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

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Ninety-Fourth General Assembly
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*Ex-officio, non-voting*
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Rules of the House of Representatives

As contained in House Resolution 1001

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MEMBERS

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

2. For the purpose of seating in the House Chamber for an upcoming regular session of the General Assembly, the Speaker of the House, following the November General Election, shall declare all House Chamber seats vacant and representatives and representatives-elect must select in the order of their seniority any seat not occupied after notification by the Chief Clerk of available seats. Absence or failure to select a seat at the assigned selection time will automatically allow the Speaker to assign the member to his or her same seat if it is available or the member or member-elect to a seat selected by the Speaker. The Chief Clerk shall furnish voting machine and desk keys.
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3. When it is necessary for seniority of incoming members to be determined by lot, the Speaker of the House and the Speaker-designate of the House shall conduct a drawing by lots upon receiving certification from the Secretary of State of the election of membership to each General Assembly. Qualified and certified persons to be seated and officially receive the oath of office may do so only at a time and place prescribed by the House. No person having resigned from public office as a provision to a plea agreement to avoid felony prosecution shall be seated or administered the oath of office. Incoming members with previous legislative tenure shall be placed highest in seniority among the incoming members based upon previous terms of service. Where an equivalence of full terms of service exists, seniority for those with equal terms shall be asserted by drawing lots to determine their numerical standing.

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

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

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

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

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

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

THE SPEAKER

10. Selection.

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

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

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

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

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

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

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

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

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

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

11. (c) Preserve order and decorum;
11. (d) Sign all acts, proceedings and orders
of the House. All writs, warrants and subpoenas issued by the House shall be signed and at-
tested by him or her and the Clerk (Joint Rules
of the House of Representatives and the Senate,
Rule 10; Arkansas Code, Title 21, Chapter 10
- Uniform Facsimile Signatures of Public Offi-
cials Act);
11. (e) Decide, with assistance of the Par-
liamentarian, all points of order, subject to ap-
peal by any representative;
11. (f) Appoint and confirm all representa-
tives to certain committees and to appoint and
confirm committee chairpersons and vice
chairpersons in accordance with the House
Rules and Statutes;
11. (g) Assign all bills to their appropriate
committee;
11. (h) The Speaker shall not be required to
vote, but may do so at his/her discretion. If the
Speaker allows a substitute Speaker, neither the
Speaker nor the substitute Speaker, if voting,
shall be struck during the sounding of the bal-
lot.
11. (i) State the question to the House be-
fore each vote is taken;
11. (j) Appoint, at the beginning of each
session, a member of the House to serve as
Speaker Pro Tempore. The Speaker Pro Tempore shall serve during the absences of the Speaker and shall perform the Speaker’s duties. The Speaker Pro Tempore shall not serve more than ten (10) consecutive legislative days without the consent of the House, or beyond adjournment. The Speaker of the House may appoint four (4) Assistant Speakers Pro Tempore;

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

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

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

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

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

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

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

CHIEF OF STAFF

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

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

13.(a) 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;

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

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

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

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

COORDINATOR OF LEGISLATIVE SERVICES

14. The Coordinator of House Legislative Services shall be appointed by the Speaker of the House with the approval of the House Management Committee.
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15. The duties of the Coordinator of House Legislative Services shall be to:
15.(a) Coordinate and supervise the activities of the Chief Clerk, employees of the House Fiscal Office, and other temporary and permanent employees as assigned by the Chief of Staff;
15.(b) Keep or cause to be kept all fiscal accounts and records; and
15.(c) Report to the Chief of Staff.

THE CHIEF CLERK

16. The Chief Clerk shall be appointed by the Speaker, subject to confirmation by a majority vote of the membership of the House.
17. The duties of the Chief Clerk shall be to (Arkansas Code § 10-2-102):
17.(a) Have custody of all bills, papers and records of the House and not to permit them to be taken out of his or her custody except by the provisions established in Rule 8 of the Rules of the House of Representatives. Staff must sign a receipt for all bills taken from the Clerk;
17.(b) Keep the Journal of the proceedings of the House, and, under the direction of the Speaker, subject to the will of the House, correct errors in the Journal;
17.(c) Keep the necessary records for the House;
17.(d) Supervise the engrossment and enrollment of bills and to certify their passage,
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with the assistance of the appropriate committee (Joint Rules of the House of Representatives and the Senate, Rules 6 -- 9.);

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

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

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

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

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

correction was made.

PARLIAMENTARIAN

18. The duties of the Parliamentarian shall be to:

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

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

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

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

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

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

18.(g) Sit as an ex-officio non-voting
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1 member of the House Rules Committee, and
2 serve as secretary and advisor to the House
3 Committee on the Journal; Engrossed and En-
4 rolled Bills;
5 18.(h) Prepare and distribute the House
6 Rules and amendments thereto, under the su-
7 pervision of the Speaker and the House Rules
8 Committee; and
9 18.(i) Have an adequate knowledge of Par-
10 liamentary Law and the Rules of the Arkansas
11 House of Representatives.

PARLIAMENTARY PRACTICE

19. When a question is under debate, mo-
1 motions shall have precedence in the following or-
2 der (the request for a quorum call is always in
3 order; the Chairperson is not compelled to ac-
4 cept any motion):
5 19.(a) To fix the time to which the House
6 will adjourn (non-debatable) (majority of a
7 quorum);
8 19.(a)(1) (A majority of a quorum is a ma-
9 jority of those voting when at least a majority
10 of the members are present and voting;)
11 19.(b) To adjourn (non-debatable) (major-
12 ority of a quorum);
13 19.(c) To take a recess (non-debatable)
14 (majority of a quorum);
15 19.(d) Postpone temporarily; lay on the ta-
16 ble (non-debatable) (majority of a quorum) To
17 take from the table (non-debatable) (majority
14. A motion to adjourn shall always be in order, when the Floor can be obtained for that purpose, except when the previous question has
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21. The motion to recess, when the Floor can be obtained for that purpose, must specify the time which shall elapse and the time for reconvening. It may be amended to alter specific time.

22. Previous question:
   (a) When any debatable question is before the House, any member may move the previous question. It shall be seconded by five (5) members whether the question shall be stated. When the previous question shall have been adopted, the proponents shall be allowed fifteen (15) minutes in which to debate it, and the opponents of the main question shall be allowed fifteen (15) minutes, after which time a vote upon the main question shall be taken.
   (b) Pending a vote on the main question, one (1) motion to refer is permitted. A motion to refer under this rule applies to House resolutions as well as to House bills, to Senate bills and to Senate amendments to a House bill, and to a motion to amend the Journal. The motion to refer under this rule is non-debatable and may not be laid upon the table.

23. A motion to postpone to a day certain may not specify the hour; a special order is necessary to specify the hour; the motion may be amended and it is debatable within narrow limits only, confined to the merit of the motion itself.
24. The simple motion to refer is debatable within its narrow limits, but the merits of the proposition to which it is proposed to refer may not be brought into the debate. The motion to refer with instructions is debatable (majority vote of a quorum). When a question is raised about the proper referral of a bill to committee, if the Speaker admits error in the referral of the bill to a committee, the bill may be re-referred by a majority vote of a quorum; however, if the Speaker does not admit error in the referral of the bill to committee, the bill may only be re-referred by a two-thirds (2/3) vote of a quorum. When a bill is re-referred to a committee, any previous committee recommendation is automatically stripped from the bill.

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

25. The motion to postpone indefinitely opens to debate all the merits of the proposition to which it is applied. It may not be applied to the motion to refer, or to suspend the rules, or to motions relating to the order of business.
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25. (a) The motion for indefinite postponement and possible consideration by a joint interim committee shall be as follows: “Mr. Speaker, I move that consideration of ______ be postponed indefinitely and that consideration be given by the joint interim committee on ______ for a study of ______.” (majority of membership).

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

27. Reconsideration:

27. (a) When a proposition has been made and carried or lost, it shall be in order for any member of the majority on the same or succeeding legislative day to move for the reconsideration thereof, or give notice of his or her intentions to do so and such motion shall take precedence over other questions except consideration of a conference report or a motion to adjourn: Provided, the motion or proposition shall only be considered during the period reserved for regular bills. The notice shall not be withdrawn after the said succeeding legislative day without the consent of the House, and thereafter any member may call it up for consideration: Provided, the notice to reconsider must be disposed of within three (3) legislative days following the day the vote was taken; provided, that such notice to reconsider cannot be given after the 57th day of a regular session or
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during a special session or fiscal session during
which times a motion to reconsider must be dis-
posed of immediately.

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

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

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

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

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

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

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

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

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

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

31. In every case not provided for in the House rules, the Speaker, the Parliamentarian, and the members shall be guided by Mason’s Manual of Legislative Procedure. Each member of the Rules Committee may be furnished a copy of the current edition and of each new or revised edition of Mason’s Manual of Legislative Procedure and additional copies may be available to other members from the Parliamentarian, upon approval of the Rules Committee.
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DAILY ORDER OF BUSINESS

32. The House shall convene at a time ordered by the House membership.
33. The daily order of business shall be:
   (a) Prayer
   (b) Pledge of Allegiance
   (c) Roll Call
   (d) Leaves of absence
   (e) Reading and approval of the previous day’s Journal
   (f) Reports from select committees
   (g) Reports from standing committees
   (h) Unfinished business
   (i) Executive communications
   (j) Introduction, reading and advancement of bills and resolutions
   33.(k) 1. Senate communications and amendments to House bills
          2. Introduction, reading and advancement of bills and joint resolutions
          3. Bills and resolutions from the Senate on first reading
          4. Bills and resolutions from the Senate on second reading
          5. Senate bills and joint resolutions on third reading
   33.(l) Announcement of committee meetings, and
   33.(m) Adjournment.
34.(a) Introduction and reading of bills and resolutions may be ordered by the Speaker of
the House at his or her discretion.

34.(b) The following types of resolutions shall be considered for passage during the time set aside for the consideration of members’ own amendments to their own bills: a memorial resolution, a concurrent memorial resolution, and a resolution or a concurrent resolution that commends, congratulates, or recognizes an individual, group, or other entity. Notwithstanding Rule 27 (h), a concurrent resolution or concurrent memorial resolution that is subject to this rule may be transmitted to the Senate on the same day that it is passed. A joint resolution proposing a Constitutional amendment shall be placed on the regular House calendar and is subject to Rule 27 (h).

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

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

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

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

37.(b) Conference reports;
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37. (c) Special orders reported by the Committee on Rules for consideration by the House;
37. (d) Consideration of amendments between the House and Senate after disagreement;
37. (e) Question of privilege;
37. (f) Privileged resolutions reported under the right to report any time; and
37. (g) Bills returned with the objections of the Governor.

BILLS

38. Any representative may introduce bills, petitions, resolutions and memorials by filing them with the Clerk of the House. (Arkansas Code § 10-2-112 - Prefiling of bills and resolutions--Assignment to committee--Printing.)
38. (a) Each measure must have an original along with copies and captions, the number of which is to be determined by the Chief Clerk.
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. However, in the House the motion to recall a bill or resolution may be made regardless of the location of the bill or resolution.
38. (d) No alterations or erasures or otherwise defacement of the bill or amendments shall be permitted.
38.(e) All amendments shall be entered on a separate sheet of paper noting the page number, the line or lines to be changed and the words to be deleted or inserted.
38.(f) All bills, resolutions, amendments, petitions and memorials must be signed by the author.
38.(g) The improper introduction of a bill, resolution, amendment, petition or memorial involves a question of privilege. Such measures improperly introduced, as determined by the Speaker or the House Committee on the Journal; Engrossed and Enrolled Bills, shall be returned to the representative who introduced them.
38.(h) The style of the laws of the State of Arkansas shall be: “Be it enacted by the General Assembly of the State of Arkansas.” (Arkansas Constitution, Article 5, § 19 - Style of laws -- Enacting Clause.)
38.(i) The General Assembly of Arkansas shall not pass any local or special act. This amendment shall not prohibit the repeal of local or special acts. (Arkansas Constitution, Amendment 14 - Local Acts.)
38.(j) No bill shall be passed by either house containing more than one subject, which shall be expressed in the title, and the subtitle. (Rule 4 of the Joint Rules of the Senate and House of Representatives - Contents of Bills)
38.(k) In making appropriations for any
fiscal year, the General Assembly shall first pass the General Appropriation Bill provided for in Section 30 of Article 5 of the Constitution, and no other appropriation bill may be enacted before that shall have been done. *(Arkansas Constitution, Article 5, § 40 - General appropriation bill -- Enactment.)*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

38.(p)(1) A bill affecting the State and Public School Life and Health Insurance Program or that imposes a new or increased cost obligation for health benefit plans, including pharmacy benefits, on an entity of the state to be considered by the General Assembly at a regular session shall be introduced in the General Assembly during the first fifteen (15) calendar days of a regular session.

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

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

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

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

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

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

(2)(A) A bill creating a new scholarship to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, or affecting an existing scholarship that is funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, shall not be introduced after the thirty-first day of a regular session unless its introduction is first approved by a three-fourths (3/4) vote of the full
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membership of each chamber of the General Assembly.

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

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

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

(1) Municipalities;

(2) Counties;

(3) Education, as related to the State of Arkansas and local school districts grades kindergarten through twelve (K-12);
(4) Corrections, if imposing new or additional costs and restrictions on inmate population patterns or affecting programs or services of the Department of Correction;

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

(6) Health benefit plans, if imposing a new or increased cost obligation for health benefit plans, including pharmacy benefits, on an entity of the state; or

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

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

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

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

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

38.(v)(1) Except for bills imposing a new or increased cost obligation for health benefit plans on an entity of the state or bills regarding new or existing scholarships to be funded with net proceeds from the state lottery or the Higher Education Grants Fund, failure of the sponsor of a bill to provide the fiscal impact statement...
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required in this rule shall not prohibit the consider-ation of it in the committee to which re-
ferred or on the Floor of the House of Repre-
sentatives, if no objection to it is made at the
time such action is taken.

(2)(A) A bill filed in the House of Repre-sentatives that will impose a new or in-
creased cost obligation for health benefit plans,
including pharmacy benefits, on an entity of
the state shall:

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

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

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

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

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

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

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

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

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

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

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

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

(3) Notwithstanding House Rule 40.(d), shell bills may be amended after first reading with a substantive amendment under the process of members amending their own bills with their own amendments. If the Committee on the Journal; Engrossed and Enrolled Bills determines that the shell bill has been substantively amended and engrossed and no longer meets the definition of a shell bill, it
shall report its determination to the Speaker.

The Speaker shall then direct the Clerk to read the bill a second time and assign the bill to committee.

40. Second reading

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

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

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

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

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

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

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

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

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

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

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

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

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

47. Amendments to bills and resolutions:

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

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

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

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

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

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

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

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

47.(i) After acceptance, the House Bill Clerk shall furnish the sponsor with a stamped and numbered copy of the members’ signed amendment.
47.(j) The sponsor shall present a stamped, numbered and signed copy of a proposed amendment to the Calendar Clerk in order to have the bill and amendment placed on the “Members’ Own Bill/Own Amendment Calendar”.

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

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

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

47.(n) No House or Senate bills having been amended shall be considered by any committee or the full House until such bills have been engrossed, proofed and reported “correctly engrossed”. The Speaker or presiding officer shall not accept a motion to suspend this rule.
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47.(o) Members’ own House bills or Senate bills to be amended with their own amendments shall be placed on the “Members’ Own Bill/Own Amendment Calendar” the day preceding the day they are to be considered.

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

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

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

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

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

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

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

RESOLUTIONS

48. Resolutions shall follow the same procedure as bills.

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

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

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

52. Resolutions of Inquiry:
   52.(a) All resolutions of inquiry addressed to the heads of executive departments shall be reported to the House within one (1) week after presentation.
   52.(b) A House resolution authorizing a committee to request information is treated as a resolution of inquiry.
   52.(c) A resolution of inquiry from a committee shall have a privileged status to report.

STANDING, SELECT, AND SPECIAL COMMITTEES
(Arkansas Code, Title 10, Subchapter 2 -- Interim Committees Generally)

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 se-
lect 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 COMMIT-
TEES

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 Devel-
   opment
   City, County and Local Affairs
   Insurance and Commerce
   State Agencies and Governmental Affairs

53.(b) JOINT SELECT COMMITTEES

(1) Joint Budget -- (to consist of twenty
four (24) members of the House and twenty
four (24) members of the Senate, and the im-
mediate past co-chairs of the Legislative Coun-
cil and ex-officio members in accordance with
Arkansas Code § 10-3-502. (Arkansas Code, Subchapter 5, -- Joint Budget Committee) The House members of the Joint Budget Committee shall be known as the House Budget Committee.

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

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

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

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

53.(c) HOUSE SELECT COMMITTEES

House Rules Committee shall consist of no more than fifteen (15) members.
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House Management Committee shall consist of the Speaker and no more than six (6) additional members.

53. (d) SPECIAL COMMITTEES

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

(a) The chairperson of the House Budget Committee;

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

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

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

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

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

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

54.(a) STANDING COMMITTEES

(1) Selection of membership positions on House committees for members-elect shall take place during the caucus of the entire House of Representatives-elect following the November General Election.

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

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

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

(ii) After the member with the least seniority makes his or her Class “A” standing committee selection, the most senior member shall select his or her Class “B” standing committee. The seniority rotation shall continue until the member with the least seniority selects his or her Class “B” standing committee.

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

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

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

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

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

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

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

(4) From within each standing committee there shall be created three (3) permanent subcommittees consisting of eight (8) members. Each member of the House of Representatives shall serve on two (2) permanent subcommittees, one (1) from a Class “A” standing committee and one (1) from a Class “B” standing committee. The Speaker of the House of Representatives and the chairperson
of each standing committee shall jointly ap-  
point from the membership of the standing  
committee six (6) persons for each permanent  
subcommittee available, provided further the  
chairperson and vice chairperson of each stand-  
ing committee shall be ex-officio, voting mem-  
bers of each permanent subcommittee created  
from within their standing committee. The per-  
manent subcommittees of the standing commit-  
tees may meet after having first obtained prior  
approval of the standing committee chairper-  
son.

(5) There shall be no transfers from one  
standing committee to another or from one per-  
manent subcommittee to another during the bi-  
ennium following initial biennial appointment  
and or confirmation. After selection of standing  
committee members and permanent subcom-  
ittee members, a vacancy occurring on a  
standing committee or permanent subcommit-  
tee during the biennium because of the death,  
resignation, expulsion, etc., of a member, shall  
be temporarily filled by the Speaker of the  
House of Representatives assigning the newly  
elected member, for the remainder of the bien-  
nium, to the “A” and “B” standing committees,  
and the permanent subcommittees previously  
held by their predecessor. The newly elected  
member does not automatically assume a chair-  
manship or vice-chairmanship, which vacan-  
cies shall be filled in the same manner as the
original appointment.

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

54.(b) SELECT COMMITTEES

(1) With the exception of the House
Budget Committee, the Speaker shall appoint
all members and all alternates on all House se-
lect committees and all Joint Select Commit-
tees. The Speaker shall appoint ex-officio
members in accordance with the law.

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

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

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

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

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

(3) The House Budget Committee shall consist of six (6) members of the House of Representatives and two (2) alternates from each House caucus district. At the time the alternates are selected, one (1) shall be designated as first
alternate and the other as second alternate. The term of office of the members shall be from January 1 of odd-numbered years through December 31 of the following even-numbered year. Vacancies in either a member or alternate member position shall be filled in the same manner as the initial member or alternate member position was filled. House Budget Committee membership shall be confirmed at the same time that House members are administered the oath of office. Prior to confirmation, however, members chosen to serve on the House Budget Committee shall conduct pre-session budget hearings, either standing alone or in conjunction with the Legislative Council.

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

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

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

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

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

55. Committee Operations.

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

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

1. That a bill, resolution, petition or memorial “do pass”;
2. That a bill, resolution, petition or memorial “do not pass”, in which event the measure shall not be considered unless the vote is expunged;
3. That a bill, resolution, petition or memorial “do pass as amended”.

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

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

60. Meetings and Hearings:

60.(a) All committee and subcommittee meetings including but not limited to hearings at which public testimony is to be taken, (normally called “public hearings”) shall be open to the public (Arkansas Constitution, Article 5, § 13, Sessions to be open,) and shall be scheduled at least eighteen (18) hours in advance; agendas of bills, resolutions, and other proposals to be considered at such meetings shall

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be posted in a designated place at least eighteen (18) hours in advance; but in case of an emergency, a two-thirds (2/3) majority of the membership of the committee may bring bills up for consideration upon notice of not less than two (2) hours.

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

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

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

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

(2) Electronic devices such as smart
phones, tablets or personal computers may be
used by participants in debate but during
presentations may not be employed for per-
sonal communications with outside parties.
62. All contested elections cases ente-
tained by the House shall be referred to the
Rules Committee which shall make its final
recommendation not later than two (2) weeks
from the first day of the session.
63. No committee shall sit while the House
is in session except the Committee on Rules or
a Conference Committee, which shall notify
the House.
64.(a) The following subject areas shall be
within the jurisdiction of each of the respective
House standing committees:
(1) Committee on Education – matters
pertaining to public kindergarten, elementary,
secondary, and adult education, vocational ed-
ucation, vocational-technical schools, voca-
tional rehabilitation, higher education, private
educational institutions, similar legislation,
and resolutions germane to the subject matter
of the committee;
(2) Committee on Judiciary – matters
pertaining to state and local courts, court clerks
and stenographers and other employees of the
courts, civil and criminal procedures, probate
matters, civil and criminal laws, similar mat-
ters, and resolutions germane to the subject
matter of the committee;
(3) Committee on Public Health, Welfare and Labor – matters pertaining to public health, mental health, mental retardation, public welfare, human relations and resources, environmental affairs, water and air pollution, labor and labor relations, contractors and contracting, similar legislation, and resolutions germane to the subject matter of the committee;

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

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

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

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

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

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

(10) Committee on State Agencies and Governmental Affairs – matters pertaining to state government and state agencies, except where the subject matter relates more appropriately to another committee, proposed amendments to the Constitution of the State of Arkansas or the Federal government, election laws and procedures, Federal and interstate relations, similar legislation, and resolutions germane to the subject matter of the committee;
64.(b) The following permanent subcommittees are hereby created from within each standing committee:

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

(A) Aging
(B) Children and Youth
(C) Legislative, Military and Veterans Affairs

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

(A) Agriculture, Forestry and Natural Resources
(B) Small Business and Economic Development
(C) Parks and Tourism

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

(A) Planning
(B) Finance
(C) Local Government Personnel

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

(A) Early Childhood
(B) Kindergarten Through Twelve,
(C) Higher Education

For the House standing committee on Insurance and Commerce, the following permanent subcommittees are created:

- Financial Institutions
- Insurance
- Utilities

For the House standing committee on Judiciary, the following permanent subcommittees are created:

- Courts/Civil Law
- Corrections/Criminal Law
- Juvenile Justice/Child Support

For the House standing committee on Public Health, Welfare and Labor, the following permanent subcommittees are created:

- Human Services
- Health Services
- Labor and Environment

For the House standing committee on Public Transportation, the following permanent subcommittees are created:

- Motor Vehicle and Highways
- Public Transportation and Rail
- Waterways and Aeronautics

For the House standing committee on Revenue and Taxation, the following permanent subcommittees are created:

- Sales, Use, Miscellaneous Taxes and Exemptions
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(B) Income Taxes—Personal and Corporate

(C) Complaints and Remediation

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

(A) State Agencies and Reorganization

(B) Constitutional Issues

(C) Elections

65.(a) Committee on Rules:

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

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

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

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

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

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

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

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

67. Upon written request by the author of a
bill directed to the chairperson of the commit-
tee, a bill shall be considered by the full com-
mittee within ten (10) days of the time of such
request, but the committees may delay final ac-
tion on a bill by a majority vote of the commit-
tee.

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

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

- The time and place of each hearing
  and each meeting of the committee.
- The number and title of the bill with
  one of the following three recommendations:
  “do pass”, “do pass as amended”, or “do not
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pass”. If a committee recommends a bill “do pass as amended” and any of the amendments recommended by the committee are not adopted on the Floor, the bill shall be re-referred to the same committee for further consideration and recommendation.

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

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

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

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

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

70. Consent Calendar – Supplemental Calendar. In addition to the regular calendar of the House of Representatives, there shall be a consent calendar on which shall be placed bills that have been recommended “do pass” by committee, which are deemed by the committee or by the Speaker to be non-controversial, and may be used for other non-controversial matters such as resolutions and amendments to bills proposed by the author of the bill, if the Speaker deems such matter to be non-controversial. The Speaker of the House shall maintain the consent calendar. Provided, that a list of bills and other matters on the consent calendar which are to be considered on a particular day shall be circulated among the members of the House of Representatives the day prior to the date on which the consent calendar is to be considered. If as many as five (5) members object to a bill or other matter on the consent calendar being considered as non-controversial, the Speaker of the House shall remove the same from the consent calendar and shall place it on the regular calendar of the House business. When deemed advisable, in addition to the regular calendar and the consent calendar, the Speaker may provide for a supplemental calendar on which shall be placed bills and resolutions and other matters as requested by the
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members for consideration. The list of bills, resolutions and other matters on the supplemental calendar for consideration on a particular day shall be circulated among the members of the House. If as many as five (5) members object to a bill, resolution or any other matter on the supplemental calendar the same shall be removed and placed on the regular House calendar for consideration consistent with the wishes of the House. No bill or resolution may be placed for consideration on any more than one (1) House calendar, supplemental calendars excepted.

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

72.(a) Except as provided in subsection (b), no action may be taken in the House Committee on Public Health, Welfare and Labor or on the Floor of the House of Representatives on any bill that provides for licensure of any pro-
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72. (b) A bill providing for the licensure of any profession, occupation, or class of health care providers not currently licensed or expanding the scope of any profession, occupation, or class of health care providers may be acted upon without the initiation of a feasibility study required in subsection (a) upon a two-thirds (2/3) vote of the House Public Health, Welfare and Labor Committee membership.

COMMITTEE OF THE WHOLE

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

74. The Speaker of the House, in setting the calendar of budgets or appropriation bills to be considered in the House shall, from time to time, confer with the chairperson of the House Budget Committee on the appropriation bills pending and may designate specific days or
times to be set aside in the House to be devoted
solely to consideration of appropriation bills
and other budget matters. At least by the end
of business on the previous day before any ap-
propriation bill is to be considered by the
House, the chairperson of the House Budget
Committee shall cause to be prepared and
placed on each member’s desk a listing of ap-
propriation bills to be considered in the Com-
mittee of the Whole or the House, broken down
as follows:
74.(a) Appropriation bills sponsored by the
Joint Budget Committee or the House Budget
Committee, prepared in accordance with Leg-
islative Council recommendations;
74.(b) All other appropriation bills spon-
sored by the Joint Budget Committee or the
House Budget Committee which were not con-
sidered by the Legislative Council;
74.(c) Bills introduced by members of the
House (or Senate) that shall have been recom-
mended by the Joint Budget Committee or the
House Budget Committee “do pass” or “do
pass as amended”; and
74.(d) Appropriation bills amended in the
Senate without Joint Budget Committee or
House Budget Committee action. The afore-
mentioned list of appropriation bills shall in-
clude the number of the bill, the author of the
bill, and the name and agency and/or program
for which the appropriation is to be made. In
the event the Joint Budget Committee or the House Budget Committee recommendations in regard to the appropriation shall differ, in any respect, from the recommendations made by the Legislative Council in regard thereto, said list shall identify each such change in the appropriation bill which differs from the recommendation of the Legislative Council.

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

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

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

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

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

LEGISLATIVE COUNCIL; LEGISLATIVE JOINT AUDITING COMMITTEE

80. Legislative Council.

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

(2) The Speaker shall select one (1) of their number as Legislative Council co-chair and one (1) of their number as Legislative Council co-vice-chair. No more than two (2) members selected from each caucus shall reside within the same county. The term of office of the members shall be from January 1 of odd-numbered years to December 31 of the following even-numbered year. Legislative Council membership shall be confirmed at the same time that House members are administered the oath of office.

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

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

81. Legislative Joint Auditing Committee.

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

81.(b) In order that there may be no House vacancies on the Legislative Joint Auditing Committee at any time, at the time of selection of the House members to the Legislative Joint Auditing Committee there shall be selected, from each House Caucus District in the same manner as is set forth in Rule 54,(b) of these rules, a first alternate and a second alternate for each member selected from that House caucus district. In the event that any House member or House alternate of the Legislative Joint Auditing Committee resigns from the Legislative Joint Auditing Committee, is disqualified from serving on the Committee, dies, or for any other
reason there becomes a permanent vacancy in
a House position on the Legislative Joint Au-
diting Committee, the Speaker of the House of
Representatives shall select from the same
House caucus district a replacement member or
alternate to serve the remainder of the term.
When a vacancy occurs in a House member po-
sition on the Legislative Joint Auditing Com-
mittee or a House alternate position on the Leg-
islative Joint Auditing Committee, that per-
son’s alternate shall serve until a new member
is chosen. The Speaker of the House of Repre-
sentatives shall notify the Legislative Joint Aud-
diting Committee chairperson of all changes in
membership on the Legislative Joint Auditing
Committee.
81.(c) Ex-officio members shall be se-
lected in accordance with Arkansas Code §§
10-3-403 and 10-3-404.

CAUCUS DISTRICTS

82. Each of the four caucuses shall select
from among the members of the caucus a chair-
person.
The First Caucus District shall be com-
posed of the following House of Representa-
tives Districts: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,
12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23,
24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35,
36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47,
48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59,
60, 61, 62, 63, 64, and 68.
The Second Caucus District shall be com-
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posed of the following House of Representatives Districts: 41, 42, 43, 54, 55, 56, 57, 58, 59, 66, 67, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 81, 82, and 83.

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

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

**DEBATE**

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

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

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

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

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

DECORUM

88. No person other than a member of the Arkansas General Assembly, designated legislative staff, or on special and certain occasions those persons specifically invited by the Speaker of the House, shall be permitted on the Floor of the House Chamber while the House is in session or in brief recess. The Speaker shall develop policies governing limited public access to the Floor during the interim. Arrangements for photographers shall be established, the direction and control of which shall be regulated by the Speaker of the House. No one in the House Chamber other than a member of the Legislature may advocate or oppose passage of a measure while the House is in session. No legislative aides, lobbyists or unauthorized persons shall be permitted access to the House Floor, work areas, or House support areas. This Rule shall be enforced by the Speaker of the House and/or the House Management.
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Committee. The House Management Committee and the Rules Committee shall recommend punishment to the House for violation of this Rule. (Arkansas Code 10-2-110 -- Disorderly Conduct)

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

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

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

92. Normal conformity to good manners and taste shall be expected of each member of
93. Introduction of and recognition of family, constituents, or groups shall not become excessive. Members should be extremely reluctant in using the time of the House for these personal courtesies. If deemed appropriate by the Speaker of the House, he or she shall make all introductions from information provided to the Speaker by a member or appropriate House staff.

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

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

VOTING

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

97. Any question or motion, except final passage of a bill or final action on a joint resolution, may be put to the House by a voice vote at the discretion of the Speaker.
84

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

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

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

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

(1) in the presence of each other, and

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

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

99.(d) Pairs shall be announced by the Speaker immediately prior to the Roll Call from a Pair Form presented to the Speaker by the representative present. At the time of the announcement the Speaker shall (1) determine that the member who is required to be present is present, and (2) provide the membership
Rules of the House

with an opportunity to express procedural ob-
jections to the pairs.

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

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

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

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

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

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

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

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

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

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

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

105. Extraordinary sessions of the General Assembly. (Arkansas Constitution, Article 6, § 19 -- Extraordinary sessions of General Assembly -- Calling -- Purposes.)
106. Homestead exemption increase (3/4 vote) (Arkansas Constitution, Article 16, § 16, as added by Arkansas Constitution, Amendment 59.)

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

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

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

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

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

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

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

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

112. Impeachments.

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

1. To investigate the allegations asserted in the articles of impeachment; and
2. To make a recommendation to the House of Representatives as to whether cause exists to impeach the official that is the subject of the articles of impeachment.

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

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

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

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

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

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

(4) The recommendation of the committee, along with the committee report and any dissenting report, shall be provided to the members of the House of Representatives no less than three (3) business days prior to consideration of the impeachment resolution by the House of Representatives.

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

112.(g) Passage of the impeachment resolution shall require an affirmative vote of a majority of the members of the House of Representatives. The vote shall be by roll call.
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Committee
Chairperson’s Manual
and
House Committee Rules

As contained in House Resolution 1001

(Tracking Item 24 on Page C18)
(Index on Page C21)
A committee chairperson is a member appointed by the Speaker of the House to function as the parliamentary head of a standing, select, special or joint committee.

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

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

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

4) The presider shall decide all questions of order subject to appeal to the Speaker of the House who may refer the question to the Rules Committee whose decision may be appealed to the full House.
5) The presider shall supervise and direct the staff of the committee.

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

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

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

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

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

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

55.(c) No bill, resolution, petition or memorial shall be acted upon by the House without a “do pass” or a “do pass as amended” recommendation. No bills shall be placed on the non-controversial calendar or deemed to be non-controversial in any way unless a motion is adopted in the committee to which the bill was referred. With a quorum present, the motion is considered adopted if there are no negative votes.
7) A quorum (one more than half the total membership of the committee) must be present to transact official House committee business.

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

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

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

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

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

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

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

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

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

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

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

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

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

19(i) Postpone to a day certain (debatable) (majority of a quorum);
House Committee Rules

19(j) Committee of the Whole, go into (non-debatable) (majority of a quorum);
19(k) Refer (debatable) (majority of a quorum);
19(l) Amend (debatable) (majority of a quorum);
19(m) Postpone indefinitely (debatable) (majority of membership);
19(n) Take out of proper order (non-debatable) (2/3 of a quorum);
19(o) Special order of business (debatable) (2/3 of a quorum); and
19(p) To suspend the rules (non-debatable) (2/3 of a quorum).

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

10) (House Rule 60(b)) Special meetings of a
standing committee may be called by the chair-
person of the committee or by a majority of the
members of the committee for conducting any
business of the committee; provided, a special
meeting of the committee may not conflict with
regularly scheduled meetings of any standing
committee; provided further, special meetings
shall be subject to the same procedures regard-
ing the publishing of agendas and notices of
meetings that apply to regular standing com-
mittee meetings.

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

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

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

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

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

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

16) (House Rule 69) Committee Records and Reports

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

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

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

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

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

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

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

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

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

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

20) After a bill or resolution has appeared on
the committee agenda and has been called up
for consideration by the committee and the
sponsor of the bill or resolution or a representa-
tive is not present to present the bill or resolu-
tion, the bill or resolution will be placed on the
active agenda two (2) additional times, but will
be placed at the bottom of the active agenda.

21) The sponsor may request a bill or resolu-
tion be moved to a deferred list of bills and res-
olutions. A bill or resolution passed over after
appearing on three (3) committee agendas shall
be moved to the deferred list. Sponsor requests
to move bills or resolutions from the deferred
list to the active agenda must be made by 2:30
p.m. two (2) days prior to the scheduled com-
mittee meeting. Bills or resolutions moved
from the deferred list to the active agenda shall
be listed at the bottom of the active agenda.
Bills or resolutions on the deferred list may be
moved to the active calendar as provided by
rule for a total of three (3) times only. A sus-
pension of this rule by the committee (two-
thirds of a quorum) will be required for each
transfer of any bill or resolution having been
moved three (3) times previously.

22) Bills or resolutions suggested as non-con-
troversial will be considered before considera-
tion of controversial bills or resolutions on the
agenda. The objection of one (1) committee
member to the consideration of a bill or resolution as non-controversial will automatically keep the bill or resolution from being considered as being non-controversial. Even though a bill or resolution has been considered as non-controversial, it will be necessary after a “do pass” or “do pass as amended” recommendation that a motion be made and there be unanimous consent of no less than a quorum of the committee for a bill or resolution to be eligible to be placed on the House non-controversial calendar.

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

24) The author/sponsor of a bill or resolution may make a presentation for his or her bill or resolution and may elect at that time to respond to questions from the committee members. Following the initial presentation, non-legislative---non-committee members will be allowed to alternately speak against and for the bill or resolution. A procedural motion made by a member of the committee and adopted by the committee to limit or end debate will be al-
House Committee Rules

allowed to govern non-legislative--non-committee members' discussions. At the conclusion of
the non-legislative--non-committee member proponent and opponent presentations, the
sponsor may return to the podium and may elect to field questions from the committee
members. Those questions should be limited to requests for clarification or the securing of
information. Questions that are rhetorically offered and are dilatory for the effect of debate
are discouraged. At this point, the chair will entertain motions from committee members
only. For disposition of a proposition in a House Committee, procedural motions (limit
debate, immediate consideration, etc.) are allowed only following a main motion (do pass,
do not pass, do pass as amended, etc.). Discussion from that point forward is limited to com-
mittee members for and against the motion, if debatable, in alternating fashion. If immediate
consideration is not adopted and if debate has not been limited and time has not expired, the
sponsor of the motion will be allowed to close for his or her motion. During the closing, the
sponsor of the motion may elect to field questions from committee members. At the concludi-

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

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

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

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

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

30) During a roll call vote, when a member’s
House Committee Rules

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

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

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

(1) Municipalities;

(2) Counties;

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

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

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

(6) Health benefit plans, if imposing a new or increased cost obligation for health benefit plans, including pharmacy benefits, on an entity of the state; or
(7) New or existing scholarships to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable.

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

34) (House Rule 38(u)) Fiscal impact statements shall be made available to House Committees:
   (1) At least one (1) day before the bill may be called up for final action in the House Committee during a regular legislative session or fiscal session of the General Assembly; and
   (2) At least one (1) day before the bill may
be called up for final action in the House Com-
mittee during a special session of the General
Assembly.
Fiscal impact statements shall be made
available to the full House of Representatives
at least one (1) day before the bill may be called
up for third reading and final action in the
House of Representatives.

35) (House Rule 38(v)) (1) Except for bills
imposing a new or increased cost obligation for
health benefit plans on an entity of the state or
bills regarding new or existing scholarships to
be funded with net proceeds from the state lot-
tery or the Higher Education Grants Fund, fail-
ure of the sponsor of a bill or resolution to pro-
vide the fiscal impact statement required in this
rule shall not prohibit the consideration of it in
the committee to which referred or on the floor
of the House of Representatives, if no objection
to it is made at the time such action is taken.
(2) A bill filed in the House of Representa-
tives that will impose a new or increased cost
obligation for health benefit plans, including
pharmacy benefits, on an entity of the state
shall:
(A) Have a fiscal impact statement at-
tached to the bill prepared and filed with the
chair of the committee to which the bill is re-
ferred; and
(B) Not be taken up by the committee
to which the bill is referred until a fiscal impact statement is provided to the chair of the committee.

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

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

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

**TRACKING ITEM 24**

1. “The next item on the Committee’s agenda is HB/SB _____.”
2. “Sen./Rep. _____, you are recognized to present HB/SB _____.”
3. Presentation of bill by sponsor. The sponsor may respond to questions from committee members.
   a. If there are amendments, recognize amendment sponsor(s) to present amendment(s).
   b. To consider amendment(s), use same
procedure listed below for consideration of
bill(s). (Items 4 – 9)
c. Declare disposition of amendment(s).
d. Continue with bill as amended or una-
mended (back to Item 4).
4. Go to list of citizen proponents and oppo-
nents or ask “Is there anyone in the audience
that desires to speak for or against the bill?”
Recognition of citizens for discussion, alternat-
ing speakers in support and in opposition.
5. A procedural motion made by a member of
the Committee and adopted by the Committee
to limit or end debate will be allowed to govern
non-legislative, non-Committee members' (cit-
izen) discussion.
6. Upon completion of public commentary,
recognize the sponsor for questions, then move
to committee discussion and motions.
7. Ask “What is the pleasure of the Commit-
tee?”
Motions (after recognition and the mo-
tion by a committee member only)
a. “Rep. _____, would you like to explain
your motion?”
b. Recognize committee members for
questions/discussion.
c. In discussion, alternate between those
supporting and those opposing the motion.
d. A procedural motion made by a member
of the Committee and adopted by the Commit-
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1. House Committee Rules

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Joint Rules of the House of Representatives and the Senate

As contained in Senate Concurrent Resolution 1

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JOINT RULES OF THE HOUSE OF REPRESENTATIVES AND THE SENATE

Joint Session - How Convened

Section 1. When, by the Constitution or laws of the state, a joint meeting of the Senate and House of Representatives is required, they shall assemble with their clerks on the day and at the hour previously agreed on for that purpose in the hall of the House of Representatives.

Officers of Joint Session

Section 2. When the meeting is assembled, the President of the Senate and Speaker of the House shall preside in conjunction, and the meeting shall be governed by such standing rules as shall have been adopted for that purpose by the concurrence of both houses. They shall have power to punish any person, other than a member, for disorderly or contemptuous behavior in their presence, by fine and imprisonment, in the same manner and to the same extent as either house may do, for like conduct before it, by the Constitution and laws of this state.

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

1 by the house of which he or she is a member,
2 in the same manner as if the offense had been
3 committed in the presence of that house.
4 (B) The Secretary of the Senate and
5 the Clerk of the House shall both keep records
6 of the proceedings, to be entered on the Journal
7 of their respective houses.
8
9 Manner of Presenting Bills, Etc.
10 Section 3. All bills, resolutions, votes and
11 amendments by either house, to which the con-
12 currence of both is necessary, as well as mes-
13 sages, shall be presented to the other by the
14 Clerk or Secretary of the house from which
15 they are sent or by the assistant secretary or as-
16 sistant 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 Spon-
25 sor. House bills, House concurrent resolutions,
26 and House joint resolutions may have Senate
27 sponsors, and Senate bills, Senate concurrent
28 resolutions, and Senate joint resolutions may
29 have House sponsors.
30
31
Joint Rules

Notice of Bill Rejection
Section 5. When a bill or resolution which has passed one house shall be rejected by the other, notice thereof shall be given to the house in which the same shall have passed.

Engrossment of Bills
Section 6. After adoption of an amendment on the floor of the Senate, regardless whether the bill or resolution originated in the House or the Senate, the Senate shall engross the bill or resolution as amended. After the adoption of the amendment on the floor of the House of Representatives, regardless whether the bill or resolution originated in the House or the Senate, the House of Representatives shall engross the bill or resolution as amended.

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

Enrollment of Bills
Section 7. When a bill shall have passed both houses, it shall be enrolled by the enrolling clerk of the house in which it originated.

Section 8. All bills must be enrolled and reported to each house by the committee designated by each house to supervise the enrolling
Joint Rules

of bills, within three (3) days after their passage; provided, that if the reconsideration of any bill is moved, in either house, previous to its presentation to the Governor, the committee shall hold the same until action is taken upon such motion.

Section 9. No bill, resolution, or memorial shall be sent to the Governor for his or her approval, unless the same shall have been clearly and fairly enrolled without obliteration or interlineation.

Signing of Bills

Section 10. After examination and report by the committee responsible for enrolling bills, each bill shall be signed by the Speaker of the House of Representatives and by the President of the Senate. Each page of a bill shall be signed by the Speaker of the House of Representatives on the right margin, and shall be signed by the President of the Senate on the left margin of each page. The Speaker of the House of Representatives and the President of the Senate shall manually sign each page of each bill, or may provide, at their option and under their supervision, for the affixing thereto of their facsimile signature.

Conference Committee

Section 11. When either body shall request a conference, and appoint a committee for that
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purpose, the other body shall also appoint a
committee of equal number to confer, and such
conference shall be held at any time and place
agreed upon by the Chairpersons.

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

Appropriation Bills
Section 13. The general appropriation bill,
and all appropriation bills recommended “do
pass” by the Joint Budget Committee, shall be
privileged bills advanced upon the calendar,
and take precedence over all other bills at any
time after the reading of the Journal. It shall be
in order, by the direction of the appropriate
committee, to move that the House or Senate
(as the case may be) resolve itself into the com-
mitee of the whole house for the purpose of
considering the general appropriation bill, and
no dilatory motion shall be entertained by the
presiding officer.

Deadline for the Introduction of Bills
Section 14. (A) Appropriation Bills. An
“appropriation bill” means a bill by the General Assembly that authorizes the expenditure of moneys if moneys are available.

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

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

(B) Retirement System Legislation.

(1) Any proposed legislation affecting any publicly supported retirement system or pension plan to be considered by the General Assembly at a regular session shall be introduced in the General Assembly during the first fifteen (15) calendar days of a regular session.

(2) No such bill shall be introduced after the fifteenth (15th) day of a regular session unless its introduction is first approved by a three-fourths (3/4) vote of the full membership of each house of the General Assembly.
Joint Rules

(3) A bill affecting any publicly supported retirement system or systems shall not be introduced at any special session of the General Assembly unless the introduction and consideration of the bill is first approved by a three-fourths (3/4) vote of the full membership of each house of the General Assembly.

(C) Non-appropriation Legislation During a Fiscal Session.

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

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

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

(D) State and Public School Life and Health Insurance Program Legislation.

(1) As used in this subsection (D):
(a) “Entity of the state” means any agency, board, bureau, commission, committee, council, department, division, institution of
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higher education, office, public school, quasi-public organization, or other political subdivision of the state; and

(b) “Health benefit plan” means a policy, contract, certificate, or agreement offered or issued by an entity to provide, deliver, arrange for, pay for, or reimburse any of the costs of healthcare services, including pharmacy benefits, to an entity of the state.

(2) A bill affecting the State and Public School Life and Health Insurance Program or that imposes a new or increased cost obligation for health benefit plans, including pharmacy benefits, on an entity of the state shall be introduced in the General Assembly during the first fifteen (15) calendar days of a regular session.

(3) A bill as described in subsection (D)(2) shall not be introduced after the fifteenth day of a regular session unless the introduction of the bill is first approved by a three-fourths (3/4) vote of the full membership of each house of the General Assembly.

(4) A bill affecting the State and Public School Life and Health Insurance Program or that imposes a new or increased cost obligation for health benefit plans, including pharmacy benefits, on an entity of the state shall not be introduced or considered at a fiscal session or
Joint Rules

an extraordinary session of the General Assembly unless the introduction and consideration of the bill is first approved by a two-thirds (2/3) vote of the full membership of each house of the General Assembly.

(E) Lottery-Funded Scholarship Legislation.

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

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

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

(2)(a) A bill creating a new scholarship to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, or affecting an existing scholarship that is funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, shall not be introduced after the thirty-first day of a regular session unless its introduction is first approved by a three-fourths (3/4) vote of the full membership of each chamber of the General Assembly unless the introduction and consideration of the bill is first approved by a two-thirds (2/3) vote of the full membership of each house of the General Assembly.
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Assembly.

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

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

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

4. (G) If the General Assembly recesses for longer than three (3) consecutive days during the first fifteen (15) days of a regular session, the fifteen-day introduction deadlines established in this section shall be extended for a time period equal to the recess.
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Introduction of Health Care Legislation

Section 15. (A) Any proposed legislation affecting the licensure of any profession, occupation, or class of health care providers not currently licensed, or expanding the scope of practice of any profession, occupation, or class of health care providers to be considered by the General Assembly at a regular biennial session shall be introduced in the General Assembly during the first fifteen (15) calendar days of a regular biennial session.

(B) No such bill shall be introduced after the fifteenth (15th) day of a regular biennial session unless its introduction is first approved by a three-fourths (3/4) vote of the full membership of each house of the General Assembly.

(C) The Senate and the House, and committees of the Senate and House, shall take no action on any such bill for an additional fifteen (15) calendar days after the fifteen (15) calendar day deadline for introduction of such bills has passed.

Method of Preparing Bills and Resolutions

- Automated Bill Preparation System

Section 16. (A) No bill or resolution, as defined herein, shall be accepted for introduction by clerks of the Senate or of the House of Representatives unless such bill or resolution
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has been prepared for introduction by an automated bill preparation system developed by the Bureau of Legislative Research. 

(1) The Bureau of Legislative Research shall establish and operate, in cooperation with the appropriate officials of the House of Representatives and the Senate, an automated bill preparation system in which all bills and resolutions, as defined herein, shall be prepared for introduction. Such system shall be designed in a manner which will permit either or both houses of the General Assembly to install compatible and interconnecting electronic equipment for the preparation of bills and resolutions in the same format as prepared by the Bureau of Legislative Research for introduction in either house of the General Assembly.

(2) The Bureau of Legislative Research shall provide the Secretary of the Senate and the Chief Clerk of the House of Representatives access by electronic medium to the central bill files in which bills and resolutions recorded in the automated bill preparation system are stored, to enable the engrossing rooms of the respective houses to have ready access thereto for enrollment of engrossed amendments adopted to such bills and resolutions.

(3) As used herein:

(a) “resolutions” shall mean all resolutions prepared for introduction which require the concurrence of both houses of the
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General Assembly for the adoption thereof, and shall include resolutions prepared for consideration by only the house in which introduced;

(b) “automated bill preparation system” shall mean an automated system using word processors, computers, or other electronic devices for the typing and preparation of bills and resolutions (as defined herein) for introduction by members of the General Assembly in either the Senate or the House of Representatives, and shall include the following features:

(i) a separate identification number, to be placed upon each page of the original and each copy thereof prepared for introduction in the General Assembly;

(ii) a method of electronically recording the contents of each bill and resolution for ready access for retrieval and engrossment purposes;

(iii) security features to protect the automated bill preparation files from access by unauthorized persons, and to maintain the integrity and confidentiality of drafts of bills and resolutions prepared by the Bureau of Legislative Research for members of the General Assembly which have not been filed for introduction; and

(iv) such other features as deemed to be necessary and advisable by the Bureau of Legislative Research after consulting with the appropriate officials of the House.
(B) All bills and resolutions introduced in
the House and Senate shall be prepared on 8 1/2
x 11 inch paper. The number of copies of bills
and resolutions to be prepared for introduction
shall be specified by the Secretary of the Senate
and the Chief Clerk of the House of Represent-
atives. One (1) copy shall be placed in the
manuscript cover provided for the official copy
of bills or resolutions and one (1) copy shall be
placed in the manuscript cover provided for the
duplicate copy, with any additional copies at-
tached thereto in the manner prescribed by the
respective houses. In addition, copies of the
caption on each bill or resolution shall be pre-
pared and attached thereto at the time of intro-
duction.

(C) Upon the introduction of each bill and
resolution, the appropriate clerks of the respec-
tive houses shall cause the original signed copy
thereof (which is contained in the official bill
or resolution manuscript cover) to be identified
as the official copy by perforation or stamping
on the left margin of each page thereof the
words “HOUSE ORIGINAL” to be placed on
each official original copy of House bills and
resolutions, and the words “SENATE ORIGI-
NAL” to be placed on the left margin of each
official original copy of Senate bills and reso-
lutions. Whenever any bill or resolution is
amended, the engrossed page or pages thereof
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shall be perforated in the same manner as the original introduced copy. Only the original signed copy of a bill or resolution and engrossed pages thereof shall be perforated or stamped as provided herein.

(D) If any person shall unlawfully perforate any fraudulent or counterfeit copy of any bill or resolution for the purpose of intentionally inserting in any bill or resolution any page or provision thereof for the purpose of altering the bill or resolution as introduced, such person shall be in contempt of the House or Senate, or both House and Senate, and shall be punished accordingly. If any person shall make any alteration, change or erasure in any original copy of a bill or resolution as originally introduced, except upon direction of the House or Senate, or both House and Senate, or upon direction of the appropriate committees on engrossed or enrolled bills, such person shall be in contempt of the House or Senate, or both of them and shall be punished accordingly. In addition, such person shall be subject to such fine and imprisonment as may be imposed by the laws of this State for fraud.

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

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

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

(b) underlining all new language proposed to be added to the existing law. At the top of the first page of the bill shall appear language substantially similar to the following: “Stricken language would be deleted from present law. Underlined language would be added to present law.”

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

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

(b) underlining all new language proposed to be added to the existing Constitution. At the top of the first page of the bill shall appear language substantially similar to the following: “Stricken language would be deleted from the present Constitution. Underlined language would be added to present Constitution.”

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

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

(b) underlining all new language proposed to be added to the existing rule. At the top of the first page of the resolution shall appear language substantially similar to the following: “Stricken language would be deleted from present rule. Underlined language would be added to present rule.”

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

(6) Markups are not required of the following:

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

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

(c) sections which amend Arkansas Code §§ 21-5-208(b) and 21-5-209(e).
(7) It shall be the duty of the Chairman of the Joint Budget Committee to have a schedule prepared which reflects the amounts approved by the Joint Budget Committee for each category for each fund within the Revenue Stabilization Law to provide funding for the budget enacted by the General Assembly and a schedule reflecting the proposed distribution of General Improvement funds. The schedule reflecting the allocation of funds in the Revenue Stabilization Law for the next fiscal year shall be submitted during a regular session or fiscal session to each body of the Arkansas General Assembly at least three (3) calendar days prior to the day at which the same is to be considered for final passage. The schedule reflecting the allocation of funds in the General Improvement Fund Distribution Law for the next biennium shall be submitted during a regular session to each body of the Arkansas General Assembly at least three (3) calendar days prior to the day at which the same is to be considered for final passage.

(8) Markups are not required on sections that are substantially the same as the following boiler-plate sections:

“SECTION. COMPLIANCE WITH OTHER LAWS. Disbursement of funds authorized by this Act shall be limited to the appropriation for such agency and funds made
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available by law for the support of such appropriations; and the restrictions of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, the Revenue Stabilization Law, the Regular Salary Procedures and Restrictions Act, the Higher Education Expenditure Restrictions Act, where applicable, and regulations promulgated by the Department of Finance and Administration, as authorized by law, shall be strictly complied with in disbursement of said funds.

SECTION. EMPLOYMENT OF ATTORNEYS. None of the funds appropriated in this Act for Maintenance and General Operation shall be expended in payment for services of attorneys, unless the agency shall first make a request in writing to the Attorney General of the State of Arkansas to provide the required legal services. The Attorney General’s Office shall provide the required legal services, or, if the Attorney General’s Office shall determine that sufficient personnel are not available to provide the requested legal services, the Attorney General shall certify the same to the agency and may authorize the agency to employ legal counsel and to expend monies appropriated for Maintenance and General Operations thereof, if:

(1) The Attorney General determines, and certifies in writing, that such agency needs
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the advice or assistance of legal counsel, and

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

Such certification shall be required with respect to each instance of the employment of special legal counsel, or shall be required annually with respect to legal counsel employed on a retainer basis. A copy of such certification shall be entered in the official minutes of the agency, and shall be retained in the fiscal records of the agency for audit purposes.

SECTION. DISBURSEMENT CONTROLS. (A) No contract may be awarded nor obligations otherwise incurred in relation to the project or projects described herein in excess of the State Treasury funds actually available therefore as provided by law. Provided, however, that institutions and agencies listed herein shall have the authority to accept and use grants and donations including Federal funds, and to use its unobligated cash income or funds, or both available to it, for the purpose of supplementing the State Treasury funds for financing the entire costs of the project or projects enumerated herein. Provided further, that the appropriations and funds otherwise provided by the General Assembly for Maintenance and
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General Operations of the agency or institutions receiving appropriation herein shall not be used for any of the purposes as appropriated in this Act.

(B) The restrictions of any applicable provisions of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, the Revenue Stabilization Law and any other applicable fiscal control laws of this State and regulations promulgated by the Department of Finance and Administration, as authorized by law, shall be strictly complied with in disbursement of any funds provided by this Act unless specifically provided otherwise by law.

SECTION. LEGISLATIVE INTENT. It is the intent of the General Assembly that any funds disbursed under the authority of the appropriations contained in this Act shall be in compliance with the stated reasons for which this Act was adopted, as evidenced by the Agency Requests, Executive Recommendations and Legislative Recommendations contained in the budget manuals prepared by the Department of Finance and Administration, letters, or summarized oral testimony in the official minutes of the Arkansas Legislative Council or Joint Budget Committee which relate to its passage and adoption.

Section 17. (A) Once a Senate bill has
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passed the House of Representatives and re-
turned to the Senate, it may not be subsequently
amended in the Senate unless the House ex-
punges the vote by which it passed the bill and
any amendments to the bill and the Senate ex-
punges the vote by which the bill was passed
and places the bill on second reading.

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

Submission of Bills to Governor

Section 18. Whenever any Senate bill shall
be approved by the House of Representatives
and enrolled by the Senate, the Secretary of the
Senate or one of his or her authorized agents
shall without delay, deliver the same to the
Governor or his or her designated representa-
tive and take receipt thereof, which receipt
shall be returned to the Senate and entered in
the Journal. Whenever any House bill shall be
approved by the Senate and enrolled by the
House, the Chief Clerk of the House or one of
his or her authorized agents shall, without de-
lay, deliver the same to the Governor or his or
her designated representative and take receipt
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thereof, which receipt shall be returned to the House and entered in the Journal. In the event the Governor, or his or her designated representative, shall refuse to accept delivery of any such bill, the Secretary of the Senate, or the Chief Clerk of the House, or their designated agents, as the case may be, shall forthwith serve the same by handing the bill to either the Governor or to any employee of the Governor’s office, and shall return a certificate to the Senate or the House as the case may be, of the date and time of such delivery and of the name of the person to whom delivered and such certificate shall be entered in the Journal of the Senate or the Journal of the House, as the case may be, and shall constitute proof of delivery of said bill to the Governor in determining the period of time in which the Governor has to sign the same or return it to the Senate or the House with his or her veto as provided in the Constitution of the State of Arkansas.

Constitutional Amendments

Section 19. (A)(1) The Senate may, according to its rules, recommend one (1) proposed constitutional amendment for consideration and vote by the House of Representatives and the Senate.

(2) If the Senate-proposed constitutional amendment does not receive an affirma-
In the event of the Senate being unable to pass a constitutional amendment with the required majority vote, the Senate may, according to its rules, recommend additional proposed constitutional amendments to the House of Representatives one (1) at a time until the House of Representatives affirms by a majority vote the Senate-proposed constitutional amendment.

(B)(1) The House of Representatives may, according to its rules, recommend one (1) proposed constitutional amendment for consideration and vote by the House of Representatives and the Senate.

(2) If the House of Representatives-proposed constitutional amendment does not receive an affirmative vote of the majority of Senate, the House of Representatives may, according to its rules, recommend additional proposed constitutional amendments to the Senate one (1) at a time until the Senate affirms by a majority vote the House of Representatives-proposed constitutional amendment.

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

(D) A resolution proposing a constitutional amendment shall not be filed in either the House of Representatives or the Senate after...
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the thirty-first (31st) day of each regular session of the General Assembly.

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

Joint Meetings of Senate and House Committees

Section 20. The standing and select committees of the Senate and the House of Representatives are authorized to hold joint meetings upon the call of the Chairpersons of the two committees involved or by one-half (1/2) or more of the members of both committees involved.

Correction of Obvious Errors

Section 21. The Secretary of the Senate and the Chief Clerk of the House are authorized, subject to approval by the appropriate designated committee, to correct obvious errors occurring in documents originating in the House and the Senate respectively, provided that each such correction is noted on the bill jacket and is documented by a “correction note” at the end of the official daily journal for the date on which the correction was made.

Assigning Bill and Resolution Numbers

Section 22. In assigning numbers to bills and resolutions introduced in the Senate and
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House of Representatives, Senate bills and resolutions shall be numbered commencing with the figure 1, and House bills and resolutions shall be assigned numbers commencing with the figure 1001.

Pre-filing of Bills and Resolutions

Section 23. (A) Beginning on November 15th of each year preceding a regular session of the General Assembly, each holdover member of the Senate who will be serving at the next following regular session of the General Assembly, and each member-elect of the General Assembly, as soon as the members-elect of the next General Assembly are certified to the Secretary of State, shall be permitted to prefile bills and resolutions for such regular session with the Chief Clerk of the House and the Secretary of the Senate.

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

(2) A non-appropriation bill may not be pre-filed prior to a fiscal session due to the requirements of Article 5, § 5 of the Constitution of Arkansas.
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**Interim Committee Meetings**

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

1. The current Speaker of the House of Representatives and the current President Pro Tempore of the Senate for joint interim committees;
2. The current Speaker of the House of Representatives for interim committees of the House of Representatives; or
3. The current President Pro Tempore of the Senate for interim committees of the Senate.

(B)(1) Interim committees, including the Legislative Council and Legislative Joint Auditing Committee and their respective subcommittees, shall not schedule a meeting at the same time as a regularly scheduled pre-session Arkansas Legislative Council/Joint Budget Committee or Joint Budget Committee budget hearing meeting, unless the pre-session budget hearing meeting was scheduled with less than one week’s notice and prior authorization for the conflicting interim committee meeting is granted by the President Pro Tempore of the Senate and the Speaker of the House of Representatives.

(2)(a) For purposes of this rule, “regularly scheduled pre-session budget hearing
meetings” means those pre-session budget hearings that are held prior to the regular or fiscal session for the purpose of recommending agency appropriation bills for the following regular or fiscal session.

(b) “Regularly scheduled pre-session budget hearing meetings” does not include meetings of the subcommittees of Arkansas Legislative Council/Joint Budget Committee or Joint Budget Committee.

(C) Interim committees and their respective subcommittees, including legislative task forces, councils, or other statutorily created legislative bodies, shall not schedule a meeting during the week of a regularly scheduled meeting of the Legislative Council, unless prior authorization for the conflicting interim committee meeting is granted by the President Pro Tempore of the Senate, for a Senate committee or subcommittee, the Speaker of the House of Representatives for a House committee or subcommittee, or both the Speaker of the House of Representatives and the President Pro Tempore of the Senate for a joint committee or task force.

Procedural Requirements for Creating or Amending Lottery-Funded Scholarships

Section 25.(A) Lottery fiscal impact statements.

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

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

(ii) A bill that creates a new scholarship to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, or affects an existing scholarship that is funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, shall not be taken up by the House Committee on Education and the Senate Committee on Education, meeting jointly, until a lottery fiscal impact statement is attached; and

(b) Not take effect until at least one (1) year immediately following the year in which the scholarship was enacted.

(2) The lottery fiscal impact of a bill that creates a new scholarship to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, or affects an existing scholarship that is funded

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with net proceeds from the state lottery or the
Higher Education Grants Fund Account, as ap-
applicable, shall be determined in the manner set

(3) In addition to the information re-
quired under subdivision (A)(2) of this section,
the final lottery fiscal impact statement regard-
ing the scholarship that is the subject of the bill
shall include and be calculated as required un-

(4)(a)(i) If the final lottery fiscal impact
statement results in a positive number, the
House Committee on Education and the Senate
Committee on Education, meeting jointly dur-
ing a regular session, special session, or fiscal
session, may refer a bill creating a new schol-
arship to be funded with net proceeds from the
state lottery or the Higher Education Grants
Fund Account, as applicable, or amending an
existing scholarship funded with net proceeds
from the state lottery or the Higher Education
Grants Fund Account, as applicable, to either
chamber of the General Assembly for consid-
eration.

(ii) The referral of a bill under
subdivision (A)(4)(a)(i) of this section shall re-
quire approval by a separate vote of House
Committee on Education members and Senate
Committee on Education members, meeting
jointly during a regular session, special session,
or fiscal session.
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(b) If the final lottery fiscal impact results in a negative number, the House Committee on Education and the Senate Committee on Education, meeting jointly during a regular session, special session, or fiscal session, shall not refer the bill to either chamber of the General Assembly for consideration unless:

(i) The bill is amended to ensure the final lottery fiscal impact results in a positive number; or

(ii) Additional funding is provided through the General Revenue Fund Account.

(B) Consideration of bills.

(1) The House Committee on Education and the Senate Committee on Education shall meet jointly during a regular session, special session, or fiscal session to consider any bill:

(a) Creating a new scholarship to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account; or

(b) Affecting an existing scholarship that is funded with net proceeds from the state lottery or the Higher Education Grants Fund Account.

(2) A bill creating a new scholarship to be funded with net proceeds from the state lottery or the Higher Education Grants Fund Account, as applicable, or affecting an existing
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1 scholarship funded with net proceeds from the
2 state lottery or the Higher Education Grants
3 Fund Account, as applicable, shall not be rec-
4 ommended to either chamber of the General
5 Assembly except upon an affirmative vote or a
6 majority of the members of the following,
7 meeting jointly during a regular session, spe-
8 cial session, or fiscal session:
9 (a) House Committee on Education;
10 and
11 (b) Senate Committee on Educa-
12 tion.
13 (3) A lottery fiscal impact statement
14 prepared for a bill as required under Arkansas
15 Code § 6-85-502 shall be amended each time
16 the House Committee on Education and the
17 Senate Committee on Education recommends
18 to either chamber of the General Assembly a
19 bill creating a new scholarship to be funded
20 with net proceeds from the state lottery or the
21 Higher Education Grants Fund Account, as ap-
22 plicable, or affecting an existing scholarship
23 funded with net proceeds from the state lottery
24 or the Higher Education Grants Fund Account,
25 as applicable, in order to account for the up-
26 dated lottery fiscal impact, if any, the bill that
27 proposes a new scholarship or amends an exist-
28 ing scholarship will have.
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