the Arkansas General Assem-
5 bly at least three (3) days prior to the day at
6 which the same is to be considered for final
7 passage.

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

11
12 “SECTION. COMPLIANCE WITH
13 OTHER LAWS. Disbursement of funds au-
14 thorized by this Act shall be limited to the ap-
15 propriation for such agency and funds made
16 available by law for the support of such ap-
17 propriations; and the restrictions of the State
18 Purchasing Law, the General Accounting and
19 Budgetary Procedures Law, the Revenue Sta-
20 bilization Law, the Regular Salary Procedures
21 and Restrictions Act, the Higher Education
22 Expenditure Restrictions Act, where applica-
23 ble, and regulations promulgated by the De-
24 partment of Finance and Administration, as
25 authorized by law, shall be strictly complied
26 with in disbursement of said funds.

27
28 SECTION. EMPLOYMENT OF AT-
29 TORNEYS. None of the funds appropriated
30 in this Act for Maintenance and General Op-
31 eration shall be expended in payment for ser-

Joint Rules

1 vices of attorneys, unless the agency shall first
2 make a request in writing to the Attorney
3 General of the State of Arkansas to provide
4 the required legal services. The Attorney
5 General's Office shall provide the required le-
6 gal services, or, if the Attorney General's Of-
7 fice shall determine that sufficient personnel
8 are not available to provide the requested legal
9 services, the Attorney General shall certify the
10 same to the agency and may authorize the
11 agency to employ legal counsel and to expend
12 monies appropriated for Maintenance and
13 General Operations thereof, if:

14 (1) The Attorney General determines,
15 and certifies in writing, that such agency
16 needs the advice or assistance of legal coun-
17 sel, and

18 (2) The Attorney General consents in
19 writing to the employment of the legal counsel
20 to be retained by the agency.

21 Such certification shall be required
22 with respect to each instance of the employ-
23 ment of special legal counsel, or shall be re-
24 quired annually with respect to legal counsel
25 employed on a retainer basis. A copy of such
26 certification shall be entered in the official
27 minutes of the agency, and shall be retained in
28 the fiscal records of the agency for audit pur-
29 poses.

30
31 SECTION. DISBURSEMENT CON-

Joint Rules

1 TROLS. (A) No contract may be awarded
2 nor obligations otherwise incurred in relation
3 to the project or projects described herein in
4 excess of the State Treasury funds actually
5 available therefore as provided by law. Pro-
6 vided, however, that institutions and agencies
7 listed herein shall have the authority to accept
8 and use grants and donations including Feder-
9 al funds, and to use its unobligated cash in-
10 come or funds, or both available to it, for the
11 purpose of supplementing the State Treasury
12 funds for financing the entire costs of the pro-
13 ject or projects enumerated herein. Provided
14 further, that the appropriations and funds oth-
15 erwise provided by the General Assembly for
16 Maintenance and General Operations of the
17 agency or institutions receiving appropriation
18 herein shall not be used for any of the purpos-
19 es as appropriated in this Act.

20 (B) The restrictions of any appli-
21 cable provisions of the State Purchasing Law,
22 the General Accounting and Budgetary Proce-
23 dures Law, the Revenue Stabilization Law and
24 any other applicable fiscal control laws of this
25 State and regulations promulgated by the De-
26 partment of Finance and Administration, as
27 authorized by law, shall be strictly complied
28 with in disbursement of any funds provided by
29 this Act unless specifically provided otherwise
30 by law.

31

Joint Rules

1 SECTION. LEGISLATIVE INTENT. It
2 is the intent of the General Assembly that any
3 funds disbursed under the authority of the ap-
4 propriations contained in this Act shall be in
5 compliance with the stated reasons for which
6 this Act was adopted, as evidenced by the
7 Agency Requests, Executive Recommendations
8 and Legislative Recommendations con-
9 tained in the budget manuals prepared by the
10 Department of Finance and Administration,
11 letters, or summarized oral testimony in the
12 official minutes of the Arkansas Legislative
13 Council or Joint Budget Committee which re-
14 late to its passage and
15 adoption.
16

17 Section 19. (A) Once a Senate bill has
18 passed the House of Representatives and re-
19 turned to the Senate, it may not be subse-
20 quently amended in the Senate unless the
21 House expunges the vote by which it passed
22 the bill and any amendments to the bill and
23 the Senate expunges the vote by which the bill
24 was passed and places the bill on second read-
25 ing.

26 (B) Once a House bill has passed
27 the Senate and has been returned to the House,
28 it may not be subsequently amended in the
29 House unless the Senate expunges the vote by
30 which it passed the bill and any amendments
31 to the bill and the House expunges the vote by

Joint Rules

1 which the bill was passed and places the bill
2 on second reading.

3 4 **Submission of Bills to Governor**

5 Section 20. Whenever any Senate bill
6 shall be approved by the House of Representa-
7 tives and enrolled by the Senate, the Secretary
8 of the Senate or one of his or her authorized
9 agents shall without delay, deliver the same to
10 the Governor or his or her designated repre-
11 sentative and take receipt thereof, which re-
12 ceipt shall be returned to the Senate and en-
13 tered in the Journal. Whenever any House bill
14 shall be approved by the Senate and enrolled
15 by the House, the Chief Clerk of the House or
16 one of his or her authorized agents shall,
17 without delay, deliver the same to the Gover-
18 nor or his or her designated representative and
19 take receipt thereof, which receipt shall be re-
20 turned to the House and entered in the Journal.
21 In the event the Governor, or his or her desig-
22 nated representative, shall refuse to accept de-
23 livery of any such bill, the Secretary of the
24 Senate, or the Chief Clerk of the House, or
25 their designated agents, as the case may be,
26 shall forthwith serve the same by handing the
27 bill to either the Governor or to any employee
28 of the Governor's office, and shall return a
29 certificate to the Senate or the House as the
30 case may be, of the date and time of such de-
31 livery and of the name of the person to whom

Joint Rules

1 delivered and such certificate shall be entered
2 in the Journal of the Senate or the Journal of
3 the House, as the case may be, and shall con-
4 stitute proof of delivery of said bill to the
5 Governor in determining the period of time in
6 which the Governor has to sign the same or
7 return it to the Senate or the House with his
8 veto as provided in the Constitution of the
9 State of Arkansas.

10

11

Joint Committee

12

on Constitutional Amendments

13

14 Section 21. The Joint Committee on Con-
15 stitutional Amendments shall consist of the
16 members of the Senate Committee on State
17 Agencies and Governmental Affairs and the
18 members of the House Committee on State
19 Agencies and Governmental Affairs. No pro-
20 posed constitutional amendment shall be rec-
21 ommended to either house of the General As-
22 sembly except upon the affirmative vote of a
23 majority of the Senate members of the Joint
24 Committee on Constitutional Amendments
25 and an affirmative vote of a majority of the
26 House members of the Joint Committee on
27 Constitutional Amendments. No resolution
28 proposing a constitutional amendment shall be
29 filed in either the House of Representatives or
30 the Senate after the thirty-first (31st) day of
31 each regular session of the General Assembly.
All resolutions proposing constitutional

Joint Rules

1 amendments shall be referred to the Joint
2 Committee on Constitutional Amendments.
3 Other resolutions proposing constitutional
4 amendments shall not be reported to or con-
5 sidered by either house of the General Assem-
6 bly until the original recommendations of the
7 Joint Committee on Constitutional Amend-
8 ments are disposed of by both Houses. A res-
9 olution proposing a constitutional amendment
10 may be considered only during a regular ses-
11 sion. The Joint Committee on Constitutional
12 Amendments shall meet on the first (1st)
13 Tuesday after the thirty-first (31st) day of each
14 regular session of the General Assembly to es-
15 tablish a meeting calendar and meet regularly
16 thereafter.

17

18

19

Joint Meetings of Senate and House Committees

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Correction of Obvious Errors
Section 23. The Secretary of the Senate
and the Chief Clerk of the House are author-
ized, subject to approval by the appropriate

Joint Rules

1 designated committee, to correct obvious er-
2 rors occurring in documents originating in the
3 House and the Senate respectively, provided
4 that each such correction is noted on the bill
5 jacket and is documented by a “correction
6 note” at the end of the official daily journal
7 for the date on which the correction was
8 made.

10 **Assigning Bill and Resolution Numbers**

11 Section 24. In assigning numbers to bills
12 and resolutions introduced in the Senate and
13 House of Representatives, Senate bills and
14 resolutions shall be numbered commencing
15 with the figure 1, and House bills and resolu-
16 tions shall be assigned numbers commencing
17 with the figure 1001.

19 **Pre-filing of Bills and Resolutions**

20 Section 25. (A) Beginning on November
21 15th of each year preceding a regular session
22 of the General Assembly, each holdover
23 member of the Senate who will be serving at
24 the next following regular session of the Gen-
25 eral Assembly, and each member-elect of the
26 General Assembly, as soon as the members-
27 elect of the next General Assembly are certi-
28 fied to the Secretary of State, shall be permit-
29 ted to prefile bills and resolutions for such
30 regular session with the Chief Clerk of the
31 House and the Secretary of the Senate. (*Ar-*

Joint Rules

1 *kansas Code § 10-2-112).*

2 (B)(1) Beginning on the second
3 Monday of January of each year of a fiscal
4 session of the General Assembly, each mem-
5 ber of the House of Representatives and the
6 Senate may prefile appropriation bills and res-
7 olutions for the fiscal session with the Chief
8 Clerk of the House and the Secretary of the
9 Senate.

10 (2) A non-appropriation bill may not
11 be pre-filed prior to a fiscal session due to the
12 requirements of Article 5, § 5 of the Constitu-
13 tion of Arkansas.

14 15 **Interim Committee Meetings**

16 Section 26. Interim committees shall not
17 meet beginning January 1 immediately prior
18 to a regular legislative session, without the
19 prior approval of:

20 (A) The current Speaker of the House
21 of Representatives and the current President
22 Pro Tempore of the Senate for joint interim
23 committees;

24 (B) The current Speaker of the House
25 of Representatives for interim committees of
26 the House of Representatives; or

27 (C) The current President Pro Tempo-
28 re of the Senate for interim committees of the
29 Senate.

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