

Rules of the House

Arkansas
House of Representatives

Ninety-Fourth
General Assembly



**Rules of the House
of Representatives,
Committee Chairperson's
Manual and Committee
Rules,
and
Joint Rules of the
House and Senate
of the
State of Arkansas**

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

Ninety-Fourth General Assembly

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Rules of the House of Representatives

As contained in House Resolution 1001

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Rules of the House

MEMBERS

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

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

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

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

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

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1 he or she has an immediate personal interest.

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

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

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

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

THE SPEAKER

18
19
20
21 10. Selection.

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

29 10.(a)(1) A caucus of the entire House of
30 Representatives shall be held fifteen (15)
31 minutes following sine die adjournment of the

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

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1 10.(a)(2) The candidate receiving a major-
2 ity vote of the membership of the House of
3 Representatives shall be declared the winner of
4 such election for Speaker-designate of the
5 House of Representatives of the next-following
6 General Assembly.

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

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

29 10.(a)(5) It is the intent of this subsection
30 that the Speaker-designate be the Speaker of

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1 the House of Representatives of the next-fol-
2 lowing General Assembly, subject to selection
3 by the membership of the House upon conven-
4 ing of the regular session.

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

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

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

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

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

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1 *(Arkansas Code 10-2-125 -- Employees and of-*
2 *ficers.);*

3 11.(c) Preserve order and decorum;

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

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

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

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

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

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

30 11.(j) Appoint, at the beginning of each
31 session, a member of the House to serve as

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

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

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

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

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

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

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

31 11.(q) Approve, by cosigning with either

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1 the Chief of Staff or the Coordinator of Legis-
2 lative Services, the disbursement of all House
3 funds.

CHIEF OF STAFF

4
5
6 12. The Chief of Staff shall be appointed
7 by the Speaker with the approval of the House
8 Management Committee.

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

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

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

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

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

23 13.(e) Act as custodian of House proper-
24 ties.

COORDINATOR OF LEGISLATIVE SERVICES

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26
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28 14. The Coordinator of House Legislative
29 Services shall be appointed by the Speaker of
30 the House with the approval of the House Man-
31 agement Committee.

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1 15. The duties of the Coordinator of House
2 Legislative Services shall be to:

3 15.(a) Coordinate and supervise the activi-
4 ties of the Chief Clerk, employees of the House
5 Fiscal Office, and other temporary and perma-
6 nent employees as assigned by the Chief of
7 Staff;

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

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

11 12 **THE CHIEF CLERK**

13 16. The Chief Clerk shall be appointed by
14 the Speaker, subject to confirmation by a ma-
15 jority vote of the membership of the House.

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

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

24 17.(b) Keep the Journal of the proceedings
25 of the House, and, under the direction of the
26 Speaker, subject to the will of the House, cor-
27 rect errors in the Journal;

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

30 17.(d) Supervise the engrossment and en-
31 rollment of bills and to certify their passage,

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1 with the assistance of the appropriate commit-
2 tee (*Joint Rules of the House of Representatives*
3 *and the Senate, Rules 6 -- 9.*);

4 17.(e) Transmit bills, other documents, and
5 messages to the Senate, as required and secure
6 a receipt thereof and to receive communica-
7 tions from the Senate and receipts of bills, doc-
8 uments and messages;

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

13 17.(g) Coordinate and supervise activities
14 of temporary and permanent employees as as-
15 signed by the Chief of Staff;

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

24 17.(i) The Secretary of the Senate and the
25 Clerk of the House are authorized, subject to
26 approval by the appropriate designated com-
27 mittee, to correct obvious errors occurring in
28 documents originating in the House and the
29 Senate respectively, provided that each such
30 correction is noted on the bill jacket and is doc-
31 umented by a "correction note" at the end of the

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1 official daily Journal for the date on which the
2 correction was made.

PARLIAMENTARIAN

5 18. The duties of the Parliamentarian shall
6 be to:

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

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

22 18.(c) Advise the Speaker on the proprie-
23 ties of motions and the numbers of votes nec-
24 essary for passage;

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

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

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

31 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.

12 13 **PARLIAMENTARY PRACTICE**

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

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

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

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

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

29 19.(d) Postpone temporarily; lay on the ta-
30 ble (non-debatable) (majority of a quorum) To
31 take from the table (non-debatable) (majority

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1 of a quorum) (when the motion to take from the
2 table is adopted, the proposition takes the same
3 position it held when the motion to lay on the
4 table was adopted);

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

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

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

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

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

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

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

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

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

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

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

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

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

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1 been ordered.

2 21. The motion to recess, when the Floor
3 can be obtained for that purpose, must specify
4 the time which shall elapse and the time for re-
5 convening. It may be amended to alter specific
6 time.

7 22. Previous question:

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

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

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

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

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

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

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1 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).

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

12 27. Reconsideration:

13 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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1 during a special session or fiscal session during
2 which times a motion to reconsider must be dis-
3 posed of immediately.

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

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

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1 to reconsider is defeated, a second motion to
2 reconsider may not be made.

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

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

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

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

27 27.(h) No “Clincher” motion shall be en-
28 tertained on a bill passed during the morning
29 hour or which has been represented to be non-
30 controversial regardless of when passed. Prior

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1 to the 60th day of a session, no bill passed dur-
2 ing the morning hour, or a bill appearing on the
3 non-controversial bill calendar which has
4 passed, shall be transmitted to the Senate until
5 the expiration of the morning hour of the day
6 next following its passage in which the House
7 is in session.

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

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

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

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

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DAILY ORDER OF BUSINESS

1 32. The House shall convene at a time or-
2 dered by the House membership.

3 33. The daily order of business shall be:

4 (a) Prayer

5 (b) Pledge of Allegiance

6 (c) Roll Call

7 (d) Leaves of absence

8 (e) Reading and approval of the previous
9 day's Journal

10 (f) Reports from select committees

11 (g) Reports from standing committees

12 (h) Unfinished business

13 (i) Executive communications

14 (j) Introduction, reading and advancement
15 of bills and resolutions

16 33.(k)1. Senate communications and
17 amendments to House bills

18 2. Introduction, reading and advance-
19 ment of bills and joint resolutions

20 3. Bills and resolutions from the Senate
21 on first reading

22 4. Bills and resolutions from the Senate
23 on second reading

24 5. Senate bills and joint resolutions on
25 third reading

26 33.(l) Announcement of committee meet-
27 ings, and

28 33.(m) Adjournment.

29 34.(a) Introduction and reading of bills and
30 resolutions may be ordered by the Speaker of
31

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1 the House at his or her discretion.

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

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

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

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

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

31 37.(b) Conference reports;

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

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

6 37.(e) Question of privilege;

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

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

BILLS

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

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

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

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

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

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1 38.(e) All amendments shall be entered on
2 a separate sheet of paper noting the page num-
3 ber, the line or lines to be changed and the
4 words to be deleted or inserted.

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

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

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

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

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

31 38.(k) In making appropriations for any

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

8 38.(1) No money shall be drawn from the
9 treasury except in pursuance of specific appro-
10 priation made by law, the purpose of which
11 shall be distinctly stated in the bill, and the
12 maximum amount which may be drawn shall
13 be specified in dollars and cents; and no appro-
14 priation shall be for a longer period than one
15 (1) fiscal year. (*Arkansas Constitution, Article
16 5, § 29 - Appropriations.*)

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

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

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1 the General Assembly. (*Arkansas Constitution,*
2 *Article 5, § 31 - Purposes of taxes and appro-*
3 *priations.*)

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

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

27 38.(m)(1) No appropriation bill shall be
28 filed for introduction in either the House of
29 Representatives or the Senate later than the fif-
30 tieth (50th) day of a regular session except

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

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

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

16 (C) The identical resolutions au-
17 thORIZING the introduction of a non-appropri-
18 ation bill in a fiscal session shall not be filed for
19 introduction in either the House of Representa-
20 tives or the Senate later than the first (1st) day
21 of a fiscal session.

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

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

30 38.(n)(1) No resolution proposing a consti-
31 tutional amendment shall be filed in the House

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1 of Representatives after the thirty-first (31st)
2 day of each regular session of the General As-
3 sembly. Proposed constitutional amendments
4 may only be considered during regular ses-
5 sions.

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

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

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

29 (5) Upon adoption by the General As-
30 sembly of a House-proposed constitutional

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1 amendment and a Senate-proposed constitu-
2 tional amendment, in accordance with the Joint
3 Rules, a third proposed constitutional amend-
4 ment may be considered and voted upon by the
5 General Assembly only after identical resolu-
6 tions authorizing the consideration of the third
7 proposed constitutional amendment have been
8 approved by an affirmative vote of two-thirds
9 (2/3) of the members elected to each house.

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

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

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

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1 the General Assembly. (*Arkansas Code § 10-2-*
2 *115, Introduction of bills affecting public re-*
3 *retirement programs.*)

4 38.(p)(1) A bill affecting the State and Pub-
5 lic School Life and Health Insurance Program
6 or that imposes a new or increased cost obliga-
7 tion for health benefit plans, including phar-
8 macy benefits, on an entity of the state to be
9 considered by the General Assembly at a regu-
10 lar session shall be introduced in the General
11 Assembly during the first fifteen (15) calendar
12 days of a regular session.

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

23 (B) If the General Assembly re-
24 cesses for longer than three (3) consecutive
25 days during the first fifteen (15) calendar days
26 of a regular session, the fifteen-day introduc-
27 tion deadline shall be extended for a time pe-
28 riod equal to the recess.

29 (3) A bill affecting the State and
30 Public School Life and Health Insurance Pro-
31 gram or that imposes a new or increased cost

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1 obligation for health benefit plans, including
2 pharmacy benefits, on an entity of the state
3 shall not be introduced or considered at a fiscal
4 session or an extraordinary session of the Gen-
5 eral Assembly unless the introduction and con-
6 sideration of the bill is first approved by a two-
7 thirds (2/3) vote of the full membership of each
8 house of the General Assembly.

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

14 (A) A bill that creates a new schol-
15 arship to be funded with net proceeds from the
16 state lottery or the Higher Education Grants
17 Fund Account, as applicable; and

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

22 (2)(A) A bill creating a new scholarship
23 to be funded with net proceeds from the state
24 lottery or the Higher Education Grants Fund
25 Account, as applicable, or affecting an existing
26 scholarship that is funded with net proceeds
27 from the state lottery or the Higher Education
28 Grants Fund Account, as applicable, shall not
29 be introduced after the thirty-first day of a reg-
30 ular session unless its introduction is first ap-
31 proved by a three-fourths (3/4) vote of the full

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1 membership of each chamber of the General
2 Assembly.

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

9 (3) A bill creating a new scholarship to
10 be funded with net proceeds from the state lot-
11 tery or the Higher Education Grants Fund Ac-
12 count, as applicable, or affecting an existing
13 scholarship that is funded with net proceeds
14 from the state lottery or the Higher Education
15 Grants Fund Account, as applicable, shall not
16 be introduced or considered at a special session
17 or fiscal session of the General Assembly un-
18 less the introduction or consideration of the bill
19 is first approved by a two-thirds (2/3) vote of
20 the full membership of each chamber of the
21 General Assembly.

22 38.(r) "Fiscal impact statement" means a
23 realistic statement of the estimated financial
24 cost of implementing or complying with a pro-
25 posed law regarding:

26 (1) Municipalities;

27 (2) Counties;

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

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

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

9 (6) Health benefit plans, if imposing a
10 new or increased cost obligation for health ben-
11 efit plans, including pharmacy benefits, on an
12 entity of the state; or

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

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

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

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

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

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

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

25 38.(v)(1) Except for bills imposing a new
26 or increased cost obligation for health benefit
27 plans on an entity of the state or bills regarding
28 new or existing scholarships to be funded with
29 net proceeds from the state lottery or the Higher
30 Education Grants Fund, failure of the sponsor
31 of a bill to provide the fiscal impact statement

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1 required in this rule shall not prohibit the con-
2 sideration of it in the committee to which re-
3 ferred or on the Floor of the House of Repre-
4 sentatives, if no objection to it is made at the
5 time such action is taken.

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

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

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

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

30 (C) An affirmative vote of two-
31 thirds (2/3) of a quorum present and voting

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1 shall override the objection.

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

9 (3)(A) Any bill filed with the House
10 of Representatives that creates a new scholar-
11 ship to be funded with net proceeds from the
12 state lottery or the Higher Education Grants
13 Fund Account, as applicable, or affects an ex-
14 isting scholarship that is funded with net pro-
15 ceeds from the state lottery or the Higher Edu-
16 cation Grants Fund Account, as applicable,
17 shall:

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

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

25 39.(a) The first reading of a bill shall be for
26 information and unless otherwise ordered by
27 the House, it shall be placed on the second
28 reading calendar. (Every bill shall be read at
29 length on three different days in each house,
30 unless the rules be suspended by two-thirds
31 (2/3) of the House, when the same may be read

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1 a second or third time on the same day; (*Arkan-*
2 *sas Constitution, Article 5, § 22 - Passage of*
3 *bills.*)

4 39.(b) No bill shall be read and considered
5 either a first, second or third time which does
6 not contain a bill number, at least one author, a
7 title expressing the main contents of the bill, a
8 subtitle, an enacting clause and at least one sec-
9 tion which shall be expressed in the title and the
10 subtitle. The Speaker shall not entertain a mo-
11 tion to suspend this rule.

12 39.(c)(1) “Shell bill” means a bill, typically
13 with no substantive provisions, that is intro-
14 duced for purposes of later being amended to
15 include the actual legislative proposals ad-
16 vanced by the sponsor and within the subject
17 matter of the title of the shell bill.

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

23 (3) Notwithstanding House Rule
24 40.(d), shell bills may be amended after first
25 reading with a substantive amendment under
26 the process of members amending their own
27 bills with their own amendments. If the Com-
28 mittee on the Journal; Engrossed and Enrolled
29 Bills determines that the shell bill has been sub-
30 stantively amended and engrossed and no
31 longer meets the definition of a shell bill, it

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1 shall report its determination to the Speaker.
2 The Speaker shall then direct the Clerk to read
3 the bill a second time and assign the bill to
4 committee.

5 40. Second reading

6 40.(a) A bill shall be read a second time
7 and the Speaker shall assign the bill to its ap-
8 propriate committee.

9 40.(b) A bill or resolution may not be di-
10 vided for assignment to committee although it
11 may contain certain matters properly within the
12 jurisdiction of several committees.

13 40.(c) Before consideration by a commit-
14 tee, any representative may attach an amend-
15 ment to the bill which shall be referred to the
16 committee with the bill, without debate. It is
17 the author's responsibility to have the amend-
18 ment properly numbered by the Bill Clerk, not
19 the committee staff. An amendment must be
20 properly filed by the author and properly num-
21 bered by the Bill Clerk prior to being voted on
22 by the House.

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

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

30 41.(a) A bill shall not be called for a third
31 reading and final passage until a photocopied,

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1 printed copy, or electronic copy of same shall
2 have been placed on every representative's
3 desk for twenty-four (24) hours.

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

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

10 42. A calendar of bills and resolutions to
11 be considered in the order of business during
12 any legislative day shall be printed and placed
13 on the members' desks prior to the adjourn-
14 ment of the preceding legislative day. Calen-
15 dared items are considered to be a motion for
16 passage.

17 43. A bill ordered to be engrossed or en-
18 rolled shall be typed or photocopied.

19 44. A bill having been rejected may not be
20 brought up again during the same legislative
21 session unless it be an appropriation bill. Ap-
22 propriation bills may be considered a total of
23 two times during any calendar day. Following
24 a second consideration during the same calen-
25 dar day, a motion to reconsider or a motion to
26 expunge must be adopted before an appropria-
27 tion bill may be considered.

28 45.(a) When a bill has been passed and
29 transmitted to the Senate, it may be recalled
30 from the Senate by the same vote that was nec-
31 essary to pass the bill.

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

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

12 47. Amendments to bills and resolutions:

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

26 47.(b) When a House bill has been
27 amended in the Senate, upon return of said bill
28 to the House, the Speaker shall re-refer the bill,
29 together with the Senate amendment(s), to the
30 committee to which the bill was originally re-
31 ferred, for review. Concurrence in the Senate

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1 amendment shall not be considered by the
2 House until the committee report is received by
3 the House. When a House bill is amended and
4 passed by the Senate and is returned to the
5 House, the bill shall be reprinted with the Sen-
6 ate amendments included therein and specifi-
7 cally identified and shall be placed on each
8 member's desk before final action is taken on
9 the bill by the House. When the Senate amend-
10 ment is before the House, the same number of
11 votes will be required to concur in the Senate
12 amendment as was required in the original pas-
13 sage of the bill in the House. Amendments
14 containing an emergency clause require sixty-
15 seven (67) votes.

16 47.(c) Fifty-one (51) votes shall be re-
17 quired to adopt a House amendment to a House
18 or Senate bill. When a House bill has been
19 amended in the House, it shall not be acted
20 upon until it has been engrossed and such en-
21 grossed bill has been printed and placed on
22 each member's desk.

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

26 47.(e) All appropriation bills and other
27 bills which are required to be submitted to the
28 Budget Committee, or to another designated
29 committee of the House and Senate, which are
30 amended on the Floor of either House of the
31 General Assembly by an amendment which

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1 was not recommended favorably by the Budget
2 Committee, or by any other committee of the
3 House and Senate to which referred, shall be
4 re-referred to such committee of the House and
5 Senate for consideration and recommendation
6 before said bill may be considered for final pas-
7 sage or concurrence by the House of Repre-
8 sentatives.

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

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

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

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

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1 47.(j) The sponsor shall present a stamped,
2 numbered and signed copy of a proposed
3 amendment to the Calendar Clerk in order to
4 have the bill and amendment placed on the
5 “Members’ Own Bill/Own Amendment Calendar”.
6

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

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

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

25 47.(n) No House or Senate bills having
26 been amended shall be considered by any committee
27 or the full House until such bills have
28 been engrossed, proofed and reported “correctly
29 engrossed”. The Speaker or presiding
30 officer shall not accept a motion to suspend this
31 rule.

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1 47.(o) Members' own House bills or Sen-
2 ate bills to be amended with their own amend-
3 ments shall be placed on the "Members' Own
4 Bill/Own Amendment Calendar" the day pre-
5 ceding the day they are to be considered.

6 47.(p) When a bill has a committee recom-
7 mendation and is subsequently amended to
8 change the title, and/or the list of sponsors
9 and/or an emergency clause, such amendment
10 shall not cause the bill to be re-referred to com-
11 mittee.

12 47.(q) Members' own House bills may be
13 withdrawn at a specific time set aside by the
14 House by placing them on the "Withdrawal
15 Calendar", the day preceding the day they are
16 to be withdrawn. House bills for withdrawal
17 may be placed on the "Withdrawal Calendar"
18 only by the member whose name is listed first
19 as author of the bill. The member requesting
20 withdrawal may recommend the bill to be stud-
21 ied by the same committee to which the bill
22 was assigned at the time of request for with-
23 drawal.

24 47.(r) The Speaker of the House at a spe-
25 cific time set aside by the House may transfer
26 to another committee bills or resolutions by
27 placing them on the "Re-referral Calendar" no
28 later than 4:30 p.m. the day before they are to
29 be transferred.

30 47.(s) Budget bills sponsored by members but
31 recommended to be amended to delete the

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1 sponsor and substitute the Joint Budget Com-
2 mittee as sponsor may be amended during the
3 period set aside to amend “Members Own Bills
4 with their Own Amendments”.

5 47.(t) The Rules governing members
6 amending their own bills with their own
7 amendments shall be in effect for House and
8 Senate Budget bills so far as they are applica-
9 ble.

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

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

RESOLUTIONS

18
19
20 48. Resolutions shall follow the same pro-
21 cedure as bills.

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

28 50. Joint resolutions are for incidental, un-
29 usual, or informal objectives of legislation (i.e.,
30 as extending the thanks of the State to individ-
31 uals; invitations to celebrities to visit the State),

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1 or to submit proposed amendments to the
2 United States Constitution, ratifying United
3 States Constitutional amendments and propos-
4 ing amendments to the Arkansas Constitution.

5 51. Concurrent resolutions shall be a
6 means of expressing fact, principles, opinions,
7 purposes, and all other matters requiring con-
8 currence of both houses except the subject mat-
9 ter provided for in the joint resolution. A con-
10 current resolution is binding on neither house
11 until agreed to by both.

12 52. Resolutions of Inquiry:

13 52.(a) All resolutions of inquiry addressed
14 to the heads of executive departments shall be
15 reported to the House within one (1) week after
16 presentation.

17 52.(b) A House resolution authorizing a
18 committee to request information is treated as
19 a resolution of inquiry.

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

22
23 **STANDING, SELECT,**
24 **AND SPECIAL COMMITTEES**
25 *(Arkansas Code, Title 10, Subchapter 2 -- In-*
26 *terim Committees Generally)*

27 53. The committees of the House of Rep-
28 resentatives shall consist of ten (10) standing
29 committees, seven (7) select committees, and
30 three (3) special committees. The standing

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1 committees shall be five (5) Class “A” commit-
2 tees and five (5) Class “B” committees. The
3 seven (7) select committees shall be five (5)
4 joint select committees and two (2) House se-
5 lect committees. The three (3) special commit-
6 tees shall be two (2) joint committees and one
7 (1) House committee. The House standing,
8 joint select, select and special committees are
9 as follows:

10 53.(a) HOUSE STANDING COMMIT-
11 TEES

12 Class “A” Committees

13 Education

14 Judiciary

15 Public Health, Welfare and Labor

16 Public Transportation

17 Revenue and Taxation

18 Class “B” Committees

19 Aging, Children and Youth, Legislative and
20 Military Affairs

21 Agriculture, Forestry and Economic Devel-
22 opment

23 City, County and Local Affairs

24 Insurance and Commerce

25 State Agencies and Governmental Affairs

26 53.(b) JOINT SELECT COMMITTEES

27 (1) Joint Budget -- (to consist of twenty
28 four (24) members of the House and twenty
29 four (24) members of the Senate, and the im-
30 mediate past co-chairs of the Legislative Coun-
31 cil and ex-officio members in accordance with

Rules of the House

1 Arkansas Code § 10-3-502. (*Arkansas Code,*
2 *Subchapter 5, -- Joint Budget Committee*) The
3 House members of the Joint Budget Committee
4 shall be known as the House Budget Commit-
5 tee.

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

11 (3) Joint Committee on Public Retirement
12 and Social Security Programs -- (to consist of
13 ten (10) members of the House, ten (10) House
14 alternates, and ten (10) members of the Senate.
15 (*Arkansas Code, Title 10, Subchapter 7 -- Re-*
16 *retirement Committees*)

17 (4) Joint Performance Review Committee
18 -- (to consist of twenty (20) members of the
19 House and ten (10) members of the Senate. (*Ar-*
20 *kanساس Code, Title 10, Subchapter 9 -- Joint*
21 *Performance Review Committees*)

22 (5) Joint Committee on Advanced Com-
23 munications and Information Technology -- (to
24 consist of ten (10) members of the House, ten
25 (10) House alternates, and seven (7) members
26 of the Senate. (*Arkansas Code, Title 10, Sub-*
27 *chapter 17 -- Joint Committee on Advanced*
28 *Communications and Information Technology*)

53.(c) HOUSE SELECT COMMITTEES

30 House Rules Committee shall consist of no
31 more than fifteen (15) members.

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

4 53.(d) SPECIAL COMMITTEES

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

8 (a) The chairperson of the House Budget Committee;

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

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

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

16 (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*)

18 (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

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1 Committee who shall be the vice chairperson,
2 the chairperson of the House Management
3 Committee, and two (2) members of the House
4 appointed by the Speaker of the House; and, the
5 House Parliamentarian shall serve as secretary
6 and advisor to the committee. The chairperson
7 of the committee shall receive an allowance in
8 accordance with Arkansas Code § 10-2-215.

9 (3) Joint Committee on Legislative Print-
10 ing Requirements and Specifications -- (to con-
11 sist of the chairperson and vice chairperson of
12 the House Management Committee, the chair-
13 person and vice chairperson of the Senate Effi-
14 ciency Committee, the Speaker of the House of
15 Representatives or his or her designee and the
16 President Pro Tempore of the Senate. (*Arkan-
17 sas Code, Title 10, Subchapter 6 -- Joint Com-
18 mittee on Legislative Printing Requirements
19 and Specifications*)

20 54.(a) STANDING COMMITTEES

21 (1) Selection of membership positions
22 on House committees for members-elect shall
23 take place during the caucus of the entire House
24 of Representatives-elect following the Novem-
25 ber General Election.

26 (2) Each standing committee shall con-
27 sist of twenty (20) members. Each member of
28 the House of Representatives shall serve on
29 two (2) standing committees, one (1) of which
30 shall be a Class "A" standing committee and
31 one (1) of which shall be a Class "B" standing

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1 committee. A member may not serve on more
2 than one (1) committee of the same class.
3 Members of the standing committees shall be
4 selected as follows:

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

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

17 (ii) After the member with the
18 least seniority makes his or her Class “A”
19 standing committee selection, the most senior
20 member shall select his or her Class “B” stand-
21 ing committee. The seniority rotation shall
22 continue until the member with the least seni-
23 ority selects his or her Class “B” standing
24 committee.

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

27 (ii) A trade of committee mem-
28 bership may only occur by the close of business
29 on the day of the committee selection process.

30 (iii) A trade of committee mem-
31 bership shall be in writing and signed by the

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1 members who are trading their committee
2 memberships, the trading members' political
3 caucus leaders, and the Speaker of the House
4 of Representatives.

5 (iv) Once completed, written
6 and signed documentation of the trade of com-
7 mittee membership shall filed in the House
8 Journal.

9 (D)(i) The Speaker of the House
10 shall have the authority to make adjustments to
11 committee membership following the commit-
12 tee selection process only for the purpose of ad-
13 justing the majority to minority party ratio on
14 the standing committees.

15 (ii) The adjustments to commit-
16 tee membership made by the Speaker shall not
17 exceed placing eleven (11) members of the ma-
18 jority party on a twenty (20) member commit-
19 tee.

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

23 (4) From within each standing com-
24 mittee there shall be created three (3) perma-
25 nent subcommittees consisting of eight (8)
26 members. Each member of the House of Rep-
27 resentatives shall serve on two (2) permanent
28 subcommittees, one (1) from a Class "A"
29 standing committee and one (1) from a Class
30 "B" standing committee. The Speaker of the
31 House of Representatives and the chairperson

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1 of each standing committee shall jointly ap-
2 point from the membership of the standing
3 committee six (6) persons for each permanent
4 subcommittee available, provided further the
5 chairperson and vice chairperson of each stand-
6 ing committee shall be ex-officio, voting mem-
7 bers of each permanent subcommittee created
8 from within their standing committee. The per-
9 manent subcommittees of the standing commit-
10 tees may meet after having first obtained prior
11 approval of the standing committee chairper-
12 son.

13 (5) There shall be no transfers from one
14 standing committee to another or from one per-
15 manent subcommittee to another during the bi-
16 ennium following initial biennial appointment
17 and or confirmation. After selection of standing
18 committee members and permanent subcom-
19 mittee members, a vacancy occurring on a
20 standing committee or permanent subcommit-
21 tee during the biennium because of the death,
22 resignation, expulsion, etc., of a member, shall
23 be temporarily filled by the Speaker of the
24 House of Representatives assigning the newly
25 elected member, for the remainder of the bien-
26 nium, to the "A" and "B" standing committees,
27 and the permanent subcommittees previously
28 held by their predecessor. The newly elected
29 member does not automatically assume a chair-
30 manship or vice-chairmanship, which vacan-
31 cies shall be filled in the same manner as the

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1 original appointment.

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

11 54.(b) SELECT COMMITTEES

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

18 (2)(A) Selection of positions on the
19 House Budget Committee shall occur follow-
20 ing the Class "A" standing committee and
21 Class "B" standing committee selections and in
22 conjunction with selection of members for the
23 Legislative Council and the Legislative Joint
24 Auditing Committee.

25 (B) The most senior member of the
26 House of Representatives shall select first and
27 shall choose a primary or alternate position on
28 the House Budget Committee, the Legislative
29 Council, or the Legislative Joint Auditing
30 Committee. The next-senior member shall
31 then choose a primary or alternate position on

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1 the House Budget Committee, the Legislative
2 Council, or the Legislative Joint Auditing
3 Committee. The seniority rotation procedure
4 shall continue until the member with the least
5 seniority makes his or her selection or until all
6 primary and alternate positions on the House
7 Budget Committee, the Legislative Council, or
8 the Legislative Joint Auditing Committee are
9 filled.

10 (C)(i) The Speaker of the House
11 shall have the authority to make adjustments to
12 committee membership following the commit-
13 tee selection process only for the purpose of ad-
14 justing the majority to minority ratio on the
15 House Budget Committee, the Legislative
16 Council, and the Legislative Joint Auditing
17 Committee.

18 (ii) The adjustments to commit-
19 tee membership made by the Speaker shall not
20 exceed the minimum necessary to ensure ma-
21 jority party membership exceeds minority
22 party membership on the committees.

23 (iii) Final committee member-
24 ships shall be announced no later than the
25 House Orientation held in December before a
26 Regular Session.

27 (3) The House Budget Committee shall
28 consist of six (6) members of the House of Rep-
29 resentatives and two (2) alternates from each
30 House caucus district. At the time the alternates
31 are selected, one (1) shall be designated as first

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1 alternate and the other as second alternate. The
2 term of office of the members shall be from
3 January 1 of odd-numbered years through De-
4 cember 31 of the following even-numbered
5 year. Vacancies in either a member or alternate
6 member position shall be filled in the same
7 manner as the initial member or alternate mem-
8 ber position was filled. House Budget Commit-
9 tee membership shall be confirmed at the same
10 time that House members are administered the
11 oath of office. Prior to confirmation, however,
12 members chosen to serve on the House Budget
13 Committee shall conduct pre-session budget
14 hearings, either standing alone or in conjunc-
15 tion with the Legislative Council.

16 (4) No member of the House of Repre-
17 sentatives shall serve on more than one (1) se-
18 lect committee. The Legislative Council, the
19 Legislative Joint Auditing Committee, the
20 House Budget Committee, the House Commit-
21 tee on the Journal; Engrossed and Enrolled
22 Bills, and the House Management Committee
23 are excluded therefrom.

24 54.(c)(1) The Speaker of the House of Rep-
25 resentatives shall appoint a chairperson and a
26 vice chairperson of each standing committee
27 and each select committee who shall serve at
28 the pleasure of the Speaker of the House of
29 Representatives. The Speaker, in consultation
30 with the chairperson of each standing commit-
31 tee, shall appoint from the membership of each

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1 permanent subcommittee, a chairperson and
2 vice chairperson provided however that the
3 vice chairperson of the standing committee
4 may be the chairperson of a permanent sub-
5 committee. No member of the House of Repre-
6 sentatives, with the exception of each House
7 standing committee vice chairperson, shall be
8 chairperson or vice chairperson of more than
9 one (1) standing committee, select committee,
10 or permanent subcommittee.

11 (2) The rules or proceedings of the
12 House of Representatives shall be observed in
13 all select committees, standing committees,
14 and subcommittees of the House of Represent-
15 atives so far as the rules or proceedings may be
16 applicable.

17 (3) The House Committee on the Jour-
18 nal; Engrossed and Enrolled Bills shall serve as
19 the supervisory committee over the preparation
20 of the Journal and engrossing and enrolling of
21 bills.

22 (4) After the membership of a standing
23 committee or a permanent subcommittee is es-
24 tablished, no member shall be removed from
25 any standing committee or any permanent sub-
26 committee during the biennium for which he or
27 she was selected. All appointees selected by the
28 Speaker of the House of Representatives serve
29 at his or her discretion.

30 55. Committee Operations.

31 55.(a) Each committee of the House shall

Rules of the House

1 be provided a secretary who shall maintain a
2 current record of all bills, resolutions, amend-
3 ments, petitions, memorials, or other matters
4 filed in committee. A record of committee ac-
5 tions (committee reports, committee adopted
6 amendments, etc.) shall be filed with the Chief
7 Clerk of the House as the first priority upon ad-
8 journment of the committee. The secretary
9 shall post, on a bulletin board and/or electroni-
10 cally, a current list of all measures pending be-
11 fore the committee.

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

16 (1) That a bill, resolution, petition or
17 memorial “do pass”;

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

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

24 55.(c) No bill, resolution, petition or me-
25 morial shall be acted upon by the House with-
26 out a “do pass” or a “do pass as amended” rec-
27 ommendation. No bills shall be placed on the
28 non-controversial calendar or deemed to be
29 non-controversial in any way unless a motion
30 is adopted in the committee to which the bill

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1 was referred. With a quorum present, the mo-
2 tion is considered adopted if there are no nega-
3 tive votes.

4 55.(d) The appropriate subject matter
5 standing committees of the House and the Sen-
6 ate may meet as joint committees whenever
7 agreed by said committees, for the purposes of
8 holding public hearings or considering any pro-
9 posed or pending legislation but upon conclu-
10 sion of the joint meeting of said committees,
11 each standing committee of the House of Rep-
12 resentatives and the Senate shall take such ac-
13 tion and report to their respective houses as de-
14 termined by said committees. Whenever the
15 appropriate subject committees of the House
16 and Senate hold hearings or meetings, the
17 chairperson of the House committee and the
18 chairperson of the Senate committee shall by
19 agreement determine which of them shall pre-
20 side at the joint meeting.

21 Rules 56-59 [Repealed.]

22 60. Meetings and Hearings:

23 60.(a) All committee and subcommittee
24 meetings including but not limited to hearings
25 at which public testimony is to be taken, (nor-
26 mally called “public hearings”) shall be open to
27 the public (*Arkansas Constitution, Article 5,*
28 *§ 13, Sessions to be open.*) and shall be sched-
29 uled at least eighteen (18) hours in advance;
30 agendas of bills, resolutions, and other pro-
31 posals to be considered at such meetings shall

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

7 60.(b) Special meetings of a standing com-
8 mittee may be called by the chairperson of the
9 committee or by a majority of the members of
10 the committee for conducting any business of
11 the committee; provided, a special meeting of
12 the committee may not conflict with regularly
13 scheduled meetings of any standing committee;
14 provided further, special meetings shall be sub-
15 ject to the same procedures regarding the pub-
16 lishing of agendas and notices of meetings that
17 apply to regular standing committee meetings.

18 60.(c) The Speaker of the House shall es-
19 tablish a schedule of House standing and select
20 committee meetings so as to minimize con-
21 flicts.

22 61.(a) All persons wishing to offer testi-
23 mony to a committee hearing shall be given a
24 reasonable opportunity to do so as determined
25 by a majority of the committee. An oral or
26 written statement shall not be a prerequisite to
27 offer testimony before a committee.

28 61.(b)(1) The committee shall have the op-
29 portunity to ask questions of persons offering
30 testimony.

31 (2) Electronic devices such as smart

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1 phones, tablets or personal computers may be
2 used by participants in debate but during
3 presentations may not be employed for per-
4 sonal communications with outside parties.

5 62. All contested elections cases enter-
6 tained by the House shall be referred to the
7 Rules Committee which shall make its final
8 recommendation not later than two (2) weeks
9 from the first day of the session.

10 63. No committee shall sit while the House
11 is in session except the Committee on Rules or
12 a Conference Committee, which shall notify
13 the House.

14 64.(a) The following subject areas shall be
15 within the jurisdiction of each of the respective
16 House standing committees:

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

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

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1 (3) Committee on Public Health, Wel-
2 fare and Labor – matters pertaining to public
3 health, mental health, mental retardation, pub-
4 lic welfare, human relations and resources, en-
5 vironmental affairs, water and air pollution, la-
6 bor and labor relations, contractors and con-
7 tracting, similar legislation, and resolutions
8 germane to the subject matter of the committee;

9 (4) Committee on Public Transporta-
10 tion – matters pertaining to roads and high-
11 ways, city streets, county roads, road vehicles,
12 highway safety, airports and air transportation,
13 common and contract carriers, mass transit,
14 similar legislation, and resolutions germane to
15 the subject matter of the committee;

16 (5) Committee on Revenue and Taxa-
17 tion – matters pertaining to the levy, increase,
18 reduction, collection, enforcement and admin-
19 istration of taxes and other revenue-producing
20 measures, and resolutions germane to the sub-
21 ject matter of the committee;

22 (6) Committee on Aging, Children and
23 Youth, Legislative and Military Affairs – mat-
24 ters pertaining to the aged, child custody, adop-
25 tions, problems of aging; children and youth,
26 military, veterans, legislative affairs, memorials,
27 other matters whenever the subject matter
28 is not germane to the subject matter of any
29 other standing committee and resolutions ger-
30 mane to the subject matter of the committee;

31 (7) Committee on Agriculture, Forestry

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1 and Economic Development – matters pertain-
2 ing to agriculture, livestock, forestry, industrial
3 development, natural resources, oil and gas,
4 publicity and parks, levee and drainage, rivers
5 and harbors, similar legislation and resolutions
6 germane to the subject matter of the committee;

7 (8) Committee on City, County and Lo-
8 cal Affairs – matters pertaining to city and mu-
9 nicipal affairs, county affairs, local improve-
10 ment districts, water districts, interlocal gov-
11 ernment cooperation, similar legislation and
12 resolutions germane to the subject matter of the
13 committee;

14 (9) Committee on Insurance and Com-
15 merce – matters pertaining to banks and bank-
16 ing, savings and loan associations, stock,
17 bonds, and other securities, securities dealers,
18 insurance, public utilities, partnerships and cor-
19 porations, home mortgage financing and hous-
20 ing, similar legislation and resolutions germane
21 to the subject matter of the committee;

22 (10) Committee on State Agencies and
23 Governmental Affairs – matters pertaining to
24 state government and state agencies, except
25 where the subject matter relates more appropri-
26 ately to another committee, proposed amend-
27 ments to the Constitution of the State of Arkan-
28 sas or the Federal government, election laws
29 and procedures, Federal and interstate rela-
30 tions, similar legislation, and resolutions ger-
31 mane to the subject matter of the committee;

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1 64.(b) The following permanent subcom-
2 mittees are hereby created from within each
3 standing committee:

4 (1) For the House standing committee
5 on Aging, Children and Youth, Legislative and
6 Military Affairs, the following permanent sub-
7 committees are created:

8 (A) Aging

9 (B) Children and Youth

10 (C) Legislative, Military and Veter-
11 ans Affairs

12 (2) For the House standing committee
13 on Agriculture, Forestry and Economic Devel-
14 opment, the following permanent subcommit-
15 tees are created:

16 (A) Agriculture, Forestry and Natu-
17 ral Resources

18 (B) Small Business and Economic
19 Development

20 (C) Parks and Tourism

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

24 (A) Planning

25 (B) Finance

26 (C) Local Government Personnel

27 (4) For the House standing committee
28 on Education, the following permanent sub-
29 committees are created:

30 (A) Early Childhood

31 (B) Kindergarten Through Twelve,

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1 Vocational/Technical Institutions

2 (C) Higher Education

3 (5) For the House standing committee
4 on Insurance and Commerce, the following
5 permanent subcommittees are created:

6 (A) Financial Institutions

7 (B) Insurance

8 (C) Utilities

9 (6) For the House standing committee
10 on Judiciary, the following permanent subcom-
11 mittees are created:

12 (A) Courts/Civil Law

13 (B) Corrections/Criminal Law

14 (C) Juvenile Justice/Child Support

15 (7) For the House standing committee
16 on Public Health, Welfare and Labor, the fol-
17 lowing permanent subcommittees are created:

18 (A) Human Services

19 (B) Health Services

20 (C) Labor and Environment

21 (8) For the House standing committee
22 on Public Transportation, the following perma-
23 nent subcommittees are created:

24 (A) Motor Vehicle and Highways

25 (B) Public Transportation and Rail

26 (C) Waterways and Aeronautics

27 (9) For the House standing committee
28 on Revenue and Taxation, the following per-
29 manent subcommittees are created:

30 (A) Sales, Use, Miscellaneous
31 Taxes and Exemptions

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1 (B) Income Taxes—Personal and
2 Corporate

3 (C) Complaints and Remediation

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

8 (A) State Agencies and Reorganiza-
9 tion

10 (B) Constitutional Issues

11 (C) Elections

12 65.(a) Committee on Rules:

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

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

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

26 (4) The Speaker shall refer any matter
27 he or she deems appropriate to the Committee
28 on Rules, including without limitation any mat-
29 ters dealing with alcohol, cigarettes, movies,
30 pornography, tobacco, tobacco products, coin

Rules of the House

1 operated amusement devices, vending machines, lobbying, code of ethics, bingo, lotteries, raffles, racing, race tracks, pari-mutuel betting and similar legislation.

5 (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.

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

14 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).

29 66.(a) A bill, resolution or amendment in a House committee, having been rejected twice, shall not be placed on the committee calendar

Rules of the House

1 again or considered again during the same leg-
2 islative session unless the vote is expunged
3 (two-thirds of the membership of the commit-
4 tee). The motion to expunge shall be placed by
5 a committee member at the bottom of the com-
6 mittee agenda. A bill or resolution may be
7 amended before a second consideration; but,
8 unless expunged, even an amended bill having
9 failed twice shall not be placed on the calendar
10 or considered.

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

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

22 69. Committee Records and Reports:

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

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

29 (2) The number and title of the bill with
30 one of the following three recommendations:
31 “do pass”, “do pass as amended”, or “do not

Rules of the House

1 pass". If a committee recommends a bill "do
2 pass as amended" and any of the amendments
3 recommended by the committee are not
4 adopted on the Floor, the bill shall be re-re-
5 ferred to the same committee for further con-
6 sideration and recommendation.

7 (3) A summary of each bill's major pro-
8 vision which may be several paragraphs in
9 length in case of major bills or simply the title
10 of the bill in the case of minor bills.

11 (4) The reason for the committee's ac-
12 tion on the bill, including a brief minority re-
13 port, if requested by any two (2) committee
14 members.

15 (5) A record of how every member
16 voted on each bill when action is taken by the
17 committee, including votes on a motion to
18 postpone consideration on the bill and a rec-
19 orded vote on any other motion, if requested by
20 any two (2) committee members.

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

25 69.(b) Such records for each separate com-
26 mittee meeting shall be approved by the chair-
27 person before the expiration of a seven (7) day
28 period, with the exception of those records re-
29 ferred to in (a) 1. and 2., hereinabove which
30 shall be filed immediately with the Clerk of the
31 House.

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

3 70. Consent Calendar – Supplemental Cal-
4 endar. In addition to the regular calendar of the
5 House of Representatives, there shall be a con-
6 sent calendar on which shall be placed bills that
7 have been recommended “do pass” by commit-
8 tee, which are deemed by the committee or by
9 the Speaker to be non-controversial, and may
10 be used for other non-controversial matters
11 such as resolutions and amendments to bills
12 proposed by the author of the bill, if the
13 Speaker deems such matter to be non-contro-
14 versial. The Speaker of the House shall main-
15 tain the consent calendar. Provided, that a list
16 of bills and other matters on the consent calen-
17 dar which are to be considered on a particular
18 day shall be circulated among the members of
19 the House of Representatives the day prior to
20 the date on which the consent calendar is to be
21 considered. If as many as five (5) members ob-
22 ject to a bill or other matter on the consent cal-
23 endar being considered as non-controversial,
24 the Speaker of the House shall remove the same
25 from the consent calendar and shall place it on
26 the regular calendar of the House business.
27 When deemed advisable, in addition to the reg-
28 ular calendar and the consent calendar, the
29 Speaker may provide for a supplemental calen-
30 dar on which shall be placed bills and resolu-
31 tions and other matters as requested by the

Rules of the House

1 members for consideration. The list of bills,
2 resolutions and other matters on the supple-
3 mental calendar for consideration on a particu-
4 lar day shall be circulated among the members
5 of the House. If as many as five (5) members
6 object to a bill, resolution or any other matter
7 on the supplemental calendar the same shall be
8 removed and placed on the regular House cal-
9 endar for consideration consistent with the
10 wishes of the House. No bill or resolution may
11 be placed for consideration on any more than
12 one (1) House calendar, supplemental calen-
13 dars excepted.

14 71. A vote of two-thirds (2/3) of the elected
15 membership of the House of Representatives
16 shall be necessary to remove a bill from a com-
17 mittee. A bill may be reported by a committee
18 at any time as provided by the House Rules ex-
19 cept for bills introduced after the fiftieth (50th)
20 day of the Regular Session, or during a special
21 session, which shall, upon written request by
22 the author, be acted on at the next regular meet-
23 ing of the committee, but committees may de-
24 lay final action on a bill by a majority vote of
25 the committee.

26 72.(a) Except as provided in subsection (b),
27 no action may be taken in the House Commit-
28 tee on Public Health, Welfare and Labor or on
29 the Floor of the House of Representatives on
30 any bill that provides for licensure of any pro-

Rules of the House

1 profession, occupation or class of health care pro-
2 viders not currently licensed or expands the
3 scope of practice of any profession, occupa-
4 tion, or class of health care providers unless the
5 House Committee on Public Health, Welfare
6 and Labor has initiated a study of the feasibility
7 of such legislation at least thirty (30) days prior
8 to convening the next legislative session.

9 72.(b) A bill providing for the licensure of
10 any profession, occupation, or class of health
11 care providers not currently licensed or ex-
12 panding the scope of any practice of any pro-
13 fession, occupation, or class of health care pro-
14 viders may be acted upon without the initiation
15 of a feasibility study required in subsection (a)
16 upon a two-thirds (2/3) vote of the House Pub-
17 lic Health, Welfare and Labor Committee
18 membership.

20 COMMITTEE OF THE WHOLE

21 73. All measures involving a tax or an ap-
22 propriation of money, or property, may be first
23 considered in a Committee of the Whole,
24 amendments can be offered in the Committee
25 of the Whole.

26 74. The Speaker of the House, in setting the
27 calendar of budgets or appropriation bills to be
28 considered in the House shall, from time to
29 time, confer with the chairperson of the House
30 Budget Committee on the appropriation bills
31 pending and may designate specific days or

Rules of the House

1 times to be set aside in the House to be devoted
2 solely to consideration of appropriation bills
3 and other budget matters. At least by the end
4 of business on the previous day before any ap-
5 propriation bill is to be considered by the
6 House, the chairperson of the House Budget
7 Committee shall cause to be prepared and
8 placed on each member's desk a listing of ap-
9 propriation bills to be considered in the Com-
10 mittee of the Whole or the House, broken down
11 as follows:

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

16 74.(b) All other appropriation bills spon-
17 sored by the Joint Budget Committee or the
18 House Budget Committee which were not con-
19 sidered by the Legislative Council;

20 74.(c) Bills introduced by members of the
21 House (or Senate) that shall have been recom-
22 mended by the Joint Budget Committee or the
23 House Budget Committee "do pass" or "do
24 pass as amended"; and

25 74.(d) Appropriation bills amended in the
26 Senate without Joint Budget Committee or
27 House Budget Committee action. The afore-
28 mentioned list of appropriation bills shall in-
29 clude the number of the bill, the author of the
30 bill, and the name and agency and/or program
31 for which the appropriation is to be made. In

Rules of the House

1 the event the Joint Budget Committee or the
2 House Budget Committee recommendations in
3 regard to the appropriation shall differ, in any
4 respect, from the recommendations made by
5 the Legislative Council in regard thereto, said
6 list shall identify each such change in the ap-
7 propriation bill which differs from the recom-
8 mendation of the Legislative Council.

9 75. In forming a Committee of the Whole
10 House, the Speaker may leave his or her chair
11 after appointing a chairperson to preside, who
12 shall have the same power as the Speaker to
13 preserve order. A majority of a quorum is re-
14 quired to resolve the House into a Committee
15 of the Whole.

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

23 77. A Committee of the Whole cannot re-
24 port a measure without a quorum of its mem-
25 bers present.

26 78. The rules and proceedings of the House
27 shall be observed in Committee of the Whole
28 House so far as they may be applicable. Deci-
29 sions will be made by voice or standing votes.

30 79. No motion which has as its effect the
31 limiting of debate in the Committee of the

Rules of the House

1 Whole shall be entertained by the chairperson.
2 The motion for the disposition of any matter re-
3 ferred to the committee shall be, “Mr. or
4 Madam Chair, I move the committee do now
5 rise and report”. If the committee had no spe-
6 cific report, the motion should be to rise and
7 report progress.

8 9 **LEGISLATIVE COUNCIL; LEGISLATIVE** 10 **JOINT AUDITING COMMITTEE**

11 80. Legislative Council.

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

18 (2) The Speaker shall select one (1) of
19 their number as Legislative Council co-chair
20 and one (1) of their number as Legislative
21 Council co-vice-chair. No more than two (2)
22 members selected from each caucus shall re-
23 side within the same county. The term of office
24 of the members shall be from January 1 of odd-
25 numbered years to December 31 of the follow-
26 ing even-numbered year. Legislative Council
27 membership shall be confirmed at the same
28 time that House members are administered the
29 oath of office.

30 80.(b) In order that there may be no House
31 vacancies on the Legislative Council at any

Rules of the House

1 time, at the time of selection of the House
2 members to the Legislative Council, there shall
3 be selected from each House Caucus District in
4 the same manner as is set forth in Rule 54.(b)
5 of these rules, a first alternate and a second al-
6 ternate for each member selected from that dis-
7 trict. In the event that any House member or
8 House alternate of the Legislative Council re-
9 signs from the Legislative Council, is disquali-
10 fied from serving on the Legislative Council,
11 dies, or for any other reason there becomes a
12 permanent vacancy in a House position on the
13 Legislative Council, the Speaker of the House
14 of Representatives shall select from the same
15 House caucus district a replacement member or
16 alternate to serve the remainder of the term.
17 When a vacancy occurs in a House member po-
18 sition on the Legislative Council or a House al-
19 ternate position on the Legislative Council, that
20 person's alternate shall serve until a new mem-
21 ber is chosen. The Speaker of the House of
22 Representatives shall notify the Legislative
23 Council chairperson of all changes in member-
24 ship on the Legislative Council.

25 80.(c) Ex-officio members shall be se-
26 lected in accordance with Arkansas Code § 10-
27 3-301.

28 81. Legislative Joint Auditing Committee.

29 81.(a) The House of Representatives shall
30 select twenty (20) members to serve on the

Rules of the House

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

18 81.(b) In order that there may be no House
19 vacancies on the Legislative Joint Auditing
20 Committee at any time, at the time of selection
21 of the House members to the Legislative Joint
22 Auditing Committee there shall be selected,
23 from each House Caucus District in the same
24 manner as is set forth in Rule 54.(b) of these
25 rules, a first alternate and a second alternate for
26 each member selected from that House caucus
27 district. In the event that any House member or
28 House alternate of the Legislative Joint Auditing
29 Committee resigns from the Legislative
30 Joint Auditing Committee, is disqualified from
31 serving on the Committee, dies, or for any other

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1 reason there becomes a permanent vacancy in
2 a House position on the Legislative Joint Au-
3 diting Committee, the Speaker of the House of
4 Representatives shall select from the same
5 House caucus district a replacement member or
6 alternate to serve the remainder of the term.
7 When a vacancy occurs in a House member po-
8 sition on the Legislative Joint Auditing Com-
9 mittee or a House alternate position on the Leg-
10 islative Joint Auditing Committee, that per-
11 son's alternate shall serve until a new member
12 is chosen. The Speaker of the House of Repre-
13 sentatives shall notify the Legislative Joint Au-
14 diting Committee chairperson of all changes in
15 membership on the Legislative Joint Auditing
16 Committee.

17 81.(c) Ex-officio members shall be se-
18 lected in accordance with Arkansas Code §§
19 10-3-403 and 10-3-404.

CAUCUS DISTRICTS

22 82. Each of the four caucuses shall select
23 from among the members of the caucus a chair-
24 person.

25 The First Caucus District shall be com-
26 posed of the following House of Representa-
27 tives Districts: 1, 2, 3, 4, 5, 6, 27, 28, 30, 31,
28 32, 33, 34, 35, 36, 37, 38, 39, 40, 60, 61, 62,
29 63, 64, and 68.

30 The Second Caucus District shall be com-

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1 posed of the following House of Representa-
2 tives Districts: 41, 42, 43, 54, 55, 56, 57, 58,
3 59, 66, 67, 69, 70, 71, 72, 73, 74, 75, 76, 77,
4 78, 79, 81, 82, and 83.

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

10 The Fourth Caucus District shall be com-
11 posed of the following House of Representa-
12 tives Districts: 29, 44, 45, 46, 52, 53, 65, 80,
13 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95,
14 96, 97, 98, 99, and 100.

DEBATE

19 83. When a representative desires to speak
20 or to have the attention of the House, he or she
21 shall rise from his or her seat and respectfully
22 address himself or herself to “Mr. or Madam
23 Speaker”, (or in the Committee of the Whole,
24 “Mr. or Madam Chairperson”) and upon recog-
25 nition, he or she may address the House from
26 his or her seat or the “well” of the House. Rep-
27 resentatives must be at their seats before ob-
28 taining recognition. Any representative who
29 receives recognition from the Chair must con-
30 fine himself or herself to the question before

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1 the House, or a privileged motion. No repre-
2 sentative shall proceed until recognized by the
3 Speaker. When two (2) or more representa-
4 tives arise at once, the Speaker shall name the
5 member who shall be first to speak.

6 84. When a representative desires to inter-
7 rupt a representative having the Floor, he or she
8 shall first obtain recognition of the Speaker and
9 permission of the representative occupying the
10 Floor; and when so recognized and such per-
11 mission is obtained, he or she may ask ques-
12 tions of the representative occupying the Floor;
13 but shall not propound a series of interrogatives
14 or otherwise badger the representative having
15 the Floor.

16 85. No representative shall occupy more
17 than thirty (30) minutes in debate on any ques-
18 tion in the House. The representative reporting
19 a measure under consideration from a commit-
20 tee or the author may open and close debate. If
21 debate shall extend beyond one (1) day, the au-
22 thor or sponsor shall be entitled to thirty (30)
23 minutes to close. The right to close may not be
24 automatically exercised after limited debate,
25 the previous question or immediate considera-
26 tion is voted.

27 86. No representative shall speak more
28 than once on the same question without leave
29 of the House. One (1) mover, proposer or in-
30 troducer of the question pending may speak the

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1 second time and close, but not until every rep-
2 resentative choosing to speak shall have been
3 heard.

4 87. A representative having the Floor may
5 not yield it to another for any purpose including
6 making a motion; but, if he or she desires to al-
7 low a motion to be made, he or she must yield
8 the Floor.

DECORUM

9
10
11 88. No person other than a member of the
12 Arkansas General Assembly, designated legis-
13 lative staff, or on special and certain occasions
14 those persons specifically invited by the
15 Speaker of the House, shall be permitted on the
16 Floor of the House Chamber while the House
17 is in session or in brief recess. The Speaker
18 shall develop policies governing limited public
19 access to the Floor during the interim. Arrange-
20 ments for photographers shall be established,
21 the direction and control of which shall be reg-
22 ulated by the Speaker of the House. No one in
23 the House Chamber other than a member of the
24 Legislature may advocate or oppose passage of
25 a measure while the House is in session. No
26 legislative aides, lobbyists or unauthorized per-
27 sons shall be permitted access to the House
28 Floor, work areas, or House support areas.
29 This Rule shall be enforced by the Speaker of
30 the House and/or the House Management

Rules of the House

1 Committee. The House Management Commit-
2 tee and the Rules Committee shall recommend
3 punishment to the House for violation of this
4 Rule. (*Arkansas Code 10-2-110 -- Disorderly*
5 *Conduct*)

6 89. The House Chamber during regular,
7 fiscal and special sessions and during the in-
8 terim shall be used only for the legislative busi-
9 ness of the House and for the caucus meetings
10 of its members, except upon occasions where
11 the House, by resolution, agrees to take part in
12 any ceremonies to be observed therein; and the
13 Speaker shall not entertain a motion for suspen-
14 sion of this rule.

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

18 91. If any representative, in speaking or
19 otherwise, transgresses the rules of the House,
20 the Speaker shall or any representative may,
21 call him or her to order. He or she shall imme-
22 diately be seated unless permitted, on a motion
23 of another representative, to explain. The
24 House shall, if called upon, decide on the issue
25 without debate. If the decision is in favor of the
26 representative called to order, he or she shall be
27 free to continue; and, if the dispute shall war-
28 rant, a representative shall be open to censure
29 or such punishment as the House shall impose.

30 92. Normal conformity to good manners
31 and taste shall be expected of each member of

Rules of the House

1 the House. Representatives shall avoid refer-
2 ences to personalities and extend to each repre-
3 sentative courtesies which they wish for them-
4 selves.

5 93. Introduction of and recognition of fam-
6 ily, constituents, or groups shall not become
7 excessive. Members should be extremely re-
8 luctant in using the time of the House for these
9 personal courtesies. If deemed appropriate by
10 the Speaker of the House, he or she shall make
11 all introductions from information provided to
12 the Speaker by a member or appropriate House
13 staff.

14 94. The smoking of cigarettes, cigars and
15 pipes or other tobacco products shall not be
16 permitted in the Chamber of the House of Rep-
17 resentatives or in the members' private work
18 area.

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

VOTING

24
25
26 96. No person not a representative shall
27 cast a vote for a representative.

28 97. Any question or motion, except final
29 passage of a bill or final action on a joint reso-
30 lution, may be put to the House by a voice vote
31 at the discretion of the Speaker.

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

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

9 99.(a) These representatives must be cast-
10 ing opposite votes.

11 99.(b) Dated pairs reflecting the bill num-
12 ber are counted when signed by both represent-
13 atives,

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

16 (2) when the member who will not be
17 present for the vote signs the pair form in the
18 presence of a person authorized by law to take
19 acknowledgements and who verifies the iden-
20 tity of the signer.

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

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

Rules of the House

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

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

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

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

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

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

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

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

30 102. The Electronic Voting System shall
31 have the same force and effect as a Roll Call.

Rules of the House

1 (Not less than a majority of the members of
2 each House of the General Assembly may en-
3 act a law.) (*Arkansas Constitution, Article 5,*
4 *§ 21, as added by Arkansas Constitution,*
5 *Amendment 19, § 1.*)

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

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

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

28 105. Extraordinary sessions of the General
29 Assembly. (*Arkansas Constitution, Article 6,*
30 *§ 19 -- Extraordinary sessions of General As-*
31 *sembly -- Calling -- Purposes.*)

Rules of the House

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

5 107. Workmen's Compensation Laws (*Ar-*
6 *kansas Constitution, Article 5, § 32, as*
7 *amended by Arkansas Constitution, Amend-*
8 *ment 26.*)

9 108. It shall be a violation of the Rules of
10 the House for any member of the House to ac-
11 cept a campaign contribution during the period
12 beginning thirty (30) days before and ending
13 thirty (30) days after any regular session of the
14 General Assembly. If there is an extended re-
15 cess of the General Assembly, the period shall
16 end thirty (30) days after the beginning of the
17 recess. It shall also be a violation of the Rules
18 of the House for any member of the House to
19 accept a campaign contribution during any ex-
20 tended session of the General Assembly or dur-
21 ing any special session of the General Assem-
22 bly.

23 109. All Roll Call votes on bills, emer-
24 gency clauses on bills, resolutions, and amend-
25 ments in the House of Representatives shall be
26 entered by the House into the General Assem-
27 bly's Internet web site.

28 110.(a)(1) Except as provided in subdivi-
29 sions 110.(a)(2) and (c) of this section, the
30 House of Representatives, when in session,
31 shall recess on January 20 of any year in which

Rules of the House

1 the inauguration of an individual to the office
2 of President of the United States is scheduled
3 to occur.

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

9 (b) The House of Representatives shall re-
10 cess without regard to the party affiliation of
11 the individual scheduled for inauguration as
12 President of the United States.

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

18 111. Eligibility, Qualifications, and Re-
19 moval of Members of the House of Represent-
20 atives. (*Arkansas Constitution, Article 5, § 12;*
21 *and other applicable constitutional provisions*)

22 112. Impeachments.

23 112.(a) The House of Representatives has
24 the sole power of impeachment under Arkansas
25 Constitution, Article 15, § 2, and shall initiate
26 impeachment proceedings by filing articles of
27 impeachment in the form of a House Resolu-
28 tion, co-sponsored by at least thirty-four (34)
29 members. Upon filing of the impeachment res-
30 olution, the Speaker of the House shall refer the
31 impeachment resolution to committee for the

Rules of the House

1 following purposes:

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

4 (2) To make a recommendation to the
5 House of Representatives as to whether cause
6 exists to impeach the official that is the subject
7 of the articles of impeachment.

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

15 112.(c) The committee shall adopt rules to
16 govern the proceedings concerning the issue of
17 impeachment in order to ensure due process,
18 fundamental fairness, and a thorough investi-
19 gation, provided that the rules of the committee
20 are not inconsistent with this rule.

21 112.(d) The committee shall gather infor-
22 mation and may hear testimony related to the
23 question of whether cause exists to impeach the
24 official that is the subject of the articles of im-
25 peachment.

26 112.(e)(1) Upon conclusion of its investi-
27 gation, the committee shall return its recom-
28 mendation to the House of Representatives re-
29 garding the resolution containing the articles of
30 impeachment.

31 (2) The committee by an affirmative

Rules of the House

1 vote of a majority of its membership may offer
2 amendments to the impeachment resolution.

3 (3) The committee shall submit to the
4 House of Representatives, along with its rec-
5 ommendation on the resolution, a report re-
6 garding its findings and conclusions. If the rec-
7 ommendation of the committee is not unani-
8 mous, at the request of two (2) members, the
9 members in opposition to the recommendation
10 of the committee may submit a dissenting re-
11 port.

12 (4) The recommendation of the com-
13 mittee, along with the committee report and
14 any dissenting report, shall be provided to the
15 members of the House of Representatives no
16 less than three (3) business days prior to con-
17 sideration of the impeachment resolution by
18 the House of Representatives.

19 112.(f) Upon the conclusion of the three (3)
20 business days, the Speaker of the House shall
21 call the House of Representatives into a meet-
22 ing in order to take up consideration of the im-
23 peachment resolution and the recommendation
24 of the committee.

25 112.(g) Passage of the impeachment reso-
26 lution shall require an affirmative vote of a ma-
27 jority of the members of the House of Repre-
28 sentatives. The vote shall be by roll call.

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

As contained in House Resolution 1001

(Tracking Item 24 on Page C18)
(Index on Page C21)

House Committee Rules

1 **HOUSE OF REPRESENTATIVES**
2 **COMMITTEE CHAIRPERSON'S**
3 **MANUAL**
4 **AND**
5 **HOUSE COMMITTEE RULES**
6

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

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

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

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

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

House Committee Rules

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

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

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

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

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

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

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

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

House Committee Rules

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

4
5 (House Rule 66) No committee shall transact
6 business without a quorum (a majority of the
7 committee membership present). All final ac-
8 tion on bills or resolutions, and on proposed
9 amendments to bills or resolutions, shall be de-
10 cided by a majority vote of the total member-
11 ship of the committee. Provided, however, that
12 the Speaker of the House shall not be included
13 for the purpose of determining what is a major-
14 ity of a standing committee, unless present at
15 the time of the vote. A member of the commit-
16 tee must be present at the time of the vote for
17 his or her vote to be counted on any matter con-
18 sidered by the committee (no pairs, no proxies).

19
20 8) (House Rule 54. (c)(2)) The rules or pro-
21 ceedings of the House of Representatives shall
22 be observed in all select committees, standing
23 committees, and subcommittees of the House
24 so far as they may be applicable.

25
26 The precedence of motions so far as they are
27 applicable shall be as listed in House Rule
28 19(a) – (q):

29
30 (House Rule 19) When a question is under de-

House Committee Rules

1 bate, motions shall have precedence in the fol-
2 lowing order (the request for a quorum call is
3 always in order; the chairperson is not com-
4 pelled to accept any motion):

5 19(a) To fix the time to which the House will
6 adjourn (non-debatable) (majority of a
7 quorum);

8 19(a)(1) (A majority of a quorum is a majority
9 of those voting when at least a majority of the
10 members are present and voting);

11 19(b) To adjourn (non-debatable) (majority of
12 a quorum);

13 19(c) To take a recess (non-debatable) (major-
14 ity of a quorum);

15 19(d) Postpone temporarily; lay on the table
16 (non-debatable) (majority of a quorum) To take
17 from the table (non-debatable) (majority of a
18 quorum) (when the motion to take from the ta-
19 ble is adopted, the proposition takes the same
20 position it held when the motion to lay on the
21 table was adopted);

22 19(e) Immediate consideration (non-debata-
23 ble) (2/3 of a quorum);

24 19(f) Previous question (non-debatable) (5
25 seconds) (majority of a quorum);

26 19(g) Limit or extend debate (non-debatable)
27 (2/3 of a quorum);

28 19(h) To expunge (debatable) (2/3 of member-
29 ship) (67);

30 19(i) Postpone to a day certain (debatable)
31 (majority of a quorum);

House Committee Rules

1 19(j) Committee of the Whole, go into (non-
2 debatable) (majority of a quorum);

3 19(k) Refer (debatable) (majority of a
4 quorum);

5 19(l) Amend (debatable) (majority of a
6 quorum);

7 19.(m) Postpone indefinitely (debatable) (ma-
8 jority of membership);

9 19.(n) Take out of proper order (non-debatable)
10 (2/3 of a quorum);

11 19.(o) Special order of business (debatable)
12 (2/3 of a quorum); and

13 19.(p) To suspend the rules (non-debatable)
14 (2/3 of a quorum).

15
16 9) (House Rule 60(a)) All committee and sub-
17 committee meetings including but not limited
18 to hearings at which public testimony is to be
19 taken, (normally called “public hearings”) shall
20 be open to the public (*Art. V, Sec. 13*) and shall
21 be scheduled at least eighteen (18) hours in ad-
22 vance; agendas of bills, resolutions, and other
23 proposals to be considered at such meetings
24 shall be posted in a designated place at least
25 eighteen (18) hours in advance; but in case of
26 an emergency, a two-thirds (2/3) majority of
27 the membership of the committee may bring
28 bills or resolutions up for consideration upon
29 notice of not less than two (2) hours.

30
31 10) (House Rule 60(b)) Special meetings of a

House Committee Rules

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

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

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

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

House Committee Rules

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

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

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

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

House Committee Rules

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

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

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

10 (1) The time and place of each hear-
11 ing and each meeting of the committee.

12 (2) The number and title of the bill or
13 resolution with one of the following three rec-
14 ommendations: “do pass”, “do pass as
15 amended”, or “do not pass”. If a committee
16 recommends a bill or resolution “do pass as
17 amended” and any of the amendments recom-
18 mended by the committee are not adopted on
19 the floor, the bill or resolution shall be re-re-
20 ferred to the same committee for further con-
21 sideration and recommendation.

22 (3) A summary of each bill or resolu-
23 tion's major provisions which may be several
24 paragraphs in length in case of major bills or
25 resolutions or simply the title of the bill or res-
26 olution in the case of minor bills or resolutions.

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

31 (5) A record of how every member

House Committee Rules

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

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

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

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

House Committee Rules

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

13
14 19) (House Rule 55 (a)) House Committee
15 Staff will automatically and without delay
16 place all bills or resolutions referred to the
17 committees on the committee agendas. Staff
18 will notify the sponsor of bills or resolutions
19 assigned to committee. Referred bills shall be
20 placed on the committee's active agenda in the
21 order they are read across the desk on the
22 House Floor. A bill shall not be placed on a
23 committee agenda until the second calendar
24 day following the initial filing of the bill.
25 When an active agenda is established in a com-
26 mittee and bills from that agenda are not placed
27 on the deferred list and if the bills are passed
28 over, they are placed at the bottom of the list of
29 the day's active agenda.

30
31 20) After a bill or resolution has appeared on

House Committee Rules

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

8
9 21) The sponsor may request a bill or resolu-
10 tion be moved to a deferred list of bills and res-
11 olutions. A bill or resolution passed over after
12 appearing on three (3) committee agendas shall
13 be moved to the deferred list. Sponsor requests
14 to move bills or resolutions from the deferred
15 list to the active agenda must be made by 2:30
16 p.m. two (2) days prior to the scheduled com-
17 mittee meeting. Bills or resolutions moved
18 from the deferred list to the active agenda shall
19 be listed at the bottom of the active agenda.
20 Bills or resolutions on the deferred list may be
21 moved to the active calendar as provided by
22 rule for a total of three (3) times only. A sus-
23 pension of this rule by the committee (two-
24 thirds of a quorum) will be required for each
25 transfer of any bill or resolution having been
26 moved three (3) times previously.

27
28 22) Bills or resolutions suggested as non-con-
29 troversial will be considered before considera-
30 tion of controversial bills or resolutions on the
31 agenda. The objection of one (1) committee

House Committee Rules

1 member to the consideration of a bill or resolu-
2 tion as non-controversial will automatically
3 keep the bill or resolution from being consid-
4 ered as being non-controversial. Even though a
5 bill or resolution has been considered as non-
6 controversial, it will be necessary after a “do
7 pass” or “do pass as amended” recommenda-
8 tion that a motion be made and there be unani-
9 mous consent of no less than a quorum of the
10 committee for a bill or resolution to be eligible
11 to be placed on the House non-controversial
12 calendar.

13
14 23) If a bill or resolution is discussed by a com-
15 mittee at a meeting, but is not voted on because
16 of time limitations or because the vote is de-
17 ferred to the next meeting, the bill or resolution
18 will not lose its order on the agenda and will
19 not be counted as having been considered.

20
21 24) The author/sponsor of a bill or resolution
22 may make a presentation for his or her bill or
23 resolution and may elect at that time to respond
24 to questions from the committee members.
25 Following the initial presentation, non-legisla-
26 tive---non-committee members will be allowed
27 to alternately speak against and for the bill or
28 resolution. A procedural motion made by a
29 member of the committee and adopted by the
30 committee to limit or end debate will be al-

House Committee Rules

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

29
30 25) As determined by the presider courtesy

House Committee Rules

1 may be extended to General Assembly mem-
2 bers who are non-committee members who
3 need to return to their own committee meet-
4 ings.

5
6 26) (House Rule 66) Eleven (11) members of
7 a standing committee constitute a committee
8 quorum with the Speaker present if he or she is
9 a member of the committee and ten (10) mem-
10 bers when the Speaker is not present. A com-
11 mittee recommendation of a bill or resolution
12 will require these same numbers.

13
14 27) Smoking is prohibited in the committee
15 rooms and all adjoining rooms.

16
17 28) (House Rule 69(a)(5)) A roll call vote will
18 be required if requested by any two (2) com-
19 mittee members, except for a quorum call
20 which may be requested by one (1) member.
21 The request for a quorum call is always in or-
22 der.

23
24 29) When a roll call is required, the roll will be
25 called by seniority with the vice chairperson
26 being called next to last and the chairperson
27 last. For a member's vote to be counted and rec-
28 orded, he or she must vote "yes", "no" or "pre-
29 sent".

30
31 30) During a roll call vote, when a member's

House Committee Rules

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

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

10
11 32) (House Rule 38(r)) "Fiscal impact state-
12 ment" means a realistic statement of the esti-
13 mated financial cost of implementing or com-
14 plying with a proposed law regarding:

15 (1) Municipalities;

16 (2) Counties;

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

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

24 (5) Lottery, if amending Arkansas Code,
25 Title 23, Chapter 115, or imposing a new or in-
26 creased cost to the Office of the Arkansas Lot-
27 tery or a lottery;

28 (6) Health benefit plans, if imposing a new
29 or increased cost obligation for health benefit
30 plans, including pharmacy benefits, on an en-
31 tity of the state; or

House Committee Rules

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

5
6 33) (House Rule 38(s)) When any House or
7 Senate bill or resolution requiring an expendi-
8 ture of public funds or otherwise imposing a
9 new or increased cost obligation is pending be-
10 fore any committee of the House of Represent-
11 atives, any member of the committee may re-
12 quest that a fiscal impact statement for such bill
13 or resolution be placed on the desk of each
14 member of the committee before the bill or res-
15 olution is called up for final action in the com-
16 mittee. If such request is made, the chairperson
17 of the committee shall refer the bill or resolu-
18 tion to the appropriate state agency or to the
19 legislative staff for the preparation of a fiscal
20 impact statement, to be returned to the commit-
21 tee in writing not later than five (5) days from
22 the date of the request.

23
24 34) (House Rule 38(u)) Fiscal impact state-
25 ments shall be made available to House Com-
26 mittees:

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

31 (2) At least one (1) day before the bill may

House Committee Rules

1 be called up for final action in the House Com-
2 mittee during a special session of the General
3 Assembly.

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

9
10 35) (House Rule 38(v)) (1) Except for bills
11 imposing a new or increased cost obligation for
12 health benefit plans on an entity of the state or
13 bills regarding new or existing scholarships to
14 be funded with net proceeds from the state lot-
15 tery or the Higher Education Grants Fund, fail-
16 ure of the sponsor of a bill or resolution to pro-
17 vide the fiscal impact statement required in this
18 rule shall not prohibit the consideration of it in
19 the committee to which referred or on the floor
20 of the House of Representatives, if no objection
21 to it is made at the time such action is taken.

22 (2) A bill filed in the House of Representa-
23 tives that will impose a new or increased cost
24 obligation for health benefit plans, including
25 pharmacy benefits, on an entity of the state
26 shall:

27 (A) Have a fiscal impact statement at-
28 tached to the bill prepared and filed with the
29 chair of the committee to which the bill is re-
30 ferred; and

31 (B) Not be taken up by the committee

House Committee Rules

1 to which the bill is referred until a fiscal impact
2 statement is provided to the chair of the com-
3 mittee.

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

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

15 (ii) Not be taken up by the House Com-
16 mittee on Education and the Senate Committee
17 on Education meeting jointly, until a lottery fis-
18 cal impact statement is attached.

TRACKING ITEM 24

19
20
21 1. “The next item on the Committee’s agenda
22 is HB/SB _____.”

23 2. “Sen./Rep. _____, you are recognized to
24 present HB/SB _____.”

25 3. Presentation of bill by sponsor. The sponsor
26 may respond to questions from committee
27 members.

28 a. If there are amendments, recognize
29 amendment sponsor(s) to present amend-
30 ment(s).

31 b. To consider amendment(s), use same

House Committee Rules

1 procedure listed below for consideration of
2 bill(s). (Items 4 – 9)

3 c. Declare disposition of amendment(s).

4 d. Continue with bill as amended or una-
5 mended (back to Item 4).

6 4. Go to list of citizen proponents and oppo-
7 nents or ask “Is there anyone in the audience
8 that desires to speak for or against the bill?”

9 Recognition of citizens for discussion, alternat-
10 ing speakers in support and in opposition.

11 5. A procedural motion made by a member of
12 the Committee and adopted by the Committee
13 to limit or end debate will be allowed to govern
14 non-legislative, non-Committee members' (cit-
15 izen) discussion.

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

19 7. Ask “What is the pleasure of the Commit-
20 tee?”

21 Motions (after recognition and the mo-
22 tion by a committee member only)

23 a. “Rep. _____, would you like to explain
24 your motion?”

25 b. Recognize committee members for
26 questions/discussion.

27 c. In discussion, alternate between those
28 supporting and those opposing the motion.

29 d. A procedural motion made by a member
30 of the Committee and adopted by the Commit-

House Committee Rules

1 tee to limit or end debate (immediate consider-
2 ation) will be allowed to govern the legislative
3 members' discussion.

4 e. Recognize the member making the mo-
5 tion to close for the motion if debate has not
6 been limited and time has not expired (propo-
7 nents may save some time for member to
8 close).

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

11 8. "The motion before the committee is
12 _____. All of those in support of the mo-
13 tion indicate so by saying 'aye'; those opposed,
14 'no'."

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

17 10. Roll call. (If requested by two or more
18 members) Ask the committee staff person to
19 call the roll, then state the disposition of the
20 bill.

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

As contained in Senate Concurrent Resolution 1

(Index on Page J33)

Joint Rules

1 **JOINT RULES**
2 **OF THE**
3 **HOUSE OF REPRESENTATIVES**
4 **AND THE SENATE**
5

6 **Joint Session - How Convened**

7 Section 1. When, by the Constitution or
8 laws of the state, a joint meeting of the Senate
9 and House of Representatives is required, they
10 shall assemble with their clerks on the day and
11 at the hour previously agreed on for that pur-
12 pose in the hall of the House of Representa-
13 tives.
14

15 **Officers of Joint Session**

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

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

Joint Rules

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

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

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

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

17 **Contents of Bills**

18 Section 4. No bill or resolution shall be
19 passed by either house containing more than
20 one subject, which shall be expressed in the ti-
21 tle. House bills and resolutions shall have at
22 least one House sponsor, and Senate bills and
23 resolutions shall have at least one Senate Spon-
24 sor. House bills, House concurrent resolutions,
25 and House joint resolutions may have Senate
26 sponsors, and Senate bills, Senate concurrent
27 resolutions, and Senate joint resolutions may
28 have House sponsors.
29
30
31

Joint Rules

1 **Notice of Bill Rejection**

2 Section 5. When a bill or resolution which
3 has passed one house shall be rejected by the
4 other, notice thereof shall be given to the house
5 in which the same shall have passed.
6

7 **Engrossment of Bills**

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

18 This rule may be waived by the President
19 Pro Tempore of the Senate or in his or her ab-
20 sence the Chairman of Senate Rules Commit-
21 tee, or the Speaker of the House of Represent-
22 atives.
23

24 **Enrollment of Bills**

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

28 Section 8. All bills must be enrolled and
29 reported to each house by the committee desig-
30 nated by each house to supervise the enrolling

Joint Rules

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

7 Section 9. No bill, resolution, or memorial
8 shall be sent to the Governor for his or her ap-
9 proval, unless the same shall have been clearly
10 and fairly enrolled without obliteration or inter-
11 lineation.

Signing of Bills

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

Conference Committee

28
29
30 Section 11. When either body shall request
31 a conference, and appoint a committee for that

Joint Rules

1 purpose, the other body shall also appoint a
2 committee of equal number to confer, and such
3 conference shall be held at any time and place
4 agreed upon by the Chairpersons.
5

Suspension of Joint Rules

6 Section 12. No joint rules shall be dis-
7 pensed with but by a concurrent vote of two-
8 thirds (2/3) of each house, and if either house
9 shall violate a joint rule, the question of order
10 may be raised in the other house, and decided
11 in the same manner as in case of a violation of
12 the rules of such house.
13
14

Appropriation Bills

15 Section 13. The general appropriation bill,
16 and all appropriation bills recommended “do
17 pass” by the Joint Budget Committee, shall be
18 privileged bills advanced upon the calendar,
19 and take precedence over all other bills at any
20 time after the reading of the Journal. It shall be
21 in order, by the direction of the appropriate
22 committee, to move that the House or Senate
23 (as the case may be) resolve itself into the com-
24 mittee of the whole house for the purpose of
25 considering the general appropriation bill, and
26 no dilatory motion shall be entertained by the
27 presiding officer.
28
29

Deadline for the Introduction of Bills

30 Section 14. (A) Appropriation Bills. An
31

Joint Rules

1 “appropriation bill” means a bill by the General
2 Assembly that authorizes the expenditure of
3 moneys if moneys are available.

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

13 (2) No appropriation bill shall be filed
14 for introduction in either the House of Repre-
15 sentatives or the Senate later than the fifteenth
16 (15th) day of a fiscal session except upon con-
17 sent of two-thirds (2/3) of the members elected
18 to each house.

19 (B) Retirement System Legislation.

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

26 (2) No such bill shall be introduced after
27 the fifteenth (15th) day of a regular session un-
28 less its introduction is first approved by a three-
29 fourths (3/4) vote of the full membership of
30 each house of the General Assembly.

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1 (3) A bill affecting any publicly sup-
2 ported retirement system or systems shall not
3 be introduced at any special session of the Gen-
4 eral Assembly unless the introduction and con-
5 sideration of the bill is first approved by a
6 three-fourths (3/4) vote of the full membership
7 of each house of the General Assembly.

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

10 (1) For a fiscal session, a non-appropri-
11 ation bill shall not be filed for introduction until
12 identical resolutions authorizing the introduc-
13 tion of the non-appropriation bill have been ap-
14 proved by an affirmative vote of two-thirds
15 (2/3) of the members elected to each house.

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

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

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

28 (1) As used in this subsection (D):

29 (a) “Entity of the state” means any
30 agency, board, bureau, commission, commit-
31 tee, council, department, division, institution of

Joint Rules

1 higher education, office, public school, quasi-
2 public organization, or other political subdivi-
3 sion of the state; and

4 (b) “Health benefit plan” means a
5 policy, contract, certificate, or agreement of-
6 fered or issued by an entity to provide, deliver,
7 arrange for, pay for, or reimburse any of the
8 costs of healthcare services, including phar-
9 macy benefits, to an entity of the state.

10 (2) A bill affecting the State and Public
11 School Life and Health Insurance Program or
12 that imposes a new or increased cost obligation
13 for health benefit plans, including pharmacy
14 benefits, on an entity of the state to be consid-
15 ered by the General Assembly at a regular ses-
16 sion shall be introduced in the General Assem-
17 bly during the first fifteen (15) calendar days of
18 a regular session.

19 (3) A bill as described in subsection
20 (D)(2) shall not be introduced after the fifteenth
21 day of a regular session unless the introduction
22 of the bill is first approved by a three-fourths
23 (3/4) vote of the full membership of each house
24 of the General Assembly.

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

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

6 (E) Lottery-Funded Scholarship Legisla-
7 tion.

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

13 (a) A bill that creates a new schol-
14 arship to be funded with net proceeds from the
15 state lottery or the Higher Education Grants
16 Fund Account, as applicable; and

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

21 (2)(a) A bill creating a new scholarship
22 to be funded with net proceeds from the state
23 lottery or the Higher Education Grants Fund
24 Account, as applicable, or affecting an existing
25 scholarship that is funded with net proceeds
26 from the state lottery or the Higher Education
27 Grants Fund Account, as applicable, shall not
28 be introduced after the thirty-first day of a reg-
29 ular session unless its introduction is first ap-
30 proved by a three-fourths (3/4) vote of the full
31 membership of each chamber of the General

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1 Assembly.

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

8 (3) A bill creating a new scholarship to
9 be funded with net proceeds from the state lot-
10 tery or the Higher Education Grants Fund Ac-
11 count, as applicable, or affecting an existing
12 scholarship that is funded with net proceeds
13 from the state lottery or the Higher Education
14 Grants Fund Account, as applicable, shall not
15 be introduced or considered at a special session
16 or fiscal session of the General Assembly un-
17 less the introduction or consideration of the bill
18 is first approved by a two-thirds (2/3) vote of
19 the full membership of each chamber of the
20 General Assembly.

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

25 (G) If the General Assembly recesses for
26 longer than three (3) consecutive days during
27 the first fifteen (15) days of a regular session,
28 the fifteen-day introduction deadlines estab-
29 lished in this section shall be extended for a
30 time period equal to the recess.

31

Joint Rules

Introduction of Health Care Legislation

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

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

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

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

24
25 Section 16. (A) No bill or resolution, as
26 defined herein, shall be accepted for introduc-
27 tion by clerks of the Senate or of the House of
28 Representatives unless such bill or resolution
29
30

Joint Rules

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

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

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

28 (3) As used herein:

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

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

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

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

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

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

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

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1 of Representatives and the Senate.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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1 the advice or assistance of legal counsel, and

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

5 Such certification shall be required
6 with respect to each instance of the employ-
7 ment of special legal counsel, or shall be re-
8 quired annually with respect to legal counsel
9 employed on a retainer basis. A copy of such
10 certification shall be entered in the official
11 minutes of the agency, and shall be retained in
12 the fiscal records of the agency for audit pur-
13 poses.
14

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

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

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

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

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

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

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

Submission of Bills to Governor

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

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

Constitutional Amendments

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

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

Joint Rules

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

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

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

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

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

Joint Rules

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

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

Joint Meetings

of Senate and House Committees

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

Correction of Obvious Errors

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

Assigning Bill and Resolution Numbers

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

Joint Rules

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

6 7 **Pre-filing of Bills and Resolutions**

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

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

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

Joint Rules

Interim Committee Meetings

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

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

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

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

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

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

Joint Rules

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

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

11 (C) Interim committees and their respective
12 subcommittees, including legislative task
13 forces, councils, or other statutorily created
14 legislative bodies, shall not schedule a meeting
15 during the week of a regularly scheduled meet-
16 ing of the Legislative Council, unless prior au-
17 thorization for the conflicting interim commit-
18 tee meeting is granted by the President Pro
19 Tempore of the Senate, for a Senate committee
20 or subcommittee, the Speaker of the House of
21 Representatives for a House committee or sub-
22 committee, or both the Speaker of the House of
23 Representatives and the President Pro Tempore
24 of the Senate for a joint committee or task
25 force.

26 27 **Procedural Requirements for Creating or** 28 **Amending Lottery-Funded Scholarships**

29 Section 25.(A) Lottery fiscal impact state-
30 ments.

31 (1) Any bill filed with the Senate or the

Joint Rules

1 House of Representatives that creates a new
2 scholarship to be funded with net proceeds
3 from the state lottery or the Higher Education
4 Grants Fund Account, as applicable, or affects
5 an existing scholarship that is funded with net
6 proceeds from the state lottery or the Higher
7 Education Grants Fund Account, as applicable,
8 shall:

9 (a)(i) Have a lottery fiscal impact
10 statement attached to it that is substantially in
11 the form set forth in Arkansas Code § 6-85-
12 502.

13 (ii) A bill that creates a new
14 scholarship to be funded with net proceeds
15 from the state lottery or the Higher Education
16 Grants Fund Account, as applicable, or affects
17 an existing scholarship that is funded with net
18 proceeds from the state lottery or the Higher
19 Education Grants Fund Account, as applicable,
20 shall not be taken up by the House Committee
21 on Education and the Senate Committee on Ed-
22 ucation, meeting jointly, until a lottery fiscal
23 impact statement is attached; and

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

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

Joint Rules

1 with net proceeds from the state lottery or the
2 Higher Education Grants Fund Account, as ap-
3 plicable, shall be determined in the manner set
4 forth in Arkansas Code § 6-85-502.

5 (3) In addition to the information re-
6 quired under subdivision (A)(2) of this section,
7 the final lottery fiscal impact statement regard-
8 ing the scholarship that is the subject of the bill
9 shall include and be calculated as required un-
10 der Arkansas Code § 6-85-502.

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

25 (ii) The referral of a bill under
26 subdivision (A)(4)(a)(i) of this section shall re-
27 quire approval by a separate vote of House
28 Committee on Education members and Senate
29 Committee on Education members, meeting
30 jointly during a regular session, special session,
31 or fiscal session.

Joint Rules

1 (b) If the final lottery fiscal impact
2 results in a negative number, the House Com-
3 mittee on Education and the Senate Committee
4 on Education, meeting jointly during a regular
5 session, special session, or fiscal session, shall
6 not refer the bill to either chamber of the Gen-
7 eral Assembly for consideration unless:

8 (i) The bill is amended to ensure
9 the final lottery fiscal impact results in a posi-
10 tive number; or

11 (ii) Additional funding is pro-
12 vided through the General Revenue Fund Ac-
13 count.

14 (B) Consideration of bills.

15 (1) The House Committee on Educa-
16 tion and the Senate Committee on Education
17 shall meet jointly during a regular session, spe-
18 cial session, or fiscal session to consider any
19 bill:

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

24 (b) Affecting an existing scholar-
25 ship that is funded with net proceeds from the
26 state lottery or the Higher Education Grants
27 Fund Account.

28 (2) A bill creating a new scholarship to
29 be funded with net proceeds from the state lot-
30 tery or the Higher Education Grants Fund Ac-
31 count, as applicable, or affecting an existing

Joint Rules

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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