

The General Assembly of Arkansas

Constitutional Framework of the Legislative Branch

The Constitution of the State of Arkansas is modeled after the United States Constitution in that it establishes the framework for three separate and distinct departments of government; the legislative, executive and judicial branches. Article 5, § 1 of Arkansas's Constitution states; "The legislative power of the people of this state shall be vested in a general assembly, which shall consist of the Senate and House of Representatives, but the people reserve to themselves the power to propose legislative measures, laws and amendments to the constitution, and to enact or reject the same at the polls independent of the general assembly; and also reserve the power, at their own option to approve or reject at the polls any entire act or any item of an appropriation bill." The bicameral assembly, which makes up the "legislature," convenes for its regular session every odd numbered year and for its fiscal session every even numbered year.

Consequently, the individuals elected to the Arkansas Senate and Arkansas House of Representatives in 2020 will make up the 93rd General Assembly of the State of Arkansas. The membership of each chamber is geographically apportioned throughout the state on the basis of population following the federal census every 10 years. The House of Representatives consists of 100 members and the Arkansas Senate is made up of 35 members. Legislative lines are drawn based on census data by a "Board of Apportionment." According to Article VIII of Arkansas's Constitution, the "Board of Apportionment" consists of the Governor, Secretary of State, and Attorney General.

Constitutional and Statutory Provisions on Legislation in Arkansas

The principle law making power for the State of Arkansas is conferred upon but not solely given to the general assembly. The governor plays a part in the legislative process with his or her veto power and ability to call a special session. The people of Arkansas have also reserved to themselves legislative powers through the initiative and referendum process.

When a member of the general assembly wants to enact, amend, or repeal an existing law, he or she will propose legislation in the form of a bill. The bill will then follow the legislative process to become a law. This will be outlined in more detail later in the handbook.

Members of the House of Representatives must be at least 21 years of age at the time of their election. Members of the Senate must be at least 25 years of age at the time of their election.

Both must be citizens of the United States and a resident of their district for at least one year.

Arkansas House of Representatives

The speaker, as presiding officer of the house, has an influential role in Arkansas government. The responsibilities of the speaker include:

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

The speaker is assisted by the parliamentarian when presiding in the house. The parliamentarian advises the speaker of the propriety of motions, questions, and debate using the Rules of the House of Representatives and Mason's Manual of Legislative Procedure. Under direction from the speaker, the parliamentarian also assists in managing the daily session work, questions of record keeping and bill processing of the house.

The chief clerk of the house supervises the record keeping and bill processing of the house under the direction of the speaker and parliamentarian.

The chief of staff supervises all employees, as well as the accounts and expenditures of the house under the direction of the speaker. The chief of staff also responds to member and constituent requests.

The Director of the Office of Member Services supervises the legislative analysts and administrative receptionist. The director serves as the key liaison for the state legislators by maintaining and developing positive relationships with relevant offices within the state executive branch, state agencies and constituents. Moreover, the director works effectively in a team environment; interacting confidently and proficiently to carry out the responsibilities at a high level. The Office of Member Services was established in 1995, when the 80th General Assembly passed Act 1312. Originally called the Office of Constituency Services, the intention was to provide a part-time legislature with a full-time staff to assist with constituent and district related matters. The office was later renamed to broaden the capabilities of the analysts. Member Services is one of the most valuable functions. It gives the member a direct line to the needs and concerns of his or her constituents.

The House of Representatives Communication Department provides members with services designed to help their constituents stay informed with the proceedings at the capitol. Everything produced by the communications office must be non-partisan and cannot be used in political campaigns. The communications team is responsible for all live streaming and archiving of house proceedings. Their video services can be used to record public service announcements, video biographies and Skype interviews. They also assist with speeches, newspaper columns, graphic design for flyers and pamphlets, and oversee the house website and social media pages.

**Arkansas House of Representatives
State Capitol
500 Woodlane Street, Suite 350
Little Rock, Arkansas 72201
(501) 682-7771**

House Staff

Roy Ragland - Chief of Staff
Finos "Buddy" Johnson - Parliamentarian
John T. Vines - Chief Legal Counsel
Kaye Donham - Assistant to the Speaker
Martha Jarrow - Director of Member Services
Cecillea Pond-Mayo - Chief Information Officer
Sherri Stacks - Chief Clerk/Fiscal Officer
Amber Prather - Administrative Specialist/Calendar Clerk
Amber Pool - Administrative Specialist
Lennon Jones - House Properties and Facilities Manager
Emily Gruber - Assistant Chief Clerk/Assistant Fiscal Officer
Helen Gatrell - Assistant Executive Secretary/Receptionist
Patricia Drone-Oliver - Assistant House Properties and Facilities Manager

Communications Office

Will Tracy - Production Assistant
Rayna Mackey - Production Assistant

Member Services

Robin Voss - Legislative Analyst/Grants Coordinator
Leah Donovan - Legislative Analyst
Pamlir Smith - Legislative Analyst - Caucus District #1/Engrossing Clerk
Malisha Straw - Legislative Analyst - Caucus District #1/Sound Clerk
Tamitha Jackson - Legislative Analyst - Caucus District #2/Journal Clerk
Shannon Smith - Legislative Analyst - Caucus District #2/Minutes Clerk
Jenny Manning - Legislative Analyst - Caucus District #3/Stamp Clerk
Daniel Loyd - Legislative Analyst - Caucus District #3/Assistant Reading Clerk
Sharron Cunningham - Legislative Analyst - Caucus District #4/Engrossing Clerk
Barrett Dudley - Legislative Analyst - Caucus District #4/Reading Clerk/Asst. Parliamentarian

House of Representatives organizational structure detailed in Charts 1.1 and 1.2

Chart 1.1

OPERATIONS ORGANIZATIONAL CHART

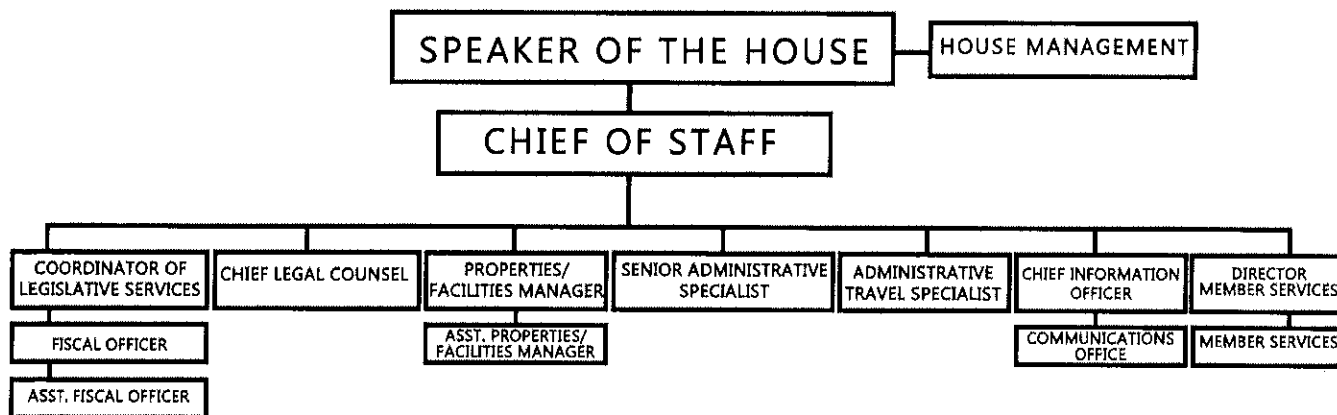
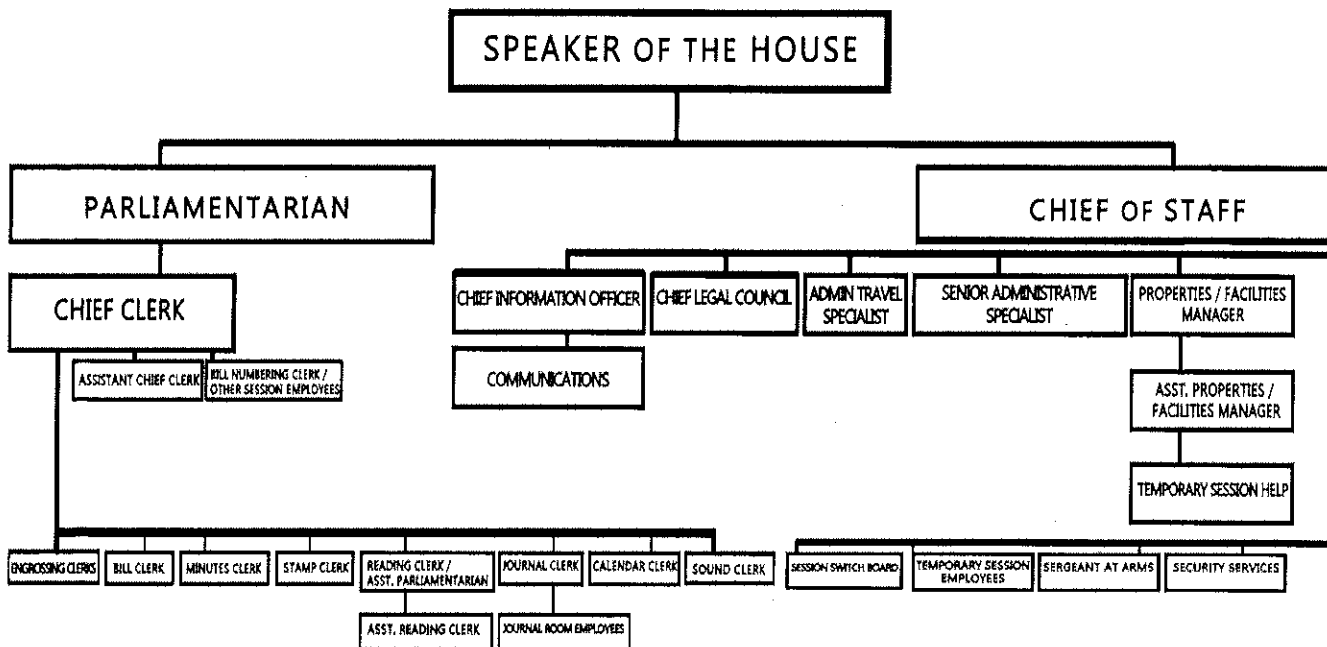


Chart 1.2

LEGISLATIVE SESSION ORGANIZATIONAL CHART



Arkansas Senate
500 Woodlane Street, Suite 320
Little Rock, Arkansas 72201
(501) 682-6107

The President Pro Tempore of the Senate has responsibilities similar to, but not mirroring, those of the Speaker of the House. The presiding officer of the senate is the Lieutenant Governor, who is referred to as the President of the Senate. The President of the Senate can vote to break a tie. The senate usually functions without a parliamentarian. The presiding officer may refer to the Parliamentary Manual of the Senate for authority. If the presiding officer is offered a challenge, the Senate Rules Committee may meet to vote on whether the presiding officer may be overruled. However, the committee's decision is referred to the full body of the senate for approval.

The Secretary of the Senate and/or persons selected by the Efficiency Committee direct the record keeping and bill processing procedures during legislative session.

Senate Staff

Ann Cornwell – Director/Secretary of the Senate
Steve Cook – Chief Council
Sabrina N. Lewellen – Deputy Director/Assistant Secretary of the Senate
Tamara Lewis – Fiscal Officer
Tammy Young – Legislative Assistant/Receptionist
Rebecca Barfield – Administrative Assistant/Receptionist
Janice Nelson - Administrative Assistant/Receptionist
Rob Hatfield - Production Assistant
Lee Pippins – Properties Officer

Information Office

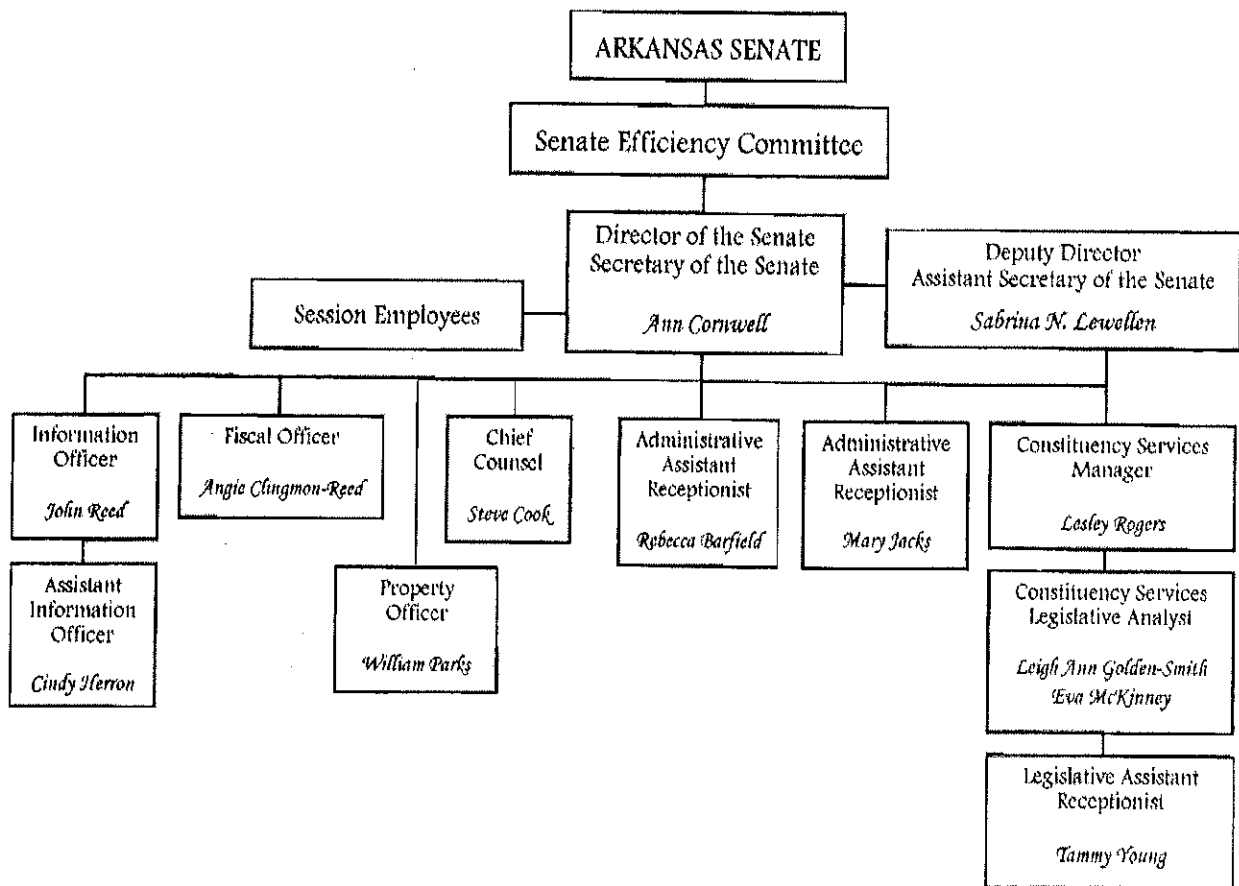
John Reed – Information Officer
Cindy Herron – Assistant Public Information Officer

Constituent Office

Lesley Rogers – Constituent Services Manager
Leigh Ann Golden-Smith – Constituent Advisor
Eva McKinney – Constituent Advisor

The organizational structure for the senate is detailed in Chart 1.3

Chart 1.3



Legislative Officers

The Constitution of the State of Arkansas provides that each chamber shall appoint its own officers.

Members of the house elect the speaker by majority vote. By house rule, the speaker appoints the Speaker Pro Tempore who acts in the speaker's absence. The speaker may also appoint four Assistant Speakers Pro Tempore. Other officers appointed in accordance with house rules are the Coordinator of Legislative Services, Chief Clerk, and Parliamentarian.

Members of the senate elect a President Pro Tempore who has powers and duties similar to those of the speaker.

(The line of succession to the Office of the Governor established by The Constitution of the State of Arkansas is as follows: Governor, Lieutenant Governor, President Pro Tempore then Speaker of the House.)

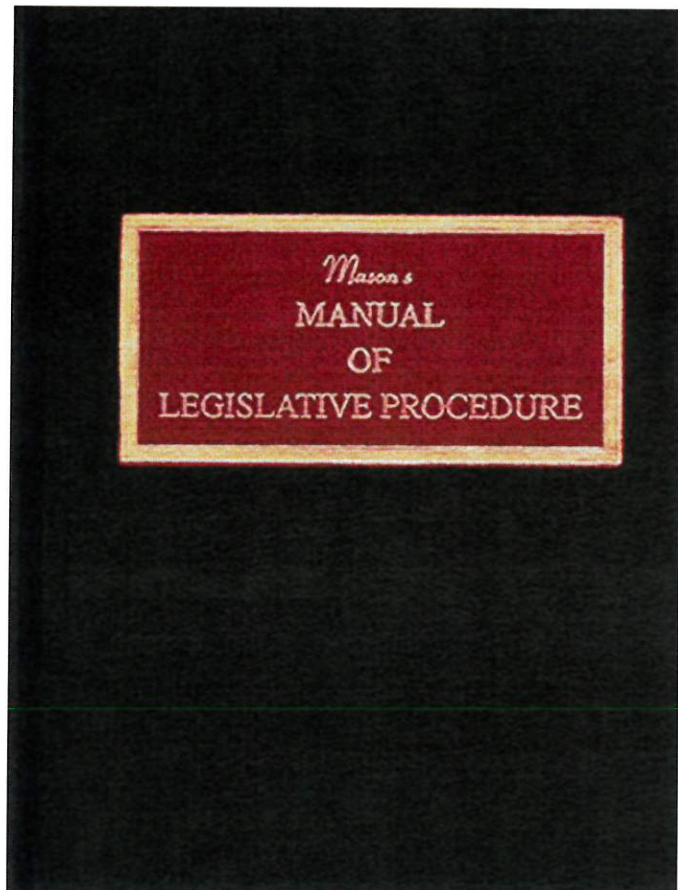
Organization of the House

Legislative Authority

The house and senate function in accordance with the constitution of the State of Arkansas, as well as statutory provisions, and their own standing rules. In general, procedures in both bodies are guided by the constitution and Arkansas Code. Additionally, the house follows standing rules and *Mason's Manual of Parliamentary Procedure*. The senate uses the *Parliamentary Manual of the Senate*

Normally, the presiding officer of each house calls its respective body to order. After establishing a quorum is present, he or she proceeds with the daily order of business.

Each body establishes the days and times they will meet. Committees traditionally meet in the mornings before session is convened.



The General Assembly of the State of Arkansas convenes in regular sessions beginning the second Monday in January in odd numbered years. The length of the regular session is limited to 60 days; however, the session can be extended not to exceed 75 days by a vote of two-thirds of the members elected to each chamber. A regular session of the legislature can be extended beyond 75 days by a vote of three-fourths of the members elected to each chamber. (Article V, § 5)

Fiscal Sessions

The General Assembly of the State of Arkansas convenes in fiscal sessions beginning on the second Monday in February in even numbered years. The length of the fiscal session is limited to 30 days. However, the session can be extended one time not to exceed an additional 15 days by a vote of three-fourths of the members elected to each chamber. (Article V, § 5)

Special Sessions

The governor may call a special session to consider only those matters the governor recommends. However, the general assembly may extend a special session for up to 15 days by a two-thirds vote of the members elected to each chamber at which point the assembly may consider any matter. (Article VI, §19)

Adjournment

The legislature determines the date of its adjournment. Neither body can adjourn for more than three days without the consent of the other body.

Beginning of the Legislative Session

At the beginning of each legislative session, the house and senate meet separately to organize and adopt temporary rules for their respective bodies. On the second day of the session, both bodies customarily meet in the House Chamber for a joint session to hear an address from the governor. The governor outlines concerns, major issues, and his or her agenda for the legislative session.

Daily Order of Business

- Prayer
- Pledge of Allegiance
- Roll Call
- Leaves of Absence
- Reading and approval of the previous day's Journal.
- Reports from Select Committees
- Reports from Standing Committees
- Unfinished Business
- Executive Communications
- Introduction, reading, and advancement of Bills and Resolutions.
- Announcement of Committee Meetings
- Adjournment

Privileged matters that may interrupt the order of business

- a) General appropriation, revenue bills and other bills sponsored by the committees on budget, revenue and taxation and the Committee on Rules Conference Reports
- b) Special orders reported by the Committee on Rules for consideration by the house
- c) Consideration of amendments between the house and senate after disagreement
- d) Question of Privilege
- e) Privileged resolutions reported under the right to report any time
- f) Bills returned with the objections of the governor

Debate and Decorum

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

The rights and duties of members of a legislative body are derived from and founded upon the absolute equality of the members. Each member has an equal right to be heard and to present questions for consideration of the body. Members must not conduct themselves in such a way as to deny others what they may claim for themselves.

In a debate, a member must direct their comments and remarks to the question before the body. It is the proposal, not the author, which is the subject of debate. The nature and consequences of a measure may be denounced in strong terms but to attack the motives of those who propose or advocate for the measure is not in order.

House sessions are conducted in a public setting which is televised and live-streamed. Members should be mindful of the guests in the galleries and know they can be seen on cameras at any given time. Media photographers have access to the chamber galleries, and members may not be aware when they are being photographed. Additionally, there are many microphones in the chamber and comments can be overheard on open microphones.

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

Proper Decorum When Addressing the Body

When you wish to speak; stand at your desk, remove your microphone from its receptacle, and wait for the speaker to recognize you. Members are not to address the body until they have been recognized and asked to proceed. If the speaker's attention is diverted, or he or she does not see you standing, do not hesitate to gain his or her attention by saying,

“MR. SPEAKER” or “MADAM SPEAKER”

If you wish to be recognized other than to make a motion(s)

To ask for information

**“MR. OR MADAM
SPEAKER, QUESTION OF
THE CHAIR.”**

This request occurs when you are not sure which motion is being put to a vote, or if you have questions pertaining to the calendar, order of business or parliamentary procedure.

“FOR WHAT PURPOSE DO YOU RISE?”

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

If you are requesting leave of absence for a member

Stand and wait for the speaker to recognize you. When recognized, say,

“MR. SPEAKER (OR MADAM SPEAKER), I REQUEST A LEAVE OF ABSENCE FOR MY COLLEAGUE REPRESENTATIVE _____.”

The speaker will respond in question: “IS LEAVE GRANTED?”

The membership will respond by saying “LEAVE.”

To receive permission to address the house (personal privilege), say:

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

A member may request permission to address the house at any time, but it is customary to wait until after the opening prayer, reading of the journal, and granting leaves of absence. This special request should not be confused with seeking recognition to make a motion or speak in debate. This permission is usually requested to inform the house about a matter unrelated to the business before the house at that time. It is best to consult with the speaker before asking to make a point of personal privilege.

To question another member who is speaking, say:

“MAY I ASK REPRESENTATIVE _____ A QUESTION?” The speaker will inquire if the member who is speaking agrees, and upon agreement, the speaker will say: “REPRESENTATIVE _____, YOU ARE RECOGNIZED TO ASK A QUESTION.”

You must rise while another member is recognized and speaking from the lectern in the well of the house. You may proceed to question the member who yielded to questions. The question should be asked and the answer given without interruption.

Members may be referred to as

“Representative

or

“Mr., Mrs., or Ms.

”

The Legislative Process

The principle law making power for the State of Arkansas is conferred upon the general assembly. The governor participates in the exercise of this legislative authority through his or her power to approve or veto legislation and authority to call special sessions. The people of this state have also reserved to themselves legislative powers through the initiative and referendum process.

The process of legislating bills into law is governed by strict procedures and rules. A key factor in legislative competence is mastery of the rules governing the passage of bills.

When a legislator has an idea for a bill, he or she can meet with legal staff from the Bureau of Legislative Research (BLR) to explain the objective and policy change they wish to accomplish. BLR has a staff of attorneys dedicated to bill drafting and is available to all legislators. The bill drafter will in turn transpose the idea into proper legal terminology and compose the bill. The legislator, now the bill sponsor, can request the bill be checked for conformance with both the Constitutions of the State of Arkansas and the United States. The bill will then be finalized and held in confidence until the sponsor introduces or releases it.

Aspects of a bill

The usual parts of a bill may include the following:

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

Title-Subtitle

The title of a bill is a concise statement of the object of the proposed enactment. The Constitution of the State of Arkansas does not impose a requirement that a bill(s) introduced in the General Assembly have a title(s), though house rules and joint rules of the house and senate have long required that bills have descriptive titles and subtitles and that each bill contain one subject. (JR Sec. 4). In the case of initiative and referendum petitions, the Constitution of the State of Arkansas requires a title(s) should be complete enough to convey an intelligible idea of the scope and import of the proposed law, and it should be free from misleading or partisan tendencies. It should provide the voter a fair and rapid means of determining the purpose of the proposal. (Amendment 7 to the Constitution of the State of Arkansas)

Enacting Clause

The enacting clause of a bill is the portion which gives it jurisdictional identity and constitutional authenticity. The Constitution of the State of Arkansas requires each law to contain an enacting clause in the following form:

“Be it enacted by the General Assembly of the State of Arkansas “ (Article V § 19)

For an initiated act:

“Be it enacted by the People of the State of Arkansas”

Body

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

Emergency Clause

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

An approved
legislative
enactment
becomes law
91 days
after the
final
adjournment

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

Amendatory Acts and Amendment of Bills During Passage.

The Constitution of the State of Arkansas requires that any law which is revived, amended, extended or conferred should be "reenacted and published at length." The purpose of this provision is to prevent amendatory acts, which are not complete in themselves and could not be intelligently considered by the general assembly without reference to the text of the earlier act. However, it is not necessary that the earlier act be completely reenacted and published at length. If the directly affected sections or subsections are intelligible entities, it is sufficient if only those entities are set out in their amended form, even though other sections of the act might be modified by implication. (Article V, § 23) A proposed bill may not be altered or amended during its passage through the general assembly so that its original purpose would be changed. (Article V, § 21) In the case of repealed acts, it is necessary to set out at length the act to be repealed, unless waived by the Speaker of the House or the President Pro Tempore of the Senate (joint rules, section 16(E) (2) and (E)(5)).

Vote Necessary for Passage

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

Local and Special Acts

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

Appropriation Acts

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

Resolutions

Resolutions are the formed expressions of the opinion, sentiment or the will or desire of the general assembly. There are three (3) general types; Simple Resolutions, Concurrent Resolutions and Joint Resolutions.

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

Concurrent Resolutions are passed by both houses of the assembly and are directed at concerns of the two (2) houses. A concurrent resolution may originate in either house. Examples are: the commemorations of persons or events, specific recommendations, and petitions to congress other than for constitutional amendments.

A Joint Resolution is used for many purposes, the most important of which are the submission of constitutional amendments to the people and approval of U.S. Constitutional Amendments. A resolution form cannot be used to enact a law. Resolutions and orders requiring the concurrence of both houses of the general assembly, except questions of adjournment and proposed amendments to the Constitution of the State of Arkansas, must be presented to the governor; and must be approved by him or her to become effective. If the governor refuses to approve any resolution, it may be re-passed by both houses as in the case of vetoes of bills. (Article VI, § 16, Article XIX, § 22)

Constitutional Amendments

Constitutional amendments may be initiated by the people or proposed by the general assembly. Proposed amendments must be made at a regular session and may originate in either house.

They will be passed in the form of a joint resolution and must be approved by a majority of all members elected to each house. The yeas, nays, and the text of the proposed amendment must be entered in the journals.

No more than three (3) amendments may be proposed by the general assembly for consideration by the people at the next general election. (Article XIX, § 22)

In addition to the three (3) amendments to the constitution allowed pursuant to Article XIX, § 22, either branch of the general assembly, at a regular session thereof, may propose an amendment to the constitution to change the salaries for the governor, lieutenant governor, attorney general, secretary of state, treasurer of state, commissioner of state lands and auditor of state and for members of the general assembly. (Amendment #70, Sec. 2) Resolutions proposing constitutional amendments are not subject to veto by the governor.

Drafting and Introduction of Bills

Bills are drafted by the legal staff of BLR, which is located in Room 315 of the State Capitol Building and in the Big Multi Agency Complex (Big MAC).

When a legislator wants to introduce a bill, he or she will contact BLR's legal staff and explain the policy they wish to address or the objective they want to accomplish. The bill will then be prepared and held confidential until its introduction or release by its sponsor, as the sponsor may decide not to introduce the bill. When the bill is in the drafting stage or before the bill is introduced, you can ask other representatives and senators to add their name(s) to the bill as sponsors. These names will be added to the bill by BLR staff. After the bill is introduced, sponsors can only be added by amendment, which slows down the progress of the bill.

Bills are filed by their sponsors in their respective houses. Once you are ready to introduce your bill, take the bill packet to the chief clerk's office for introduction. Introduction is initiated by signing the original bill along with two (2) additional copies. The chief clerk will then assign a number to the bill. The bill numbering clerk stamps the next available number on the bill. The number will appear on the back cover and all copies.

Bills may be pre-filed beginning November 15th, in even-numbered years, prior to a regular session. Any proposed legislation affecting any publicly supported retirement system or pension plan to be considered by the general assembly at a regular biennial session shall be introduced in the general assembly during the first fifteen (15) calendar days of a regular biennial session.

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

No resolution proposing a constitutional amendment shall be filed in the house or the senate after the 31st day of each regular session.

No appropriation bill shall be filed and introduced in either the house or senate later than the 50th day of a regular session except upon consent of two-thirds (2/3) of the members elected to each house.

No bill shall be filed for introduction in either the house or senate later than the 55th day of a regular session except upon consent of two-thirds (2/3) of the members elected to each body.

Every bill must be read at length on three (3) different days in each house, unless the rules are suspended by two-thirds (2/3) vote, in which case the bill may be read a second time in one day. No new bill may be introduced in either house during the last three (3) days of the session. (Article V, §§ 22 and 34)

Passing a Bill Originating in the House of Representatives

The sponsor of a bill must introduce his or her own bill. Only members of the general assembly may introduce a bill, and only members and officers will be recognized to speak while in session.

A bill is read by number and title usually the same day it is introduced then read a second time if there is no objection. A bill must be read three (3) times before final passage. After it is initially introduced, it is assigned by the speaker, with assistance from the parliamentarian, to a germane committee after the second reading.

The sponsor will be notified by a committee staff person when the bill is scheduled for discussion before the committee. Daily schedules for committees are also posted online and on the monitors outside each chamber door. The committee staff person is responsible for bringing the original bills to the meeting and returning the bills to the house after the committee meetings.

At the committee meeting, it is the responsibility of the sponsor to:

- Explain the bill
- Secure and introduce witnesses
- Answer questions and debate merits of the bill
- Close for the bill (except when debate is limited or time has expired)

The sponsor should be aware that witnesses to speak against the bill will be given equal time by the committee chairman.

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

a.) If the bill receives a "do pass" recommendation, it will be listed by the committee staff person on the committee report submitted to the chief clerk (secretary of the senate) and on the original bill. Before a bill can be considered, it is the sponsor's responsibility to place the bill number on the daily house calendar under a choice of titles:

- non-controversial bills;
- regular bills.

b.) If the bill receives a "do pass as amended" recommendation, it will be listed as such on the committee report submitted to the chief clerk and also on the original bill.

After a house bill has a favorable ("do pass") or ("do pass as amended") recommendation from the committee, then the bill will automatically be placed on the house calendar. It is the author/sponsor's responsibility to place all bills and all amendments to senate bills on the house calendar by visiting with the calendar clerk.

A calendar of bills and resolutions to be considered in the order of business during any legislative day shall be printed and placed on the members' desks prior to the final adjournment of the preceding legislative day. Extra copies may be obtained from the calendar clerk. The calendar can also be found on the general assembly website.

During session, the house journal is kept in the Journal Room on the fourth floor. If you have any questions about the journal, see the chief of staff or parliamentarian. Once the session is over and the journal is completed and signed by the chief clerk and the speaker, the journal is delivered to the Secretary of State. The journal can also be found on the general assembly website.

From the daily calendar, the speaker calls up the bill number and the reading clerk is instructed to read the bill for the third time (THIRD READING).

The speaker will then say to the sponsor:

"You are recognized to explain your bill."

If the sponsor wishes to explain the bill, he or she goes to the "well" of the house. It is discretionary with any member speaking for or against the bill to entertain or to reject questions.

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

The speaker will call for a vote on the bill and members vote

"aye," "no" or "present."

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

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

Members may make their presentation with or without taking questions. At the opening of a presentation, a member may advise the Speaker as to how he or she wants to take questions. The member may take questions during or after the presentation.

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

"Mr. Speaker, I move that we reconsider House Bill _____."

A vote to reconsider will be taken, usually in the form of a voice vote. If the motion passes, then the question immediately occurs on the motion reconsidered and house bill _____ comes up for a vote.

If the bill fails again, for all practical purposes, it is dead due to the CLINCHER procedure employed by the house. Two-thirds (2/3) vote of members is necessary to reverse a CLINCHER-Sixty-seven (67) in the house. (CAVEAT: CLINCHER MOTIONS are not allowed on appropriation bills.)

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

The bill is now in the SENATE where generally the same procedure is followed.

If the senate passes the bill in the same form passed by the house (without amendment[s]), then the bill is transmitted back to the House where it is ENROLLED by the chief clerk and transmitted to the governor for consideration.

If the senate amends and passes a bill, the bill will then be transmitted back to the house. If the house concurs in the senate amendment(s), the house ENROLLS the bill and transmits it to the governor.

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

It is the sponsor's responsibility to solicit the support of a senator to sponsor the bill in the senate. Often, your senator will sponsor your house bill in the senate and would expect you sponsor his or her senate bill in the house.

One very important key to legislative awareness is understanding the flow of bills through the legislative process and accurately tracking particular bills. Senate and house bill introductions, a summary of the current day's and previous day's activities which include house and senate actions and bill status, a listing of acts - vetoes, committee assignments and membership roster are available on the general assembly website. Once you identify where a bill is supposed to be in the system, then you can verify that it is actually there and act accordingly.

You may check with the chief clerk on the status of any house or senate bill, resolution or memorial. The chief clerk keeps an up-to-date record on all house actions. Progress on a senate bill may also be obtained by checking with the chief clerk. This information is also available on-line.

How to amend your own bill

Members may amend their own House bills and Senate bills with their own amendments by following the procedures listed below:

- 1) Members' own amendment to their own House bills and Senate bills must be signed only by the sponsor of the bill whose name is listed first in the list of sponsors.
- 2) Members' own amendment to their own bills must be presented to the House Bill Clerk only by the sponsor of the bill whose name is listed first in the list of sponsors.
- 3) After acceptance, the house bill clerk shall furnish the sponsor with a stamped and numbered copy of the members' signed amendment.
- 4) The House Bill Clerk shall present a stamped, numbered and signed copy of a proposed amendment to the Calendar Clerk in order to have the bill and amendment placed on the "Member's Own Bill/Own Amendment Calendar."
- 5) A House or Senate bill to be amended by a member with his/her own amendment shall only be placed on the "Members' Own Bill/Own Amendment Calendar" by the sponsor whose name is listed first on the bill.
- 6) Members' own bills to be amended with their own amendments shall be placed on the "Members' Own Bill/Own Amendment Calendar" **NO LATER THAN 4:30 P.M.** the day preceding the day they are to be considered.

Members' own amendments to their own bills will be adopted (without objection) at a special time (usually 8:30 a.m. each day) and sent directly to engrossing.

How to amend a bill sponsored by another representative or senator

BLR legal staff will assist you in drafting an amendment. In committee, if a bill receives a "do pass as amended" recommendation, it will be listed as such on the committee report submitted to the chief clerk and also on the original bill. Before the amendment can be considered, it is the

author's (sponsor's) responsibility to have the following done:

- 1) Get the proposed amendment drafted;
- 2) Have nine (9) copies made;
- 3) Sign five (5) copies;
- 4) File amendment with the House Bill Clerk;
- 5) Have the bill placed on the speaker's daily calendar under title "Bills to be Amended;"
- 6) Present amendment to the full house for approval (51 votes required).

The Governor's Options

Article VI, §§ 15, 16, 17 of the Constitution of the State of Arkansas provides that every bill which passes both houses of the general assembly shall be presented to the governor.

If the governor approves it, he or she signs it; but, if he or she does not approve it, it will be returned with objections to the house in which it originated. This house shall enter the objections at large upon their journal and proceed to reconsider. If, after such reconsideration, a majority of the whole number elected to that house shall agree to pass the bill, it shall be sent with the objections to the other house, by which, likewise, it shall be reconsidered; and, if approved by a majority of the whole number elected to that house, it shall become law. The votes of both houses shall be determined by "yeas and nays," and the names of the voting members shall be entered on the journals.

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

The governor shall have power to disapprove any item(s) of any bill making appropriation of money embracing distinct items. The part(s) of the bill approved shall be the law, and the item(s) of appropriation disapproved shall be void, unless re-passed according to the rules and limitations prescribed for the passage of other bills over the executive veto.

When a bill becomes a law (an act)

After passing both houses, both the President of the Senate and the Speaker of the House sign the bill and then the bill is transmitted to the governor for his signature. If the governor signs the bill, it becomes law ninety (90) days after the legislative session concludes. If the bill contains an emergency clause (which must be approved by a two-thirds majority of the members of each house), it becomes law immediately upon the governor's signature. A bill may also become law without the governor's signature if it remains on his desk for five (5) days (Sunday's excepted) during the session or for twenty (20) days after adjournment. In case of a veto, the bill is returned to the house of origin. A veto may be overridden by a majority vote of the members of both bodies.

How do I check on the signing of a bill?

Check with the chief clerk to see whether a bill has been sent to the Governor's Office and what, if any, action he or she has taken. As bills and resolutions are signed, a message is read during the session and this message is printed in the House Journal.

After the governor signs the bill, the secretary of state orders the signed copies printed. They are available within three (3) days in the Secretary of State's Office, Room 256 of the State Capitol Building, both during the session and during the interim.

House Rule 72(a)

Except as provided in subsection (b), no action may be taken in the House Committee on Public Health, Welfare and Labor or on the floor of the House of Representatives on any bill that provides for licensure of any profession, occupation or class of health care providers not currently licensed or expands the scope of practice of any profession, occupation, or class of health care providers unless the House Committee on Public Health, Welfare and Labor has initiated a study of the feasibility of such legislation at least thirty (30) days prior to convening the next legislative session.

Subsection (b) says, "A bill providing for the licensure of any profession, occupation, or class of health care providers not currently licensed or expanding the scope of any practice of any profession, occupation, or class of health care providers may be acted upon without the initiation of a feasibility study required in subsection (a) upon a two-thirds (2/3) vote of the House Public Health, Welfare and Labor Committee membership."

House Issued Electronics

Each member of the House will be issued a state-owned computer. The House Management Committee will determine the date the members will receive their computer and the date on which the members will be required to return their computer. If a computer is damaged, the member will be responsible for the repair up to \$200.00. If a computer is lost or stolen, the member will be responsible for a replacement amount, fair market value, determined by the Legislative Information Systems Division of BLR.

The Office of Member Services

The Office of Member Services provides a part-time legislature with a full-time staff to brief the members on functions performed by member services to assist members with solving both governmental and constituent challenges. The legislative analysts are the nucleus around which all services and contacts revolve. The office is available during legislative sessions and during the interim to provide legislative assistance. The Office of Member Services is located on the 3rd floor in room 328.

The Legislative Analysts have a broad range of expertise and can assist in providing data and analysis on any subject requested by members. Examples would include:

- Assistance with citizen problems arising from government regulations;
- Provide accurate and prompt work for the member and all cases are retained in Member Services database;
- Alternatives on grants or loans for a city, county or community;
- Identifying and analyzing issues;
- Obtaining information on legislation passed in other states;
- Drafting correspondences on various issues and topics; and,
- Consultation on specific areas and topics and other research required to reach an outcome.

Requests for legislative assistance must be directed to Member Services. **ALL** requests for assistance must be for legislative business only. Requests performed by the Office of Member Correspondence should be associated with legislative business and only in each member's district. The office is not allowed to perform work for a constituent residing outside of the requesting member's district. No request for use of equipment, premises, staff, supplies, letter writing, press releases, etc. will be granted for anything other than legislative business. No equipment, supplies, etc. are to be moved from their designated areas or are to be loaned to other departments or removed from the premises without first being approved by the Speaker of the House or the Director of Member Services.

Printing and Publications

Institute of Legislative Procedure Handbook - This is published by the Arkansas House of Representatives for Arkansas Legislators and is available on the house website. This manual is very informative and has been prepared to help you understand some of the basic rules, procedures, form of motions, organizational structure and traditions developed by the general assembly for the orderly transaction of its important business.

The General Assembly Brochure - This publication is produced by authority of the House Management Committee and the Senate Efficiency Committee. Distribution is made through the members of the general assembly. This brochure contains photos of general assembly members and committee chairpersons; lists addresses and phone numbers for members of our congressional delegation, executive branch officers and legislative staff. It also contains historical facts about Arkansas. Each brochure has a place on the back of the brochure for the senator/representative to sign his or her name. Each representative will receive one (1) box of 100 brochures to distribute as he or she sees fit. If a member should happen to need additional copies of the brochure, the member should check with the chief of staff.

Citations - Upon request to member services, a **limited number** of citations will be available if needed to each house member for issuance to his/her **own** constituents. All citations are to be prepared by the staff of member services on an approved form and approved format and submitted for seal and signature to the Speaker's Office. Members may present citations, only in their districts and only for their district's constituents.

Press Releases/Speeches/Photographs

The House Communications Office is available to assist the members in preparing press releases and speeches. The staff of the House Communications Office are experienced professionals in writing press releases and speeches and are ready to assist the members with their needs in the area of media and public relations. All assistance requested MUST PERTAIN COMPLETELY to a member's legislative business.

Daily radio reports and weekly summaries are provided during sessions.

Media

Members of the photographic media that have floor privileges shall upon entering the chamber go immediately to their assigned positions. THERE WILL BE NO INTERVIEWS OR POSING FOR PHOTOGRAPHS ON THE HOUSE FLOOR, HALLWAYS, OR ANY SUPPORT AREAS AT ANY TIME (BEFORE, DURING OR AFTER LEGISLATIVE SESSIONS).

When are composite photographs taken of the House Members?

Prior to the session, usually during the Legislative Institute, photographs for the house composite will be taken of each new and returning member. You will be notified as to the date and time by a member services staff person.

Legislative Committees

House Standing Committees

Class A

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

Class B

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

Senate Standing Committees

Class A

Education
Judiciary
Public Health, Welfare & Labor
Revenue & Taxation

Class B

Agriculture, Forestry and Economic
Development
City, County & Local Affairs
Insurance & Commerce
State Agencies & Governmental Affairs

Class C Committees

House

Transportation, Technology & Legislative
Affairs

Senate

Rules, Resolutions, and Memorials
Efficiency

Select Committees

House

Rules
House Management

Senate

Rules, Resolution & Memorials
Efficiency

Joint Committees

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

Special Joint Committees

Legislative Facilities
Legislative Printing Requirements and Specifications
Economic & Tax Policy

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

ARKANSAS HOUSE OF REPRESENTATIVES STANDING COMMITTEE JURISDICTIONS

The following subject areas shall be within the jurisdiction of each of the respective House standing committees:

(A) Committee on Education – matters pertaining to public kindergarten, elementary, secondary, and adult education, vocational education, vocational-technical schools, vocational rehabilitation, higher education, private educational institutions, similar legislation, and resolutions germane to the subject matter of the committee. House Rule 64.(1)

(A) Committee on Judiciary – matters pertaining to state and local courts, court clerks and stenographers and other employees of the courts, civil and criminal procedures, probate matters, civil and criminal laws, similar matters, and resolutions germane to the subject matter of the committee. House Rule 64.(2)

(A) Committee on Public Health, Welfare and Labor – matters pertaining to public health, mental health, mental retardation, public welfare, human relations and resources, environmental affairs, water and air pollution, labor and labor relations, contractors and contracting, similar legislation, and resolutions germane to the subject matter of the committee. House Rule 64.(3)

(A) Committee on Public Transportation – matters pertaining to roads and highways, city streets, county roads, road vehicles, highway safety, airports and air transportation, common and contract carriers, mass transit, similar legislation, and resolutions germane to the subject matter of the committee. House Rule 64.(4)

(A) Committee on Revenue and Taxation – matters pertaining to the levy, increase, reduction, collection, enforcement and administration of taxes and other revenue-producing measures, and resolutions germane to the subject matter of the committee. House Rule 64.(5)

(B) Committee on Aging, Children and Youth, Legislative and Military Affairs – matters pertaining to the aged, child custody, adoptions, problems of aging; children and youth, military, veterans, legislative affairs, memorials, other matters whenever the subject matter is not germane to the subject matter of any other standing committee and resolutions germane to the subject matter of the committee. House Rule 64.(6)

(B) Committee on Agriculture, Forestry and Economic Development – matters pertaining to agriculture, livestock, forestry, industrial development, natural resources, oil and gas, publicity and parks, levee and drainage, rivers and harbors, similar legislation and resolutions germane to the subject matter of the committee. House Rule 64.(7)

(B) Committee on City, County and Local Affairs – matters pertaining to city and municipal affairs, county affairs, local improvement districts, water districts, interlocal government cooperation, similar legislation and resolutions germane to the subject matter of the committee. House Rule 64.(8)

(B) Committee on Insurance and Commerce – matters pertaining to banks and banking, savings and loan associations, stock, bonds, and other securities, securities dealers, insurance, public utilities, partnerships and corporations, home mortgage financing and housing, similar legislation and resolutions germane to the subject matter of the committee. House Rule 64.(9)

(B) Committee on State Agencies and Governmental Affairs – matters pertaining to state government and state agencies, except where the subject matter relates more appropriately to another committee, proposed amendments to the Constitution of the State of Arkansas or the Federal government, election laws and procedures, Federal and interstate relations, similar legislation, and resolutions germane to the subject matter of the committee. House Rule 64.(10)

Vote Counts in Committee Proceedings

TWO-THIRDS QUORUM

(20 MEMBERS)

20	14	6
19	13	6
18	12	6
17	12	5
16	11	5
15	10	5
14	10	4
13	9	4
12	8	4
11	8	3
10	7	3
9	6	3
8	6	2
7	5	2
6	4	2
5	4	1
4	3	1

MAJORITY OF QUORUM

(20 MEMBERS)

20	11	9
19	10	9
18	10	8
17	9	8
16	9	7
15	8	7
14	8	6
13	7	6
12	7	5
11	6	5
10	6	4
9	5	4
8	5	3
7	4	3
6	4	2
5	3	2
4	3	1

Tracking Item 24

1. "The next item on the committee's agenda is HB/SB_____."
2. "Sen./Rep._____, you are recognized to present HB/SB_____."
3. Presentation of bill by sponsor. The sponsor may respond to questions from committee members.
 - a) If there are amendments, recognize amendment sponsor(s) to present amendment(s).
 - b) To consider amendment(s), use same procedure listed below for consideration of bill(s). (Items 4 – 9)
 - c) Declare disposition of amendment(s).
 - d) Continue with bill as amended or unamended (back to Item 4).
4. Go to list of citizen proponents and opponents or ask, "Is there anyone in the audience that desires to speak for or against the bill?" Recognition of citizens for discussion, alternating speakers in support and in opposition.
5. A procedural motion made by a member of the committee and adopted by the committee to limit or end debate will be allowed to govern non-legislative, non-committee members' (citizen) discussion.
6. Upon completion of public commentary, recognize the sponsor for questions, then move to committee discussion and motions.
7. Ask "What is the pleasure of the committee?"

Motions (after recognition and the motion by a committee member only)

- a) "Rep._____, would you like to explain your motion?"
 - b) Recognize committee members for questions/discussion.
 - c) In discussion, alternate between those supporting and those opposing the motion.
 - d) A procedural motion made by a member of the Committee and adopted by the Committee to limit or end debate (immediate consideration) will be allowed to govern the legislative members' discussion.
 - e) Recognize the member making the motion to close for the motion if debate has not been limited and time has not expired (proponents may save some time for member to close).
 - f) Repeat until all motions are resolved, and action on the bill is complete.
8. "The motion before the committee is_____. All of those in support of the motion indicate so by saying 'aye'; those opposed, 'no'."
 9. The motion passes/fails, and state the disposition of the bill.
 10. Roll call. (If requested by two or more members) Ask the committee staff person to call the roll, then state the disposition of the bill.

The Budget and Appropriation Process

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

The Constitution requires that:

- Appropriations must be in dollars and cents
- Appropriations cannot extend for more than one (1) fiscal year
- Appropriations (except from monies raised or collected for educational purposes, highway purposes, Confederate pensions, and “just” debts of the state) must be approved by a three-fourths affirmative vote of both the house and senate (Article V, §39)
- Appropriation bills (other than the General Appropriation Bill) must pertain to a single subject

The agencies submit their requests for the new fiscal year to the Office of Budget, Department of Finance and Administration in August of each year. The format utilized for the budget requests is line-itemed (a request is made for each item the agency wishes to spend money). The agency, Office of Budget, and the governor discuss the requests. The governor submits his recommendation on each budget request to the Arkansas Legislative Council (ALC) and the Joint Budget Committee (JBC) in early fall. ALC meets with the JBC to begin budget hearings after Labor Day to consider the agency requests and the governor's recommendation. The requests are amended, rejected, or approved by the ALC/JBC.

The recommendations of the ALC/JBC are put in bill format and introduced by the Joint Budget Committee during the Regular Session. Any bills receiving a favorable recommendation from the Joint Budget Committee are ready to be voted upon by each chamber.

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

Recommendations of ALC/JBC
are introduced by the Joint Budget
Committee during the
Regular Session

Other Helpful Information

Media and Lobbyist

New members can benefit from strong working relationships with the news media and lobbyists. The media are a link between a member and his or her constituency, thereby assisting in disseminating pertinent information on legislative proceedings to the public. Lobbyists and interest groups represent portions of the public and have valuable knowledge and expertise. In both instances, there are potential pitfalls for the new legislator.

For the most part, freshmen legislators get little attention from the press. Freshmen legislators, generally, do not hold major leadership or key committee positions and have not become spokespersons for a critical policy issue (although this is changing more and more). Some legislators prefer this anonymity. Others overcome this invisibility by knowing who the members of the press corps are, where the press room is, when deadlines are for both print and electronic media, how to develop press releases and legislative columns for local newspapers, and what pitfalls to avoid. Obvious pitfalls are too many press releases, scheduling press conferences at awkward times, and making casual remarks which later may appear in print. If you have questions, consult the House Communications Office.

Most of your hometown newspapers do not have the resources to send a reporter to Little Rock to cover legislative sessions, and they are often grateful for any information members can supply them. They are usually interested in your perspective on legislative issues. Some legislators have cultivated good relationships with newspaper editors and news directors of their radio stations, and they regularly call their papers and radio stations for interviews about the day's events. To assist you in providing timely information to your local news media each day during legislative sessions, the House Communications Office will provide you with a summary of the day's major developments.

Lobbyists play an important and legitimate part in the legislative process, as they represent portions of the public. They can offer valuable information and expertise and point out technical and substantive problems in legislation. Lobbyists also can be helpful in keeping track of bills.

With lobbyists often outnumbering legislators, it is increasingly important that new members understand the lobbyists' role and how to get along with them. Virtually every segment of society has its advocates and lobbyists--business, professional associations, labor unions, public interest groups, and special advocacy groups. Also, many state agencies assign individual staff to help prepare and follow legislation during the session, often working closely with members.

Here's some advice:

- Lobbyists have a point of view to present and usually are not bashful about doing so. One way to learn about a bill is to talk to lobbyists on both sides.
- You will be on the receiving end of many people competing for your time, and you will have to learn to say "no."
- Be careful with your commitments; your word is your bond. Wait until you have heard all sides.

Remember that some of the most intensive lobbying you will encounter comes from officials from state agencies and liaisons from the Governor's Office.

Reports to be filed

During the month of January, all legislators are required to file a document with the Secretary of State called a "Statement of Financial Interest." This report requests a listing of certain financial information such as business holdings and investments. If you have questions, contact the Ethics Commission at 501-324-9600 or 1-800-422-7773.

During the campaign season, you will also be required to file Campaign Contributions and Expenditure Reports with the Secretary of State and the County Clerk's Office in the county in which you reside. If you have questions, contact the Ethics Commission at 501-324-9600 or 1-800-422-7773.

Appendix 1: Glossary

Act (Statute) - A law enacted by the legislature and approved by the Governor.

Ad valorem - According to value.

Agenda - A list of specific items of business to be considered at a legislative session or at a conference or meeting.

Allocation - Placing an amount of money into a fund from which disbursements may be made. Total disbursements are limited by the amount appropriated or the amount of money allocated, whichever is the lesser.

Amendment - An action of a legislative body to delete, alter, or revise the language of a bill or an act.

Amendment in third degree - An amendment to an amendment to an amendment to a main motion. Third degree amendments are not in order. An amendment to an amendment to a substitute motion is also considered a third degree amendment and also is not in order.

Appropriation - Authority granted by the General Assembly to expend a determined maximum amount of money from a specified source for a specified purpose.

Assessed valuation - Value assigned to property for tax purposes.

Bill - A proposed law.

Bonds - "Full Faith and Credit Bonds" - Bonds issued upon authorization of the Legislature and secured by a pledge of revenues derived from one or more specific tax sources. Under Amendment 20 to the Constitution, the General Assembly is prohibited from pledging the full faith and credit of the State or any part of the State's revenues (tax revenues) for bonded indebtedness purposes without the same being first approved by a majority of the electors of the State voting on said issue at a general or special election held for such purposes.

Bonds - "Revenue Bonds" - Bonds issued for specific purposes and not secured by a pledge of the full faith and credit of the State or any of the State's revenues. Instead, these bonds are secured by a pledge of fees, special imposts, income derived from the operation of a facility or other restricted income; i.e., revenue bonds issued for the construction of a dormitory or dining hall at a state college or university are secured by a pledge of rental income or profits derived from the food services of the institution.

Budget - A financial plan for a specified period (usually a year.)

Calendar - An agenda or list that contains the bill numbers of bills to be considered in the legislative chamber.

Cast up the ballot - Tally the vote.

Caucus - A closed meeting of the whole House, individual district caucuses or of party members - or of any special group.

Clincher motion - A motion to reconsider and to lay on the table. Having prevailed, the proposition shall not be again considered except by expunging the record. The "Clincher" motion is adopted by a majority of the membership.

Code - A compilation of laws in force, classified according to subject matter.

Committee of the Whole - A procedure used by a legislative body to expedite business by resolving the official body into a committee for the consideration of bills and other matters.

Conference Committee - A committee of the House and Senate appointed to work out differences between the two houses on a bill.

De facto - In fact; actual (regardless of legal or moral considerations).

De jure - By right; in accordance with law.

Dilatory motion - An irrelevant or non-germane motion to delay or prevent action on a bill.

Division of the House - A method of voting, usually used after a voice vote when the presiding officer is unable to determine the outcome.

Division of bills - Bills may not be divided for reference to committees even though a bill may contain matters properly within the jurisdiction of several committees.

Emergency clause - A clause necessary to be enacted as a section of a bill if that measure is to become effective without delay. Requires two-thirds majority of elected members in each house.

Eminent domain - The power inherent in all governments to take private property, provided it is for a public purpose and just compensation awarded.

Engrossed bill - A bill in which adopted amendments have been incorporated.

Enrolled bill - A bill passed by both houses and signed by their presiding officers.

Equalization - The review and adjustment of tax assessments among taxing districts in the state.

Executive Session - Meeting of a committee which only the group's members are privileged to attend.

Ex officio - By virtue of office.

Expunge - To remove from the records of a House any action taken on any proceeding. A motion to expunge requires a two-thirds majority of members elected to carry.

Fiscal year - Financial operations of the state are carried out in a 12-month fiscal year, beginning on July 1 and ending on June 30.

Gerrymandering - The drawing of legislative district boundary lines with a view to obtaining partisan or factional advantage.

Home rule - The power vested in a local unit of government to manage its (or certain of its) affairs.

Initiative - Process authorized under Amendment 7 by which the people may propose a new law (8% of the registered voters). See also referendum.

Item veto - The power of the Governor to veto sections of appropriation items of an appropriation bill while signing the remainder into law.

Journal - A bound book maintained in each house in which each day's proceedings shall be recorded.

Laws by bills - No law shall be passed by the Arkansas General Assembly except by bill.

Lay on the table - To postpone consideration of a bill or to shelve it.

Legislative Council - Joint House/Senate committee with authority to investigate any state agency, institution, department or offices. Prepares and submits to each session recommended appropriations. May study any matter of legislative or public importance.

Lobby - A group seeking to influence the passage or defeat of legislation. Originally, the term referred to persons frequenting the lobbies or corridors of legislative chambers in order to speak to lawmakers.

Local bill (special act) - Legislation applicable to one unit of local government. The Arkansas Constitution forbids the General Assembly to pass local bills or special acts. (See Population Act.)

Marked-up Bill - Each bill which specifically amends an existing law is a "marked-up" copy reflecting proposed changes by a line drawn through all language to be deleted from the existing law and a line drawn under all new language added to the existing law.

Merit System - The selection, retention, and promotion of government employees on the basis of fitness. Often used interchangeably with civil service.

Morning hour - A period reserved at the start of a legislative day to consider routine business.

Nepotism - Granting of political favors to relatives.

Non-germane amendment - An amendment which is not closely related to the subject matter of the bill. Arkansas law prohibits amendments which are not germane.

Pair - An understanding reached in advance between two legislators holding opposing views on a bill. By voting in this manner, a member is assured that his/her absence from the House during the vote will affect the outcome. Pairs are counted by the Speaker as votes when signed by both members and one paired member is present.

Patronage - The power to make partisan appointments to office or to confer contracts, franchises, honors, or other special favors.

Pigeonhole - Delaying consideration of a bill in committee to the point that it never gets to the floor for a vote.

Point of order - An objection raised by a member that the chamber is departing from the rules governing its conduct of business.

Previous question - A motion to allow the proponents and opponents of the main question 15 minutes of debate on each side of the question after which time a vote on the main question shall be taken.

Privileged questions - The order in which motions may be considered is governed by strict priorities. A motion to adjourn, for example, takes precedence over a motion to table.

Public bill - A bill that deals with matters of general concern.

Pull down a bill - A requested delay in considering a bill on the calendar by the sponsor. The bill remains on the calendar for a time determined by the Speaker.

Quorum - The minimum number of members who must be present in order to transact business - generally a simple majority.

Recall of bill - To bring back a bill which has been passed and transmitted to the other house. Same vote necessary as was required to pass the bill.

Refer to Committee - The action of a legislative body to send a bill back to the committee that reported it out for consideration.

Referendum - The referral of an act of the Legislature to the vote of the people through petition of legal voters (6 percent). (See also Initiative.)

Register - A register is maintained by the clerk of each house of all bills introduced or transmitted for concurrence from the other house.

Resolution, concurrent - A special measure that requires approval by both houses of a legislative body. Used as a means of expressing fact, opinions, sense, or purposes of the two houses.

Resolution, joint - A special measure that requires approval by both houses. Used for incidental, unusual or informal purposes of legislating, as extending thanks of state to individuals; invitations to celebrities; and to submit Constitutional Amendments.

Resolution, simple - A resolution directed merely at some matter for the sole action of one house of a legislative body. Does not require approval of the other house.

Resolution of inquiry - A simple resolution "requesting" the Governor, or "directing" the heads of departments to provide information.

Revenue Stabilization - A law which is amended each session to establish funding priorities of General Revenue and to allocate General Revenue to State Agencies.

Revenues - "General Revenues" - A group of State revenues which, under the provisions of the Revenue Stabilization Law, are used to support the general services of government. Taxes identified as general revenues include: sales and use tax, corporate and individual income tax, cigarette and tobacco taxes, alcoholic beverage taxes, et cetera.

Revenues - "Special Revenues" - Include a category of State tax revenues that are allocated solely for restricted or dedicated uses; i.e., the motor fuel taxes and motor vehicle license fees are classified as special revenues; and such highway user taxes are dedicated for the support of the State highway program and the construction, maintenance, and improvement of county roads and municipal streets.

Seniority - With respect to the House or Senate, seniority means continuous uninterrupted service in the respective chambers. With respect to Committees, seniority means continuous uninterrupted service on the committee.

Standing Committee - A regular committee of a legislative body that considers bills within a subject area.

Suspension of rules - The rules of the respective houses may be suspended by two-thirds majority of members present (providing there is a quorum present).

Tax incidence - The point at which the actual burden of paying a tax falls, regardless of whom the tax is formally levied upon.

Viva voce vote - A voice vote in which the presiding officer determines the outcome from the volume of those responding.