

Rules of the House

Arkansas
House of Representatives

Ninety-Second
General Assembly



2nd Edition

**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-Second General Assembly

House Rules as adopted through
House Resolution 1001 of 2019
as amended by
House Resolution 1023 of 2019
and House Resolution 1036 of 2019

Joint Rules as adopted through
Senate Concurrent Resolution 1 of 2019

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Rules of the House of Representatives

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Rules of the House

MEMBERS

1
2 1. Every representative shall be present
3 within the House during the session of the
4 House and every member shall be present at
5 each committee meeting of which he/she is a
6 member, unless excused or necessarily pre-
7 vented. It is the policy of the Arkansas 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 shall, on the first Friday following the
20 November General Election, declare all House
21 Chamber seats vacant and representatives and
22 representatives-elect must select in the order of
23 their seniority any seat not occupied after noti-
24 fication by the Chief Clerk of available seats.
25 Absence or failure to select a seat at the as-
26 signed selection time will automatically allow
27 the Speaker to assign the member to his or her
28 same seat if it is available or the member or
29 member-elect to a seat selected by the Speaker.
30 Immediately following the selection of a seat
31 by a member or member-elect or assignment of

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1 a seat by the Speaker, the member or member-
2 elect's signature or Speaker's signature is re-
3 quired. Following all seat selections or assign-
4 ments, member or member-elect's signatures
5 or the Speaker's signature shall represent final
6 movement. The Chief Clerk shall furnish vot-
7 ing machine and desk keys.

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

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

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1 ness. When less than a quorum of House mem-
2 bers shall assemble, those present shall be au-
3 thorized to send for the absent representatives
4 or adjourn. Penalties may be decided by a ma-
5 jority of the representatives present. (*Art. 5,*
6 *Sec. 11*)

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

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

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

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

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

THE SPEAKER

26
27
28 10. Selection.

29 10.(a) As used in this rule, the term
30 “Speaker-designate” shall mean the member of
31 the House of Representatives selected by the

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1 House of Representatives of each General As-
2 sembly held preceding the convening of the
3 next-following regular session of the General
4 Assembly, in the following manner:

5 10.(a)(1) A caucus of the entire House of
6 Representatives shall be held fifteen (15)
7 minutes following sine die adjournment of the
8 fiscal session held in each even-numbered year,
9 at which time the members of the House shall
10 select by secret ballot a member of the House
11 to be known as the Speaker-designate. Each
12 candidate for Speaker-designate shall be al-
13 lowed fifteen (15) minutes to address the
14 House before the ballot is taken. All members
15 are required to be present for the addresses and
16 for the election. In the event a member is un-
17 able to attend, absentee ballots may be requested
18 by a member for himself/herself from the
19 Speaker's Office no sooner than twenty (20)
20 calendar days prior to the scheduled election
21 and must be completed and returned to the
22 Speaker's Office no later than four p.m. (4:00
23 p.m.) the day before the scheduled election. It
24 is the intent of the Speaker's office to accom-
25 modate any and all members for Speaker-des-
26 ignate voting, should a member have a docu-
27 mented emergency arise, the Speaker may di-
28 rect staff to allow for absentee voting up to two
29 (2) hours prior to the scheduled election. Leave
30 for absence shall be requested immediately be-
31 fore the time of the election. The Speaker shall

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1 announce the name and number of votes re-
2 ceived by the candidate who received at least a
3 majority of the votes of the membership of the
4 House. Each candidate shall be entitled to ver-
5 ify the number of votes he or she received.

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

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

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

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1 shall be elected upon convening of the next reg-
2 ular session.

3 10.(a)(5) It is the intent of this subsection
4 that the Speaker-designate be the Speaker of
5 the House of Representatives of the next-fol-
6 lowing General Assembly, subject to selection
7 by the membership of the House upon conven-
8 ing of the regular session.

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

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

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

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

29 11.(b) Have control of the area set aside for
30 use by the House and, in case of disturbance

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1 therein, shall have the authority to have the ar-
2 eas cleared. He/she or his/her designee shall
3 supervise and control the temporary employees
4 while the legislature is in session and the per-
5 manent employees during the biennium
6 (*A.C.A. 10-2-125 -- Employees of the House of*
7 *Representatives*);

8 11.(c) Preserve order and decorum;

9 11.(d) Sign all acts, proceedings and orders
10 of the House. All writs, warrants and subpoe-
11 nas issued by the House shall be signed and at-
12 tested by him/her and the Clerk (*J.R. 10; A.C.A.*
13 *21-10-101 thru 21-10-108*);

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

17 11.(f) Appoint and confirm all representa-
18 tives to certain committees and to appoint and
19 confirm committee chairpersons and vice
20 chairpersons in accordance with the House
21 Rules and Statutes. In making appointments,
22 the Speaker shall consider the political compo-
23 sition and the geographic and demographic di-
24 versity of the House; the skills, expertise, per-
25 sonal preferences, and seniority of individual
26 appointees; and he or she shall in good faith
27 consult with the minority and majority party
28 leadership before making such appointments;

29 11.(g) Assign all bills to their appropriate
30 committee;

31 11.(h) The Speaker shall not be required to

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1 vote, but may do so at his/her discretion. If the
2 Speaker allows a substitute Speaker, neither the
3 Speaker nor the substitute Speaker, if voting,
4 shall be struck during the sounding of the bal-
5 lot.

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

8 11.(j) Appoint, at the beginning of each
9 session, a member of the House to serve as
10 Speaker Pro Tempore. The Speaker Pro Tem-
11 pore shall serve during the absences of the
12 Speaker and shall perform the Speaker's duties.
13 The Speaker Pro Tempore shall not serve more
14 than ten (10) consecutive legislative days with-
15 out the consent of the House, or beyond ad-
16 journment. The Speaker of the House may ap-
17 point four (4) Assistant Speakers Pro Tempore;

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

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

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

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

31 11.(o) Keep a permanent register of the

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1 seniority of the members of the House of Rep-
2 resentatives.

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

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

CHIEF OF STAFF

13
14
15 12. The Chief of Staff shall be appointed
16 by the Speaker with the approval of the House
17 Management Committee.

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

20 13.(a) Oversee all facets of the daily oper-
21 ations of the House ensuring compliance with
22 all Rules of the House, all local, state and fed-
23 eral laws, policies, regulations and policy state-
24 ments;

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

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

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

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1 13.(e) Act as custodian of House proper-
2 ties.

3 4 **COORDINATOR** 5 **OF LEGISLATIVE SERVICES**

6 14. The Coordinator of House Legislative
7 Services shall be appointed by the Speaker of
8 the House with the approval of the House Man-
9 agement Committee.

10 15. The duties of the Coordinator of House
11 Legislative Services shall be to:

12 15.(a) Coordinate and supervise the activi-
13 ties of the Chief Clerk, employees of the House
14 Fiscal Office, and other temporary and perma-
15 nent employees as assigned by the Chief of
16 Staff;

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

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

20 21 **THE CHIEF CLERK**

22 16. The Chief Clerk shall be appointed by
23 the Speaker-designate by November 1 of the
24 even-numbered years, subject to confirmation
25 by a majority vote of the membership of the
26 House.

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

29 17.(a) Have custody of all bills, papers and
30 records of the House and not to permit them to
31 be taken out of his/her custody except by the

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1 provisions established in House Rule #8. Staff
2 must sign a receipt for all bills taken from the
3 Clerk;

4 17.(b) Keep the Journal of the proceedings
5 of the House, and, under the direction of the
6 Speaker, subject to the will of the House, cor-
7 rect errors in the Journal;

8 17.(c) Keep the necessary records for the
9 House;

10 17.(d) Supervise the engrossment and en-
11 rollment of bills and to certify their passage,
12 with the assistance of the appropriate commit-
13 tee (*J.R. 6 thru 9*);

14 17.(e) Transmit bills, other documents, and
15 messages to the Senate, as required and secure
16 a receipt thereof and to receive communica-
17 tions from the Senate and receipts of bills, doc-
18 uments and messages;

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

23 17.(g) Coordinate and supervise activities
24 of temporary and permanent employees as as-
25 signed by the Chief of Staff;

26 17.(h) Be responsible for the distribution of
27 all literature within the House Chamber and
28 other House premises. One copy of such liter-
29 ature which is distributed in the House Cham-
30 ber and House premises must bear the signature
31 of a representative authorizing distribution and

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1 the signed copy must be filed with the Chief
2 Clerk; and

3 17.(i) The Secretary of the Senate and the
4 Clerk of the House are authorized, subject to
5 approval by the appropriate designated com-
6 mittee, to correct obvious errors occurring in
7 documents originating in the House and the
8 Senate respectively, provided that each such
9 correction is noted on the bill jacket and is doc-
10 umented by a “correction note” at the end of the
11 official daily Journal for the date on which the
12 correction was made.

PARLIAMENTARIAN

13
14
15 18. The duties of the Parliamentarian shall
16 be to:

17 18.(a) Convene the first session of the
18 House at the time prescribed by law. The Par-
19 liamentarian shall call the members to order,
20 call the roll, preserve order and decorum, and
21 decide all questions of order subject to appeal
22 by any representative pending the election of
23 the Speaker. The Parliamentarian of the previ-
24 ous House shall serve as the official Parliamen-
25 tarian until the appointment of a new Parlia-
26 mentarian. In the absence of a Parliamentarian
27 of the previous House, the Speaker of the
28 House shall designate a temporary Parliamen-
29 tarian to convene the first session of the House;

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

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

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

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

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

5 18.(g) Sit as an ex-officio non-voting member of the House Rules Committee, and serve as secretary and advisor to the House Committee on the Journal; Engrossed and Enrolled Bills;

6 18.(h) Prepare and distribute the House Rules and amendments thereto, under the supervision of the Speaker and the House Rules Committee; and

7 18.(i) Have an adequate knowledge of Parliamentary Law and the Rules of the Arkansas House of Representatives.

PARLIAMENTARY PRACTICE

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

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

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

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

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

8 19.(d) Postpone temporarily; lay on the ta-
9 ble (non-debatable) (majority of a quorum) To
10 take from the table (non-debatable) (majority
11 of a quorum) (when the motion to take from the
12 table is adopted, the proposition takes the same
13 position it held when the motion to lay on the
14 table was adopted);

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

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

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

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

23 19.(i) Postpone to a day certain (debatable)
24 (majority of a quorum);

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

27 19.(k) Refer (debatable) (majority of a
28 quorum);

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

31 19.(m) Postpone indefinitely (debatable)

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1 (majority of membership);

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

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

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

8 20. A motion to adjourn shall always be in
9 order, when the Floor can be obtained for that
10 purpose, except when the previous question has
11 been ordered.

12 21. The motion to recess, when the Floor
13 can be obtained for that purpose, must specify
14 the time which shall elapse and the time for re-
15 convening. It may be amended to alter specific
16 time.

17 22. Previous question:

18 22.(a) When any debatable question is be-
19 fore the House, any member may move the pre-
20 vious question. It shall be seconded by five (5)
21 members whether the question shall be stated.
22 When the previous question shall have been
23 adopted, the proponents shall be allowed fif-
24 teen (15) minutes in which to debate it, and the
25 opponents of the main question shall be al-
26 lowed fifteen (15) minutes, after which time a
27 vote upon the main question shall be taken.

28 22.(b) Pending a vote on the main question,
29 one (1) motion to refer is permitted. A motion
30 to refer under this rule applies to House resolu-
31 tions as well as to House bills, to Senate bills

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1 and to Senate amendments to a House bill, and
2 to a motion to amend the Journal. The motion
3 to refer under this rule is non-debatable and
4 may not be laid upon the table.

5 23. A motion to postpone to a day certain
6 may not specify the hour; a special order is nec-
7 essary to specify the hour; the motion may be
8 amended and it is debatable within narrow lim-
9 its only, confined to the merit of the motion it-
10 self.

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

27 24.(a) When a motion is under considera-
28 tion, only two (2) substitutes to that motion
29 shall be in order. Only a motion applicable to
30 the main motion and of a higher precedence
31 upon recognition may be substituted for the

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1 motion under consideration. A substitute to the
2 third degree shall not be in order. Unless spec-
3 ified otherwise by the presenter of the motion
4 at the time the motion is made, a substitute mo-
5 tion shall apply to the main motion.

6 25. The motion to postpone indefinitely
7 opens to debate all the merits of the proposition
8 to which it is applied. It may not be applied to
9 the motion to refer, or to suspend the rules, or
10 to motions relating to the order of business.

11 25.(a) The motion for indefinite postpone-
12 ment and possible consideration by a joint in-
13 terim committee shall be as follows: “Mr.
14 Speaker, I move that consideration of _____
15 be postponed indefinitely and that considera-
16 tion be given by the joint interim committee on
17 _____ for a study of _____.” (majority of
18 membership).

19 26. The motion to limit or extend debate
20 must specify time limitations. A substitute mo-
21 tion specifying a lesser time may be accepted.

22 27. Reconsideration:

23 27.(a) When a proposition has been made
24 and carried or lost, it shall be in order for any
25 member of the majority on the same or suc-
26 ceeding legislative day to move for the recon-
27 sideration thereof, or give notice of his/her in-
28 tentions to do so and such motion shall take
29 precedence over other questions except consid-
30 eration of a conference report or a motion to
31 adjourn: Provided, the motion or proposition

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1 shall only be considered during the period re-
2 served for regular bills. The notice shall not be
3 withdrawn after the said succeeding legislative
4 day without the consent of the House, and
5 thereafter any member may call it up for con-
6 sideration: Provided, the notice to reconsider
7 must be disposed of within three (3) legislative
8 days following the day the vote was taken; pro-
9 vided, that such notice to reconsider cannot be
10 given after the 57th day of a regular session or
11 during a special session or fiscal session during
12 which times a motion to reconsider must be dis-
13 posed of immediately.

14 27.(b) The provisions of the rule that the
15 motion may be made “by any member of the
16 majority” is construed, in case of a tie, to mean
17 the member of the prevailing side, and the same
18 construction applies in the case of a two-thirds
19 (2/3) vote. Where the yeas and nays have not
20 been ordered recorded in the Journal, any
21 member, irrespective of whether he/she voted
22 with the majority or not, may make the motion
23 to reconsider or give notice thereof; but a mem-
24 ber who was absent or who was paired in favor
25 of the majority contention and did not vote may
26 not make a motion.

27 27.(c) A bill in the possession of the House
28 is not considered passed or an amendment
29 agreed to if a motion to reconsider is pending;
30 the effect of the motion being to suspend the

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1 original proposition. A notice or motion to re-
2 consider shall not be allowed unless the bill is
3 in the House. A bill shall not leave the House
4 once notice of reconsideration is given. When
5 the motion to reconsider is decided in the af-
6 firmative, the question immediately recurs on
7 the motion reconsidered. However, prior to
8 consideration of the question at hand, the
9 Speaker shall have the title, expressing the
10 main contents of the proposition being recon-
11 sidered, read to the House. When the motion
12 to reconsider is defeated, a second motion to
13 reconsider may not be made.

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

21 27.(e) A notice to reconsider is not debata-
22 ble. A motion to reconsider is debatable when
23 the item to which it applies is debatable.

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

28 27.(g) The “Clincher” motion is two (2)
29 motions in one (1); it is a motion to reconsider
30 and to lay on the table. Having prevailed, the

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1 proposition shall not be again considered ex-
2 cept by expunging the record. The “Clincher”
3 motion is adopted by a majority of the mem-
4 bership. The Speaker shall accept a "Sound the
5 Ballot" request after the "Clincher" has been
6 adopted and before the next order of business
7 is called.

8 27.(h) No “Clincher” motion shall be en-
9 tertained on a bill passed during the morning
10 hour or which has been represented to be non-
11 controversial regardless of when passed. Prior
12 to the 60th day of a session, no bill passed dur-
13 ing the morning hour, or a bill appearing on the
14 non-controversial bill calendar which has
15 passed, shall be transmitted to the Senate until
16 the expiration of the morning hour of the day
17 next following its passage in which the House
18 is in session.

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

21 29. Two-thirds (2/3) of a quorum may sus-
22 pend the rules, other than rules that require a
23 two-thirds (2/3) or three-fourths (3/4) vote of
24 the membership. (*J.R. 12 - Suspending Joint*
25 *Rules*)

26 30. No standing rule or order shall be re-
27 vised without one (1) day’s notice being given
28 thereof.

29 31. In every case not provided for in the
30 House rules, the Speaker, the Parliamentarian,
31 and the members shall be guided by Mason’s

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1 Manual of Legislative Procedure. Each mem-
2 ber of the Rules Committee may be furnished a
3 copy of the current edition and of each new or
4 revised edition of Mason's Manual of Legisla-
5 tive Procedure and additional copies may be
6 available to other members from the Parlia-
7 mentarian, upon approval of the Rules Com-
8 mittee.

9 10 **DAILY ORDER OF BUSINESS**

11 32. The House shall convene at 1:30 p.m.,
12 unless otherwise ordered by the House mem-
13 bership.

14 33. The daily order of business shall be:

15 (a) Prayer

16 (b) Pledge of Allegiance

17 (c) Roll Call

18 (d) Leaves of absence

19 (e) Reading and approval of the previous
20 day's Journal

21 (f) Reports from select committees

22 (g) Reports from standing committees

23 (h) Unfinished business

24 (i) Executive communications

25 (j) Introduction, reading and advancement
26 of bills and resolutions

27 33.(k)1. Senate communications and
28 amendments to House bills

29 2. Introduction, reading and advance-
30 ment of bills and joint resolutions

31 3. Bills and resolutions from the Senate

Rules of the House

1 on first reading

2 4. Bills and resolutions from the Senate
3 on second reading

4 5. Senate bills and joint resolutions on
5 third reading

6 33.(l) Announcement of committee meet-
7 ings, and

8 33.(m) Adjournment.

9 34.(a) Introduction and reading of bills and
10 resolutions may be ordered by the Speaker of
11 the House at his/her discretion.

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

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

31 36. Unfinished business items, except

Rules of the House

1 items “(a)” through “(g)”, take up where the
2 House left the day before when it adjourned.
3 Items “(a)” through “(g)” begin new each day.

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

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

10 37.(b) Conference reports;

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

13 37.(d) Consideration of amendments be-
14 tween the House and Senate after disagree-
15 ment;

16 37.(e) Question of privilege;

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

19 37.(g) Bills returned with the objections of
20 the Governor.

BILLS

21
22
23 38. Any representative may introduce bills,
24 petitions, resolutions and memorials by filing
25 them with the Clerk of the House. (*A.C.A. 10-*
26 *2-112 -- Pre-session filing*)

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

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

Rules of the House

1 38.(c) No action shall be taken in the House
2 on any bill, resolution, or amendment that is not
3 physically in the House, nor shall any action be
4 taken in committee on any bill, resolution, or
5 amendment that is not physically in the com-
6 mittee. However, in the House the motion to
7 recall a bill or resolution may be made regard-
8 less of the location of the bill or resolution.

9 38.(d) No alterations or erasures or other-
10 wise defacement of the bill or amendments
11 shall be permitted.

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

16 38.(f) All bills, resolutions, amendments,
17 petitions and memorials must be signed by the
18 author.

19 38.(g) The improper introduction of a bill,
20 resolution, amendment, petition or memorial
21 involves a question of privilege. Such
22 measures improperly introduced, as deter-
23 mined by the Speaker or the House Committee
24 on the Journal; Engrossed and Enrolled Bills,
25 shall be returned to the representative who in-
26 troduced them.

27 38.(h) The style of the laws of the State of
28 Arkansas shall be: "Be it enacted by the Gen-
29 eral Assembly of the State of Arkansas." (*Art.*
30 *5, Sec. 19*)

31 38.(i) The General Assembly of Arkansas

Rules of the House

1 shall not pass any local or special act. This
2 amendment shall not prohibit the repeal of lo-
3 cal or special acts. (*Amendment 14*)

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

8 38.(k) In making appropriations for any
9 fiscal year, the General Assembly shall first
10 pass the General Appropriation Bill provided
11 for in Section 30 of Article 5 of the Constitu-
12 tion, and no other appropriation bill may be en-
13 acted before that shall have been done. (*As*
14 *added to Article 5, Sec. 40 by Amendment No.*
15 *19*)

16 38.(l) No money shall be drawn from the
17 treasury except in pursuance of specific appro-
18 priation made by law, the purpose of which
19 shall be distinctly stated in the bill, and the
20 maximum amount which may be drawn shall
21 be specified in dollars and cents; and no appro-
22 priation shall be for a longer period than one
23 (1) fiscal year. (*Art. 5, Sec. 29*)

24 The general appropriation bill shall em-
25 brace nothing but appropriations for the ordi-
26 nary expense of the executive, legislative and
27 judicial departments of the State; all other ap-
28 propriations shall be made by separate bills,
29 each embracing but one (1) subject. (*Art. 5, Sec.*
30 *30*)

Rules of the House

1 No state tax shall be allowed, or appropriation
2 tion of money made, except to raise means for
3 the payment of the just debts of the State, for
4 defraying the necessary expenses of govern-
5 ment, to sustain common schools, to repel in-
6 vasion and suppress insurrection, except by a
7 majority of two-thirds (2/3) of both houses of
8 the General Assembly. (*Art. 5, Sec. 31*)

9 None of the rates for property, excise, priv-
10 ilege or personal taxes, now levied shall be in-
11 creased by the General Assembly except after
12 the approval of the qualified electors voting
13 thereon at an election, or in case of emergency,
14 by the votes of three-fourths (3/4) of the mem-
15 bers elected to each House of the General As-
16 sembly. (*Art. 5, Sec. 38 added by Amend. 19,*
17 *Sec. 2*)

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

30 38.(m)(a) No appropriation bill shall be
31 filed for introduction in either the House of

Rules of the House

1 Representatives or the Senate later than the fif-
2 tieth (50th) day of a regular session except
3 upon consent of two-thirds (2/3) of the mem-
4 bers elected to each house.

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

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

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

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

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

Rules of the House

1 38.(n)(a) No resolution proposing a consti-
2 tutional amendment shall be filed in the House
3 of Representatives after the thirty-first (31st)
4 day of each regular session of the General As-
5 sembly. Proposed constitutional amendments
6 may only be considered during regular ses-
7 sions.

8 38.(n)(b) All resolutions proposing consti-
9 tutional amendments shall be referred to the
10 House Committee on State Agencies and Gov-
11 ernmental Affairs, which by an affirmative
12 vote of its members may recommend proposals
13 one-at-a-time to the House of Representatives
14 for its consideration.

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

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

31 38.(n)(e) Upon adoption by the General

Rules of the House

1 Assembly of a House-proposed constitutional
2 amendment and a Senate-proposed constitu-
3 tional amendment, in accordance with the Joint
4 Rules, a third proposed constitutional amend-
5 ment may be considered and voted upon by the
6 General Assembly only after identical resolu-
7 tions authorizing the consideration of the third
8 proposed constitutional amendment have been
9 approved by an affirmative vote of two-thirds
10 (2/3) of the members elected to each house.

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

18 38.(o)(b) No such bill shall be introduced
19 after the fifteenth day of a regular session un-
20 less 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. (*A.C.A.*
23 *10-2-115*)

24 38.(o)(c) A bill affecting any publicly sup-
25 ported retirement system or systems shall not
26 be introduced or considered at any special ses-
27 sion or fiscal session of the General Assembly
28 unless the introduction and consideration of the
29 bill is first approved by a three-fourths (3/4)
30 vote of the full membership of each House of
31 the General Assembly. (*A.C.A. 10-2-115*)

Rules of the House

1 38.(p) “Fiscal impact statement” means a
2 realistic statement of the estimated financial
3 cost of implementing or complying with a pro-
4 posed law-regarding:

5 (1) Municipalities;

6 (2) Counties;

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

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

14 (5) Lottery, if amending Chapter 115 of
15 Title 23 of the Arkansas Code or imposing a
16 new or increased cost to the Arkansas Lottery
17 Commission or a lottery.

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

Rules of the House

1 than five (5) days from the date of the request.

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

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

13 (1) At least three (3) days before the bill
14 may be called up for final action in the House
15 Committee during a regular legislative session
16 or fiscal session of the General Assembly; and

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

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

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

Rules of the House

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

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

18 39.(c)(1) “Shell bill” means a bill, typically
19 with no substantive provisions, that is intro-
20 duced for purposes of later being amended to
21 include the actual legislative proposals ad-
22 vanced by the sponsor and within the subject
23 matter of the title of the shell bill.

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

29 (3) Notwithstanding House Rule
30 40.(d), shell bills may be amended after first
31 reading with a substantive amendment under

Rules of the House

1 the process of members amending their own
2 bills with their own amendments. If the Com-
3 mittee on the Journal; Engrossed and Enrolled
4 Bills determines that the shell bill has been sub-
5 stantively amended and engrossed and no
6 longer meets the definition of a shell bill, it
7 shall report its determination to the Speaker.
8 The Speaker shall then direct the Clerk to read
9 the bill a second time and assign the bill to
10 committee.

11 40. Second reading

12 40.(a) A bill shall be read a second time
13 and the Speaker shall assign the bill to its ap-
14 propriate committee.

15 40.(b) A bill or resolution may not be di-
16 vided for assignment to committee although it
17 may contain certain matters properly within the
18 jurisdiction of several committees.

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

29 40.(d) In order to amend a bill, it shall be
30 necessary to adopt a motion to place the bill

Rules of the House

1 back on second reading for the purpose of sub-
2 mitting an amendment.

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

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

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

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

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

24 43. A bill ordered to be engrossed or en-
25 rolled shall be typed or photocopied.

26 44. A bill having been rejected may not be
27 brought up again during the same legislative
28 session unless it be an appropriation bill. Ap-
29 propriation bills may be considered a total of
30 two times during any calendar day. Following

Rules of the House

1 a second consideration during the same calendar day, a motion to reconsider or a motion to expunge must be adopted before an appropriation bill may be considered.

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

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

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

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20 47. Amendments to bills and resolutions:

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

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Rules of the House

1 upon the members' desks before being acted
2 upon by the House.

3 47.(b) When a House bill has been
4 amended in the Senate, upon return of said bill
5 to the House, the Speaker shall re-refer the bill,
6 together with the Senate amendment(s), to the
7 committee to which the bill was originally re-
8 ferred, for review. Concurrence in the Senate
9 amendment shall not be considered by the
10 House until the committee report is received by
11 the House. When a House bill is amended and
12 passed by the Senate and is returned to the
13 House, the bill shall be reprinted with the Sen-
14 ate amendments included therein and specifi-
15 cally identified and shall be placed on each
16 member's desk before final action is taken on
17 the bill by the House. When the Senate amend-
18 ment is before the House, the same number of
19 votes will be required to concur in the Senate
20 amendment as was required in the original pas-
21 sage of the bill in the House. Amendments
22 containing an emergency clause require sixty-
23 seven (67) votes.

24 47.(c) Fifty-one (51) votes shall be re-
25 quired to adopt a House amendment to a House
26 or Senate bill. When a House bill has been
27 amended in the House, it shall not be acted
28 upon until it has been engrossed and such en-
29 grossed bill has been printed and placed on
30 each member's desk.

31 47.(d) Every amendment proposed must be

Rules of the House

1 germane to the subject of the proposition to be
2 amended.

3 47.(e) All appropriation bills and other
4 bills which are required to be submitted to the
5 Budget Committee, or to another designated
6 committee of the House and Senate, which are
7 amended on the Floor of either House of the
8 General Assembly by an amendment which
9 was not recommended favorably by the Budget
10 Committee, or by any other committee of the
11 House and Senate to which referred, shall be
12 re-referred to such committee of the House and
13 Senate for consideration and recommendation
14 before said bill may be considered for final pas-
15 sage or concurrence by the House of Repre-
16 sentatives.

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

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

30 47.(h) Members' own amendments to their
31 own House bills and Senate bills on which

Rules of the House

1 there are House sponsors must be presented to
2 the House Bill Clerk only by the sponsor of the
3 House or Senate bill whose name is listed first
4 in the list of sponsors.

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

9 47.(j) The sponsor shall present a stamped,
10 numbered and signed copy of a proposed
11 amendment to the Calendar Clerk in order to
12 have the bill and amendment placed on the
13 "Members' Own Bill/Own Amendment Calen-
14 dar".

15 47.(k) A House or Senate bill to be
16 amended by a member with his/her own
17 amendment shall only be placed on the "Mem-
18 bers' Own Bill/Own Amendment Calendar" by
19 the sponsor whose name is listed first on the
20 bill.

21 47.(l) An objection by any member, written
22 or oral, to the Speaker of the House or his/her
23 designee, shall cause a member's own amend-
24 ment to his/her own bill to not be considered
25 and to be removed from the "Members' Own
26 Bill/Own Amendment Calendar" and automat-
27 ically placed on the same day's regular amend-
28 ment calendar for consideration.

29 47.(m) A member's own House bill or Sen-
30 ate bill amended with a member's own amend-

Rules of the House

1 ment shall be transmitted directly to Engross-
2 ing after having been amended.

3 47.(n) No House or Senate bills having
4 been amended shall be considered by any com-
5 mittee or the full House until such bills have
6 been engrossed, proofed and reported “cor-
7 rectly engrossed”. The Speaker or presiding
8 officer shall not accept a motion to suspend this
9 rule.

10 47.(o) Members’ own House bills or Sen-
11 ate bills to be amended with their own amend-
12 ments shall be placed on the “Members’ Own
13 Bill/Own Amendment Calendar” no later than
14 4:30 p.m. the day preceding the day they are to
15 be considered.

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

22 47.(q) Members’ own House bills may be
23 withdrawn at a specific time set aside by the
24 House by placing them on the “Withdrawal
25 Calendar” no later than 4:30 p.m., the day pre-
26 ceding the day they are to be withdrawn. House
27 bills for withdrawal may be placed on the
28 “Withdrawal Calendar” only by the member
29 whose name is listed first as author of the bill.
30 The member requesting withdrawal may rec-

Rules of the House

1 commend the bill to be studied by the same com-
2 mittee to which the bill was assigned at the time
3 of request for withdrawal.

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

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

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

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

RESOLUTIONS

23
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25 48. Resolutions shall follow the same pro-
26 cedure as bills.

27 49. A House resolution shall be directed at
28 some matter for the sole action of the House
29 and may be introduced in extraordinary ses-
30 sions, lack of germaneness notwithstanding.
31 Fifty-one (51) votes shall be required to adopt

Rules of the House

1 a House resolution.

2 50. Joint resolutions are for incidental, un-
3 usual, or informal objectives of legislation (i.e.,
4 as extending the thanks of the State to individ-
5 uals; invitations to celebrities to visit the State),
6 or to submit proposed amendments to the
7 United States Constitution, ratifying United
8 States Constitutional amendments and propos-
9 ing amendments to the Arkansas Constitution.

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

17 52. Resolutions of Inquiry:

18 52.(a) All resolutions of inquiry addressed
19 to the heads of executive departments shall be
20 reported to the House within one (1) week after
21 presentation.

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

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

27
28 **STANDING, SELECT,**
29 **AND SPECIAL COMMITTEES**
30 *(Interim Committees) (A.C.A. 10-3-201*
31 *thru 10-3-220)*

Rules of the House

1 53. The committees of the House of Rep-
2 representatives shall consist of ten (10) standing
3 committees, seven (7) select committees, and
4 three (3) special committees. The standing
5 committees shall be five (5) Class “A” commit-
6 tees and five (5) Class “B” committees. The
7 seven (7) select committees shall be five (5)
8 joint select committees and two (2) House se-
9 lect committees. The three (3) special commit-
10 tees shall be two (2) joint committees and one
11 (1) House committee. The House standing,
12 joint select, select and special committees are
13 as follows:

14 53.(a) HOUSE STANDING COMMIT-
15 TEES

16 Class “A” Committees

17 Education

18 Judiciary

19 Public Health, Welfare and Labor

20 Public Transportation

21 Revenue and Taxation

22 Class “B” Committees

23 Aging, Children and Youth, Legislative and
24 Military Affairs

25 Agriculture, Forestry and Economic Devel-
26 opment

27 City, County and Local Affairs

28 Insurance and Commerce

29 State Agencies and Governmental Affairs

30 53.(b) JOINT SELECT COMMITTEES

31 (1) Joint Budget -- (to consist of twenty

Rules of the House

1 four (24) members of the House and twenty
2 four (24) members of the Senate, and the im-
3 mediate past co-chairs of the Legislative Coun-
4 cil and ex-officio members in accordance with
5 A.C.A. 10-3-502.). (*A.C.A. 10-3-501 thru 10-*
6 *3-509*) The House members of the Joint Budget
7 Committee shall be known as the House
8 Budget Committee.

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

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

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

23 (5) Joint Committee on Advanced Com-
24 munications and Information Technology -- (to
25 consist of ten (10) members of the House, ten
26 (10) House alternates, and seven (7) members
27 of the Senate). (*A.C.A. 10-3-1701 thru 10-3-*
28 *1707*)

29 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 con-
2 sist of the Speaker and no more than six (6) ad-
3 ditional members.

4 53.(d) SPECIAL COMMITTEES

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

8 53.(d)(1)(a) The chairperson of the House
9 Budget Committee;

10 53.(d)(1)(b) Two (2) members of the
11 House of Representatives appointed by the
12 Speaker;

13 53.(d)(1)(c) The chairperson of the House
14 Management Committee and two (2) additional
15 members of the House Management Commit-
16 tee to be designated by its chairperson;

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

19 53.(d)(1)(e) Seven (7) members of the Sen-
20 ate to be named by the Senate Committee on
21 Committees. (*A.C.A. 10-3-1101 thru 10-3-*
22 *1111*)

23 53.(2) House Committee on the Journal;
24 Engrossed and Enrolled Bills shall consist of
25 not more than five (5) members. The House
26 Committee on the Journal; Engrossed and En-
27 rolled Bills shall not be considered a standing
28 or select committee. The committee shall con-
29 sist of the Speaker of the House of Representa-
30 tives or his or her designee who shall be chair-
31 person, 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 § 10-2-215.

9 53.(3) Joint Committee on Legislative
10 Printing Requirements and Specifications -- (to
11 consist of the chairperson and vice chairperson
12 of the House Management Committee, the
13 chairperson and vice chairperson of the Senate
14 Efficiency Committee, the Speaker of the
15 House of Representatives or his or her designee
16 and the President Pro Tempore of the Senate).
17 (*A.C.A. 10-3-601 thru 10-3-605*)

18 54.(a) STANDING COMMITTEES

19 54.(a)(1) Selection of membership posi-
20 tions on House committees for members-elect
21 shall take place during the caucus of the entire
22 House of Representatives-elect on the first Fri-
23 day following the November General Election.

24 54.(a)(2) Each standing committee shall
25 consist of twenty (20) members. Each member
26 of the House of Representatives shall serve on
27 two (2) standing committees, one (1) of which
28 shall be a Class "A" standing committee and
29 one (1) of which shall be a Class "B" standing
30 committee. A member may not serve on more
31 than one (1) committee of the same class.

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1 Members of the standing committees shall be
2 selected as follows:

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

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

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

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

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

28 (iii) A trade of committee mem-
29 bership shall be in writing and signed by the
30 members who are trading their committee
31 memberships, the trading members’ political

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1 caucus leaders, and the Speaker of the House
2 of Representatives.

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

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

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

18 (iii) Final committee member-
19 ships shall be announced no later than the
20 House Orientation held in December before a
21 Regular Session.

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

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

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

15 54.(a)(5) There shall be no transfers from
16 one standing committee to another or from one
17 permanent subcommittee to another during the
18 biennium following initial biennial appoint-
19 ment and confirmation. After selection of
20 standing committee members and permanent
21 subcommittee members, a vacancy occurring
22 on a standing committee or permanent subcom-
23 mittee during the biennium because of the
24 death, resignation, impeachment, etc., of a
25 member, shall be temporarily filled by the
26 Speaker of the House of Representatives as-
27 signing the newly elected member, for the re-
28 mainder of the biennium, to the “A” and “B”
29 standing committees, and the permanent sub-
30 mittees previously held by their predeces-
31 sor. At the end of the biennium, the temporary

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1 positions held on the Class “A” and Class “B”
2 standing committees and the permanent sub-
3 committees shall be declared vacant and avail-
4 able for selection in accordance with the Rules
5 of the House of Representatives. The newly
6 elected member does not automatically assume
7 a chairmanship or vice-chairmanship, which
8 vacancies shall be filled in the same manner as
9 the original appointment.

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

19 54.(b) SELECT COMMITTEES

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

26 54.(b)(2)(A) Selection of positions on the
27 House Budget Committee shall occur follow-
28 ing the Class “A” standing committee and
29 Class “B” standing committee selections and in
30 conjunction with selection of members for the
31 Legislative Council and the Legislative Joint

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1 Auditing Committee.

2 (B) The most senior member of the
3 House of Representatives shall select first and
4 shall choose a primary or alternate position on
5 the House Budget Committee, the Legislative
6 Council, or the Legislative Joint Auditing
7 Committee. The next-senior member shall
8 then choose a primary or alternate position on
9 the House Budget Committee, the Legislative
10 Council, or the Legislative Joint Auditing
11 Committee. The seniority rotation procedure
12 shall continue until the member with the least
13 seniority makes his or her selection or until all
14 primary and alternate positions on the House
15 Budget Committee, the Legislative Council, or
16 the Legislative Joint Auditing Committee are
17 filled.

18 (C)(i) The Speaker of the House
19 shall have the authority to make adjustments to
20 committee membership following the commit-
21 tee selection process only for the purpose of ad-
22 justing the majority to minority ratio on the
23 House Budget Committee, the Legislative
24 Council, and the Legislative Joint Auditing
25 Committee.

26 (ii) The adjustments to commit-
27 tee membership made by the Speaker shall not
28 exceed the minimum necessary to ensure ma-
29 jority party membership exceeds minority
30 party membership on the committees.

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1 (iii) Final committee member-
2 ships shall be announced no later than the
3 House Orientation held in December before a
4 Regular Session.

5 54.(b)(3) The House Budget Committee
6 shall consist of six (6) members of the House
7 of Representatives and two (2) alternates from
8 each House caucus district. At the time the al-
9 ternates are selected, one (1) shall be desig-
10 nated as first alternate and the other as second
11 alternate. The term of office of the members
12 shall be from January 1 of odd-numbered years
13 through December 31 of the following even-
14 numbered year. Vacancies in either a member
15 or alternate member position shall be filled in
16 the same manner as the initial member or alter-
17 nate member position was filled. House Budget
18 Committee membership shall be confirmed at
19 the same time that House members are admin-
20 istered the oath of office. Prior to confirmation,
21 however, members chosen to serve on the
22 House Budget Committee shall conduct pre-
23 session budget hearings, either standing alone
24 or in conjunction with the Legislative Council.

25 54.(b)(4) No member of the House of Rep-
26 resentatives shall serve on more than one (1)
27 select committee. The Legislative Council, the
28 Legislative Joint Auditing Committee, the
29 House Budget Committee, the House Commit-
30 tee on the Journal; Engrossed and Enrolled
31 Bills, and the House Management Committee

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1 are excluded therefrom.

2 54.(c)(1) The Speaker of the House of Rep-
3 resentatives shall appoint a chairperson and a
4 vice chairperson of each standing committee
5 and each select committee who shall serve at
6 the pleasure of the Speaker of the House of
7 Representatives. The Speaker, in consultation
8 with the chairperson of each standing commit-
9 tee, shall appoint from the membership of each
10 permanent subcommittee, a chairperson and
11 vice chairperson provided however that the
12 vice chairperson of the standing committee
13 may be the chairperson of a permanent sub-
14 committee. No member of the House of Repre-
15 sentatives, with the exception of each House
16 standing committee vice chairperson, shall be
17 chairperson or vice chairperson of more than
18 one (1) standing committee, select committee,
19 or permanent subcommittee.

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

25 54.(c)(3) The House Committee on the
26 Journal; Engrossed and Enrolled Bills shall
27 serve as the supervisory committee over the
28 preparation of the Journal and engrossing and
29 enrolling of bills.

30 54.(c)(4) After the membership of a stand-
31 ing committee or a permanent subcommittee is

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1 established, no member shall be removed from
2 any standing committee or any permanent sub-
3 committee during the biennium for which he or
4 she was selected. All appointees selected by the
5 Speaker of the House of Representatives serve
6 at his or her discretion.

7 55. Committee Operations.

8 55.(a) Each committee of the House shall
9 be provided a secretary who shall maintain a
10 current record of all bills, resolutions, amend-
11 ments, petitions, memorials, or other matters
12 filed in committee. A record of committee ac-
13 tions (committee reports, committee adopted
14 amendments, etc.) shall be filed with the Chief
15 Clerk of the House as the first priority upon ad-
16 journment of the committee. The secretary
17 shall post, on a bulletin board and/or electroni-
18 cally, a current list of all measures pending be-
19 fore the committee.

20 55.(b) All committees shall consider the
21 bills, resolutions, amendments, petitions, and
22 memorials referred to them and in their posses-
23 sion and make one of the following reports in
24 writing to the House:

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

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

31 55.(b)(3) That a bill, resolution, petition or

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1 memorial “do pass as amended”.

2 55.(c) No bill, resolution, petition or me-
3 memorial shall be acted upon by the House with-
4 out a “do pass” or a “do pass as amended” rec-
5 ommendation. No bills shall be placed on the
6 non-controversial calendar or deemed to be
7 non-controversial in any way unless a motion
8 is adopted in the committee to which the bill
9 was referred. With a quorum present, the mo-
10 tion is considered adopted if there are no nega-
11 tive votes.

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

29 56. The Speaker of the House shall keep a
30 permanent register of the seniority of the mem-
31 bers of the House of Representatives. When it

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1 is necessary for the seniority of incoming mem-
2 bers to be determined by lot, the Speaker of the
3 House and the Speaker-designate of the House
4 shall conduct a drawing by lots upon receiving
5 certification from the Secretary of State of the
6 election of membership to each General As-
7 sembly. Such seniority drawings shall be ef-
8 fective for the purposes of determining legisla-
9 tive license tag numbers, Chamber seating, and
10 State Capitol parking.

11 57. Seniority shall be based on the total
12 consecutive uninterrupted terms served in the
13 House of Representatives. In the event a mem-
14 ber has been elected that has had previous non-
15 continuous service, he/she shall rank ahead of
16 members elected in the year his/her uninter-
17 rupted services began. In the event that two (2)
18 or more members have equal full terms of non-
19 continuous service, their seniority shall be as-
20 serted by drawing lots to determine their nu-
21 merical standing in rank ahead of members
22 elected in the year his/her uninterrupted ser-
23 vices begin.

24 58. Seniority ranking for new members
25 elected for the first time to serve in the General
26 Assembly shall be determined by lot.

27 59. The chairperson shall appoint the clerk
28 or clerks or other employees of his/her commit-
29 tee, subject to committee approval, who shall
30 be paid at the public's expense, the House hav-
31 ing first provided therefor.

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1 60. Meetings and Hearings:

2 60.(a) All committee and subcommittee
3 meetings including but not limited to hearings
4 at which public testimony is to be taken, (nor-
5 mally called “public hearings”) shall be open to
6 the public (*Art. 5, Sec. 13*) and shall be sched-
7 uled at least eighteen (18) hours in advance;
8 agendas of bills, resolutions, and other pro-
9 posals to be considered at such meetings shall
10 be posted in a designated place at least eighteen
11 (18) hours in advance; but in case of an emer-
12 gency, a two-thirds (2/3) majority of the mem-
13 bership of the committee may bring bills up for
14 consideration upon notice of not less than two
15 (2) hours.

16 60.(b) Special meetings of a standing com-
17 mittee may be called by the chairperson of the
18 committee or by a majority of the members of
19 the committee for conducting any business of
20 the committee; provided, a special meeting of
21 the committee may not conflict with regularly
22 scheduled meetings of any standing committee;
23 provided further, special meetings shall be sub-
24 ject to the same procedures regarding the pub-
25 lishing of agendas and notices of meetings that
26 apply to regular standing committee meetings.

27 60.(c) The Speaker of the House shall es-
28 tablish a regular schedule of committee meet-
29 ings in order that each Class “A” committee
30 shall meet at a scheduled time on the mornings
31 of Tuesday and Thursday of each legislative

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1 week, and all Class “B” committees shall meet
2 at a scheduled time on the mornings of
3 Wednesday and Friday of each legislative
4 week.

5 60.(d) The Speaker of the House shall es-
6 tablish a schedule of House standing and select
7 committee meetings so as to minimize con-
8 flicts.

9 61.(a) All persons wishing to offer testi-
10 mony to a committee hearing shall be given a
11 reasonable opportunity to do so as determined
12 by a majority of the committee. An oral or
13 written statement shall not be a prerequisite to
14 offer testimony before a committee.

15 61.(b)(1) The committee shall have the op-
16 portunity to ask questions of persons offering
17 testimony.

18 61.(b)(2) Testimony in a committee meet-
19 ing or on the House floor from cell phones, per-
20 sonal data assistants or other electronic devices
21 shall not be allowed. Electronic devices may be
22 used in House committees to assist in the deliv-
23 ery of testimony but in the process of testimony
24 may not be employed for personal communica-
25 tion to outside parties.

26 62. All contested elections cases enter-
27 tained by the House shall be referred to the
28 Rules Committee which shall make its final
29 recommendation not later than two (2) weeks
30 from the first day of the session.

31 63. No committee shall sit while the House

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1 is in session except the Committee on Rules or
2 a Conference Committee, which shall notify
3 the House.

4 64. The following subject areas shall be
5 within the jurisdiction of each of the respective
6 House standing committees:

7 64.(1) Committee on Education – matters
8 pertaining to public kindergarten, elementary,
9 secondary, and adult education, vocational ed-
10 ucation, vocational-technical schools, voca-
11 tional rehabilitation, higher education, private
12 educational institutions, similar legislation,
13 and resolutions germane to the subject matter
14 of the committee;

15 64.(2) Committee on Judiciary – matters
16 pertaining to state and local courts, court clerks
17 and stenographers and other employees of the
18 courts, civil and criminal procedures, probate
19 matters, civil and criminal laws, similar mat-
20 ters, and resolutions germane to the subject
21 matter of the committee;

22 64.(3) Committee on Public Health, Wel-
23 fare and Labor – matters pertaining to public
24 health, mental health, mental retardation, pub-
25 lic welfare, human relations and resources, en-
26 vironmental affairs, water and air pollution, la-
27 bor and labor relations, contractors and con-
28 tracting, similar legislation, and resolutions
29 germane to the subject matter of the committee;

30 64.(4) Committee on Public Transportation
31 – matters pertaining to roads and highways,

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1 city streets, county roads, road vehicles, high-
2 way safety, airports and air transportation,
3 common and contract carriers, mass transit,
4 similar legislation, and resolutions germane to
5 the subject matter of the committee;

6 64.(5) Committee on Revenue and Taxa-
7 tion – matters pertaining to the levy, increase,
8 reduction, collection, enforcement and admin-
9 istration of taxes and other revenue-producing
10 measures, and resolutions germane to the sub-
11 ject matter of the committee;

12 64.(6) Committee on Aging, Children and
13 Youth, Legislative and Military Affairs – mat-
14 ters pertaining to the aged, child custody, adop-
15 tions, problems of aging; children and youth,
16 military, veterans, legislative affairs, memori-
17 als, other matters whenever the subject matter
18 is not germane to the subject matter of any
19 other standing committee and resolutions ger-
20 mane to the subject matter of the committee;

21 64.(7) Committee on Agriculture, Forestry
22 and Economic Development – matters pertain-
23 ing to agriculture, livestock, forestry, industrial
24 development, natural resources, oil and gas,
25 publicity and parks, levee and drainage, rivers
26 and harbors, similar legislation and resolutions
27 germane to the subject matter of the committee;

28 64.(8) Committee on City, County and Lo-
29 cal Affairs – matters pertaining to city and mu-
30 nicipal affairs, county affairs, local improve-

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1 ment districts, water districts, interlocal gov-
2 ernment cooperation, similar legislation and
3 resolutions germane to the subject matter of the
4 committee;

5 64.(9) Committee on Insurance and Com-
6 merce – matters pertaining to banks and bank-
7 ing, savings and loan associations, stock,
8 bonds, and other securities, securities dealers,
9 insurance, public utilities, partnerships and cor-
10 porations, home mortgage financing and hous-
11 ing, similar legislation and resolutions germane
12 to the subject matter of the committee;

13 64.(10) Committee on State Agencies and
14 Governmental Affairs – matters pertaining to
15 state government and state agencies, except
16 where the subject matter relates more appropri-
17 ately to another committee, proposed amend-
18 ments to the Constitution of the State of Arkan-
19 sas or the Federal government, election laws
20 and procedures, Federal and interstate rela-
21 tions, similar legislation, and resolutions ger-
22 mane to the subject matter of the committee;

23 64.(10)(a) The following permanent sub-
24 committees are hereby created from within
25 each standing committee:

26 64.(10)(a)(1) For the House standing com-
27 mittee on Aging, Children and Youth, Legisla-
28 tive and Military Affairs, the following perma-
29 nent subcommittees are created:

30 (1) Aging

31 (2) Children and Youth

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1 (3) Legislative, Military and Veter-
2 ans Affairs

3 64.(10)(a)(2) For the House standing com-
4 mittee on Agriculture, Forestry and Economic
5 Development, the following permanent sub-
6 committees are created:

7 (1) Agriculture, Forestry and Natu-
8 ral Resources

9 (2) Small Business and Economic
10 Development

11 (3) Parks and Tourism

12 64.(10)(a)(3) For House standing commit-
13 tee on City, County and Local Affairs, the fol-
14 lowing permanent subcommittees are created:

15 (1) Planning

16 (2) Finance

17 (3) Local Government Personnel

18 64.(10)(a)(4) For the House standing com-
19 mittee on Education, the following permanent
20 subcommittees are created:

21 (1) Early Childhood

22 (2) Kindergarten Through Twelve,
23 Vocational/Technical Institutions

24 (3) Higher Education

25 64.(10)(a)(5) For the House standing com-
26 mittee on Insurance and Commerce, the fol-
27 lowing permanent subcommittees are created:

28 (1) Financial Institutions

29 (2) Insurance

30 (3) Utilities

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1 64.(10)(a)(6) For the House standing com-
2 mittee on Judiciary, the following permanent
3 subcommittees are created:

4 (1) Courts/Civil Law

5 (2) Corrections/Criminal Law

6 (3) Juvenile Justice/Child Support

7 64.(10)(a)(7) For the House standing com-
8 mittee on Public Health, Welfare and Labor,
9 the following permanent subcommittees are
10 created:

11 (1) Human Services

12 (2) Health Services

13 (3) Labor and Environment

14 64.(10)(a)(8) For the House standing com-
15 mittee on Public Transportation, the following
16 permanent subcommittees are created:

17 (1) Motor Vehicle and Highways

18 (2) Public Transportation and Rail

19 (3) Waterways and Aeronautics

20 64.(10)(a)(9) For the House standing com-
21 mittee on Revenue and Taxation, the following
22 permanent subcommittees are created:

23 (1) Sales, Use, Miscellaneous
24 Taxes and Exemptions

25 (2) Income Taxes—Personal and
26 Corporate

27 (3) Complaints and Remediation

28 64.(10)(a)(10) For the House standing
29 committee on State Agencies and Governmen-
30 tal Affairs, the following permanent subcom-
31 mittees are created:

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1 (1) State Agencies and Reorganiza-
2 tion

3 (2) Constitutional Issues

4 (3) Elections

5 65.(a) Committee on Rules:

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

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

12 65.(a)(3) The Committee on Rules shall
13 present to the House reports concerning rules,
14 joint rules, and order of business on the third
15 day after convening of the House. The perma-
16 nent rules shall be adopted by a majority of the
17 members and thereafter they may be changed
18 only by a vote of sixty-seven (67) members.

19 65.(a)(4) The Speaker shall refer any mat-
20 ter he or she deems appropriate to the Commit-
21 tee on Rules, including without limitation any
22 matters dealing with alcohol, cigarettes, mov-
23 ies, pornography, tobacco, tobacco products,
24 coin operated amusement devices, vending ma-
25 chines, lobbying, code of ethics, bingo, lotter-
26 ies, raffles, racing, race tracks, pari-mutuel bet-
27 ting and similar legislation.

28 65.(a)(5) Rules of the preceding General
29 Assembly shall automatically be adopted as
30 temporary rules of the current assembly and
31 may be amended or suspended by a majority

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1 vote of the membership.

2 65.(b) House Budget Committee. All ap-
3 propriation bills coming before the House shall
4 be assigned to and considered by the House
5 Budget Committee.

6 66. No committee shall transact business
7 without a quorum (a majority of the committee
8 membership present). The request for a
9 quorum call is always in order. All final action
10 on bills, and on proposed amendments to bills,
11 shall be decided by a majority vote of the total
12 membership of the committee. Provided, how-
13 ever, that the Speaker of the House shall not be
14 included for the purpose of determining what is
15 a majority of a standing committee, unless pre-
16 sent at the time of the vote. A member of the
17 committee must be present at the time of the
18 vote for his/her vote to be counted on any mat-
19 ter considered by the committee (no pairs, no
20 proxies).

21 66.(a) A bill, resolution or amendment in a
22 House committee, having been rejected twice,
23 shall not be placed on the committee calendar
24 again or considered again during the same leg-
25 islative session unless the vote is expunged
26 (two-thirds of the membership of the commit-
27 tee). The motion to expunge shall be placed on
28 the committee agenda, by a committee mem-
29 ber, and placed at the bottom of the active list.
30 A bill or resolution may be amended before a
31 second consideration; but, unless expunged,

Rules of the House

1 even an amended bill having failed twice shall
2 not be placed on the calendar or considered.

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

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

14 69. Committee Records and Reports:

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

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

21 69.(a) 2. The number and title of the bill
22 with one of the following three recommenda-
23 tions: “do pass”, “do pass as amended”, or “do
24 not pass”. If a committee recommends a bill
25 “do pass as amended” and any of the amend-
26 ments recommended by the committee are not
27 adopted on the Floor, the bill shall be re-re-
28 ferred to the same committee for further con-
29 sideration and recommendation.

30 69.(a) 3. A summary of each bill’s major
31 provision which may be several paragraphs in

Rules of the House

1 length in case of major bills or simply the title
2 of the bill in the case of minor bills.

3 69.(a) 4. The reason for the committee's
4 action on the bill, including a brief minority re-
5 port, if requested by any two (2) committee
6 members.

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

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

17 69.(b) Such records for each separate com-
18 mittee meeting shall be approved by the chair-
19 person before the expiration of a seven (7) day
20 period, with the exception of those records re-
21 ferred to in (a) 1. and 2., hereinabove which
22 shall be filed immediately with the Clerk of the
23 House.

24 69.(c) Other reports may be filed with the
25 Clerk of the House.

26 70. Consent Calendar – Supplemental Cal-
27 endar. In addition to the regular calendar of the
28 House of Representatives, there shall be a con-
29 sent calendar on which shall be placed bills that
30 have been recommended “do pass” by commit-
31 tee, which are deemed by the committee or by

Rules of the House

1 the Speaker to be non-controversial, and may
2 be used for other non-controversial matters
3 such as resolutions and amendments to bills
4 proposed by the author of the bill, if the
5 Speaker deems such matter to be non-contro-
6 versial. The Speaker of the House shall main-
7 tain the consent calendar. On Thursday of each
8 week, and such other times as the Speaker may
9 deem advisable, the House shall consider bills
10 and other matters on the consent calendar. Pro-
11 vided, that a list of bills and other matters on
12 the consent calendar which are to be considered
13 on a particular day shall be circulated among
14 the members of the House of Representatives
15 the day prior to the date on which the consent
16 calendar is to be considered. If as many as five
17 (5) members object to a bill or other matter on
18 the consent calendar being considered as non-
19 controversial, the Speaker of the House shall
20 remove the same from the consent calendar and
21 shall place it on the regular calendar of the
22 House business. When deemed advisable, in
23 addition to the regular calendar and the consent
24 calendar, the Speaker may provide for a sup-
25 plemental calendar on which shall be placed
26 bills and resolutions and other matters as re-
27 quested by the members for consideration. The
28 list of bills, resolutions and other matters on the
29 supplemental calendar for consideration on a
30 particular day shall be circulated among the
31 members of the House. If as many as five (5)

Rules of the House

1 members object to a bill, resolution or any
2 other matter on the supplemental calendar the
3 same shall be removed and placed on the regu-
4 lar House calendar for consideration consistent
5 with the wishes of the House. No bill or reso-
6 lution may be placed for consideration on any
7 more than one (1) House calendar.

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

20 72.(a) Except as provided in subsection (b),
21 no action may be taken in the House Commit-
22 tee on Public Health, Welfare and Labor or on
23 the Floor of the House of Representatives on
24 any bill that provides for licensure of any pro-
25 fession, occupation or class of health care pro-
26 viders not currently licensed or expands the
27 scope of practice of any profession, occupa-
28 tion, or class of health care providers unless the
29 House Committee on Public Health, Welfare
30 and Labor has initiated a study of the feasibility
31 of such legislation at least thirty (30) days prior

Rules of the House

1 to convening the next legislative session.

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

12 **COMMITTEE OF THE WHOLE**

13 73. All measures involving a tax or an ap-
14 propriation of money, or property, may be first
15 considered in a Committee of the Whole,
16 amendments can be offered in the Committee
17 of the Whole.

18 74. The Speaker of the House, in setting the
19 calendar of budgets or appropriation bills to be
20 considered in the House shall, from time to
21 time, confer with the chairperson of the House
22 Budget Committee on the appropriation bills
23 pending and may designate specific days or
24 times to be set aside in the House to be devoted
25 solely to consideration of appropriation bills
26 and other budget matters. At least by the end
27 of business on the previous day before any ap-
28 propriation bill is to be considered by the
29 House, the chairperson of the House Budget
30 Committee shall cause to be prepared and
31

Rules of the House

1 placed on each member's desk a listing of ap-
2 propriation bills to be considered in the Com-
3 mittee of the Whole or the House, broken down
4 as follows:

5 74.(a) Appropriation bills sponsored by the
6 Joint Budget Committee or the House Budget
7 Committee, prepared in accordance with Leg-
8 islative Council recommendations;

9 74.(b) All other appropriation bills spon-
10 sored by the Joint Budget Committee or the
11 House Budget Committee which were not con-
12 sidered by the Legislative Council;

13 74.(c) Bills introduced by members of the
14 House (or Senate) that shall have been recom-
15 mended by the Joint Budget Committee or the
16 House Budget Committee "do pass" or "do
17 pass as amended"; and

18 74.(d) Appropriation bills amended in the
19 Senate without Joint Budget Committee or
20 House Budget Committee action. The afore-
21 mentioned list of appropriation bills shall in-
22 clude the number of the bill, the author of the
23 bill, and the name and agency and/or program
24 for which the appropriation is to be made. In
25 the event the Joint Budget Committee or the
26 House Budget Committee recommendations in
27 regard to the appropriation shall differ, in any
28 respect, from the recommendations made by
29 the Legislative Council in regard thereto, said
30 list shall identify each such change in the ap-

Rules of the House

1 appropriation bill which differs from the recom-
2 mendation of the Legislative Council.

3 75. In forming a Committee of the Whole
4 House, the Speaker may leave his/her chair af-
5 ter appointing a chairperson to preside, who
6 shall have the same power as the Speaker to
7 preserve order. A majority of a quorum is re-
8 quired to resolve the House into a Committee
9 of the Whole.

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

17 77. A Committee of the Whole cannot re-
18 port a measure without a quorum of its mem-
19 bers present.

20 78. The rules and proceedings of the House
21 shall be observed in Committee of the Whole
22 House so far as they may be applicable. Deci-
23 sions will be made by voice or standing votes.

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

Rules of the House

1 progress.

2
3 **LEGISLATIVE COUNCIL;**
4 **LEGISLATIVE JOINT AUDITING**
5 **COMMITTEE**

6 80. Legislative Council.

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

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

25 80.(b) In order that there may be no House
26 vacancies on the Legislative Council at any
27 time, at the time of selection of the House
28 members to the Legislative Council, there shall
29 be selected from each House Caucus District in
30 the same manner as is set forth in Rule 54.(b)

Rules of the House

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

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

23 81. Legislative Joint Auditing Committee.

24 81.(a) The House of Representatives shall
25 select twenty (20) members to serve on the
26 Legislative Joint Auditing Committee, to in-
27 clude five (5) members from each of the four
28 (4) House District Caucuses, in the manner set
29 forth in Rule 54.(b) of these rules. Following
30 the selections, the Speaker of the House of
31 Representatives shall select one (1) of their

Rules of the House

1 number as Legislative Joint Auditing Commit-
2 tee co-chair and one (1) of their number as Leg-
3 islative Joint Auditing Committee co-vice-
4 chair. No more than two (2) members shall re-
5 side within the same county. The term of office
6 of the members shall be from January 1 of odd-
7 numbered years to December 31 of the follow-
8 ing even-numbered year. Legislative Joint Au-
9 diting Committee membership shall be con-
10 firmed at the same time that House members
11 are administered the oath of office.

12 81.(b) In order that there may be no House
13 vacancies on the Legislative Joint Auditing
14 Committee at any time, at the time of selection
15 of the House members to the Legislative Joint
16 Auditing Committee there shall be selected,
17 from each House Caucus District in the same
18 manner as is set forth in Rule 54.(b) of these
19 rules, a first alternate and a second alternate for
20 each member selected from that House caucus
21 district. In the event that any House member or
22 House alternate of the Legislative Joint Audit-
23 ing Committee resigns from the Legislative
24 Joint Auditing Committee, is disqualified from
25 serving on the Committee, dies, or for any other
26 reason there becomes a permanent vacancy in
27 a House position on the Legislative Joint Au-
28 diting Committee, the Speaker of the House of
29 Representatives shall select from the same
30 House caucus district a replacement member or
31 alternate to serve the remainder of the term.

Rules of the House

1 When a vacancy occurs in a House member position
2 on the Legislative Joint Auditing Committee or a House alternate position on the Leg-
3 islative Joint Auditing Committee, that person's alternate shall serve until a new member
4 is chosen. The Speaker of the House of Representatives shall notify the Legislative Joint Au-
5 diting Committee chairperson of all changes in membership on the Legislative Joint Auditing
6 Committee.
7

8
9 81.(c) Ex-officio members shall be selected in accordance with Arkansas Code §§
10 10-3-403 and 10-3-404.
11

CAUCUS DISTRICTS

12
13 82. Each of the four caucuses shall select from among the members of the caucus a chair-
14 person.
15

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

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

26 The Third Caucus District shall be composed of the following House of Representa-
27 tives Districts: 68; 71; 75; 76; 77; 78; 79; 80;
28
29
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Rules of the House

1 81; 84; 85; 86; 87; 88; 89; 90; 91; 92; 93; 94;
2 95; 96; 97; 98; and 99.

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

8

9

DEBATE

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

27 84. When a representative desires to inter-
28 rupt a representative having the Floor, he/she
29 shall first obtain recognition of the Speaker and
30 permission of the representative occupying the

Rules of the House

1 Floor; and when so recognized and such per-
2 mission is obtained, he/she may ask questions
3 of the representative occupying the Floor; but
4 shall not propound a series of interrogatives or
5 otherwise badger the representative having the
6 Floor.

7 85. No representative shall occupy more
8 than thirty (30) minutes in debate on any ques-
9 tion in the House. The representative reporting
10 a measure under consideration from a commit-
11 tee or the author may open and close debate. If
12 debate shall extend beyond one (1) day, the au-
13 thor or sponsor shall be entitled to thirty (30)
14 minutes to close. The right to close may not be
15 automatically exercised after limited debate,
16 the previous question or immediate considera-
17 tion is voted.

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

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

DECORUM

30 88. No person other than a member of the
31

Rules of the House

1 Arkansas General Assembly, designated legis-
2 lative staff, or on special and certain occasions
3 those persons specifically invited by the
4 Speaker of the House, shall be permitted on the
5 Floor of the House Chamber while the House
6 is in session or in brief recess. The Speaker
7 shall develop policies governing limited public
8 access to the Floor during the interim. Arrange-
9 ments for photographers shall be established,
10 the direction and control of which shall be reg-
11 ulated by the Speaker of the House. No one in
12 the House Chamber other than a member of the
13 Legislature may advocate or oppose passage of
14 a measure while the House is in session. No
15 legislative aides, lobbyists or unauthorized per-
16 sons shall be permitted access to the House
17 Floor, work areas, or House support areas.
18 This Rule shall be enforced by the Speaker of
19 the House and/or the House Management
20 Committee. The House Management Commit-
21 tee and the Rules Committee shall recommend
22 punishment to the House for violation of this
23 Rule. (*A.C.A. 10-2-110 -- Disorderly Conduct*)

24 89. The House Chamber during regular,
25 fiscal and special sessions and during the in-
26 terim shall be used only for the legislative busi-
27 ness of the House and for the caucus meetings
28 of its members, except upon occasions where
29 the House, by resolution, agrees to take part in
30 any ceremonies to be observed therein; and the

Rules of the House

1 Speaker shall not entertain a motion for suspen-
2 sion of this rule.

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

6 91. If any representative, in speaking or
7 otherwise, transgresses the rules of the House,
8 the Speaker shall or any representative may,
9 call him/her to order. He/she shall immediately
10 be seated unless permitted, on a motion of an-
11 other representative, to explain. The House
12 shall, if called upon, decide on the issue with-
13 out debate. If the decision is in favor of the
14 representative called to order, he/she shall be
15 free to continue; and, if the dispute shall war-
16 rant, a representative shall be open to censure
17 or such punishment as the House shall impose.

18 92. Normal conformity to good manners
19 and taste shall be expected of each member of
20 the House. Representatives shall avoid refer-
21 ences to personalities and extend to each repre-
22 sentative courtesies which they wish for them-
23 selves.

24 93. Introduction of and recognition of fam-
25 ily, constituents, or groups shall not become
26 excessive. Members should be extremely re-
27 luctant in using the time of the House for these
28 personal courtesies. If deemed appropriate by
29 the Speaker of the House, he/she shall make all
30 introductions from information provided to the
31 Speaker by a member or appropriate House

Rules of the House

1 staff.

2 94. The smoking of cigarettes, cigars and
3 pipes or other tobacco products shall not be
4 permitted in the Chamber of the House of Rep-
5 resentatives or in the members' private work
6 area.

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

12

13

VOTING

14

15

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

16

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

20

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22

23

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

24

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

27

28

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

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

Rules of the House

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

3 (2) when the member who will not be
4 present for the vote signs the pair form in the
5 presence of a person authorized by law to take
6 acknowledgements and who verifies the iden-
7 tity of the signer.

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

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

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

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

Rules of the House

1 have his/her vote eliminated.

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

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

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

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

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

16 102. The Electronic Voting System shall
17 have the same force and effect as a Roll Call.
18 (Not less than a majority of the members of
19 each House of the General Assembly may en-
20 act a law.) (*Art. 5, Sec. 37 as added by Amend.*
21 *19, Sec. 1*)

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

29 (Governor's power to adjourn) In cases of
30 disagreement between the two (2) houses of the

Rules of the House

1 General Assembly, at a regular or special ses-
2 sion, with respect to the time of adjournment,
3 the Governor may, if the facts be certified to
4 him/her by the presiding officers of the two (2)
5 houses, adjourn them to a time not beyond the
6 day of their next meeting; and, on account of
7 danger from an enemy or disease, to such other
8 place of safety as he/she may think proper. (*Art.*
9 *6, Sec. 20*)

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

12 105. Extraordinary sessions of the General
13 Assembly. (*Art. 6, Sec. 19*)

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

16 107. Workmen's Compensation Laws (*Art.*
17 *5, Sec. 32 as amended by Amend. 26*)

18 108. It shall be a violation of the Rules of
19 the House for any member of the House to ac-
20 cept a campaign contribution during the period
21 beginning thirty (30) days before and ending
22 thirty (30) days after any regular session of the
23 General Assembly. If there is an extended re-
24 cess of the General Assembly, the period shall
25 end thirty (30) days after the beginning of the
26 recess. It shall also be a violation of the Rules
27 of the House for any member of the House to
28 accept a campaign contribution during any ex-
29 tended session of the General Assembly or dur-
30 ing any special session of the General Assem-
31 bly.

Rules of the House

1 109. All Roll Call votes on bills, emer-
2 gency clauses on bills, resolutions, and amend-
3 ments in the House of Representatives shall be
4 entered by the House into the General Assem-
5 bly's Internet web site.

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

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

18 (b) The House of Representatives shall re-
19 cess without regard to the party affiliation of
20 the individual scheduled for inauguration as
21 President of the United States.

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

27 111. Eligibility, Qualifications, and Re-
28 moval of Members of the House of Represent-
29 atives. (*Arkansas Constitution, Art. 5, § 12;*
30 *and other applicable constitutional and statu-*
31 *tory provisions)*

Rules of the House

1 112. Impeachments.

2 112.(a) The House of Representatives has
3 the sole power of impeachment under Arkansas
4 Constitution, Article 15, § 2, and shall initiate
5 impeachment proceedings by filing articles of
6 impeachment in the form of a House Resolu-
7 tion, co-sponsored by at least thirty-four (34)
8 members. Upon filing of the impeachment res-
9 olution, the Speaker of the House shall refer the
10 impeachment resolution to committee for the
11 following purposes:

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

14 (2) To make a recommendation to the
15 House of Representatives as to whether cause
16 exists to impeach the official that is the subject
17 of the articles of impeachment.

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

25 112.(c) The committee shall adopt rules to
26 govern the proceedings concerning the issue of
27 impeachment in order to ensure due process,
28 fundamental fairness, and a thorough investi-
29 gation, provided that the rules of the committee
30 are not inconsistent with this rule.

Rules of the House

1 112.(d) The committee shall gather infor-
2 mation and may hear testimony related to the
3 question of whether cause exists to impeach the
4 official that is the subject of the articles of im-
5 peachment.

6 112.(e)(1) Upon conclusion of its investi-
7 gation, the committee shall return its recom-
8 mendation to the House of Representatives re-
9 garding the resolution containing the articles of
10 impeachment.

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

14 (3) The committee shall submit to the
15 House of Representatives, along with its rec-
16 ommendation on the resolution, a report re-
17 garding its findings and conclusions. If the rec-
18 ommendation of the committee is not unani-
19 mous, at the request of two (2) members, the
20 members in opposition to the recommendation
21 of the committee may submit a dissenting re-
22 port.

23 (4) The recommendation of the com-
24 mittee, along with the committee report and
25 any dissenting report, shall be provided to the
26 members of the House of Representatives no
27 less than three (3) business days prior to con-
28 sideration of the impeachment resolution by
29 the House of Representatives.

30 112.(f) Upon the conclusion of the three (3)
31 business days, the Speaker of the House shall

Rules of the House

1 call the House of Representatives into a meet-
2 ing in order to take up consideration of the im-
3 peachment resolution and the recommendation
4 of the committee.

5 112.(g) Passage of the impeachment reso-
6 lution shall require an affirmative vote of a ma-
7 jority of the members of the House of Repre-
8 sentatives. The vote shall be by roll call.

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

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

House Committee Rules

1 **HOUSE OF REPRESENTATIVES**
2 **COMMITTEE CHAIRPERSONS**
3 **MANUAL**
4 **AND**
5 **HOUSE COMMITTEE RULES**
6

7 A committee chairperson is a member ap-
8 pointed by the Speaker of the House to 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 com-
24 mittee meeting.

25
26 4) The presider shall decide all questions of or-
27 der 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.

31

House Committee Rules

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

3

4 6) The presider shall prepare, or supervise the
5 preparation of, and sign all reports of the 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 in their posses-
12 sion and make one of the following reports in
13 writing to the House:

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

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

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

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

House Committee Rules

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

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

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

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

House Committee Rules

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

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

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

12 19(b) To adjourn (non-debatable) (major-
13 ity of a quorum);

14 19(c) To take a recess (non-debatable)
15 (majority of a quorum);

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

23 19(e) Immediate consideration (non-debat-
24 able) (2/3 of a quorum);

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

27 19(g) Limit or extend debate (non-debata-
28 ble) (2/3 of a quorum);

29 19(h) To expunge (debatable) (2/3 of mem-
30 bership) (67);

31 19(i) Postpone to a day certain (debatable)

House Committee Rules

1 (majority of a quorum);

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

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

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

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

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

12 19.(o) Special order of business (debatable)
13 (2/3 of a quorum); and

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

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

31

House Committee Rules

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

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

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

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

House Committee Rules

1 the committee). The motion to expunge shall
2 be placed on the committee agenda, by a com-
3 mittee member, and placed at the bottom of the
4 active list. A bill or resolution may be amended
5 before a second consideration; but, unless ex-
6 punged, even an amended bill having failed
7 twice shall not be placed on the calendar or
8 considered. Notice of reconsideration not per-
9 mitted in committee.

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

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

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

House Committee Rules

1 said bill or resolution unless that committee has
2 voted unanimously to sponsor the bill or reso-
3 lution.

4 5 16) (House Rule 69) Committee Records and 6 Reports

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

11 69(a) 1. The time and place of each hearing
12 and each meeting of the committee.

13 69(a) 2. The number and title of the bill or res-
14 olution with one of the following three recom-
15 mendations: “do pass”, “do pass as amended”,
16 or “do not pass”. If a committee recommends
17 a bill or resolution “do pass as amended” and
18 any of the amendments recommended by the
19 committee are not adopted on the floor, the bill
20 or resolution shall be re-referred to the same
21 committee for further consideration and recom-
22 mendation.

23 69(a) 3. A summary of each bill or resolution’s
24 major provisions which may be several para-
25 graphs in length in case of major bills or reso-
26 lutions or simply the title of the bill or resolu-
27 tion in the case of minor bills or resolutions.

28 69(a) 4. The reason for the committee’s action
29 on the bill or resolution, including a brief mi-
30 nority report, if requested by any two (2) com-
31 mittee members.

House Committee Rules

1 69(a) 5. A record of how every member voted
2 on each bill or resolution when action is taken
3 by the committee, including votes on a motion
4 to postpone consideration on the bill or resolu-
5 tion and a recorded vote on any other motion,
6 if requested by any two (2) committee mem-
7 bers.

8 69(a) 6. A list of all people testifying before a
9 committee on each bill or resolution, the inter-
10 est that they represent, and an indication of
11 their position on the bill or resolution.

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

20
21 18) (House Rule 24 part) When a question is
22 raised about the proper referral of a bill or res-
23 olution to committee, if the Speaker admits er-
24 ror in the referral of the bill or resolution to a
25 committee, the bill or resolution may be re-re-
26 ferred by a majority vote of a quorum; how-
27 ever, if the Speaker does not admit error in the
28 referral of the bill or resolution to committee,
29 the bill or resolution may only be re-referred by
30 a two-thirds (2/3) vote of a quorum. When a
31 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. When an active agenda is estab-
23 lished in a committee and bills from that
24 agenda are not placed on the deferred list and if
25 they are passed over, they are placed at the bot-
26 tom of the list of the day's active agenda. Bills
27 read across the desk on the House Floor later
28 that same day or on a later day are placed on
29 the active agenda in the order they are read be-
30 low bills already on the active agenda.

31

House Committee Rules

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

9
10 21) If the sponsor or a representative is not pre-
11 sent to present the bill or resolution when called
12 up after the bill or resolution has appeared on
13 the active agenda when called up during the
14 third meeting, the bill or resolution will be au-
15 tomatically dropped from the active agenda
16 and placed on the deferred list unless the spon-
17 sor notifies staff to put the bill or resolution
18 back on the active agenda before the agenda is
19 prepared, for the next called meeting. Requests
20 to move bills or resolutions from the deferred
21 list to the active agenda must be made by 2:30
22 p.m. two (2) days prior to the scheduled com-
23 mittee meeting. Bills moved from the deferred
24 list to the active agenda shall be listed at the
25 bottom of the active agenda. Bills on the de-
26 ferred list may be moved to the active calendar
27 as provided by rule for a total of three (3) times
28 only. A suspension of this rule by the Commit-
29 tee (two-thirds of a quorum) will be required
30 for each transfer of any bill having been moved
31 three (3) times previously.

House Committee Rules

1

2 22) Bills or resolutions suggested as non-con-
3 troversial will be considered before considera-
4 tion of controversial bills or resolutions on the
5 agenda. The objection of one (1) committee
6 member to the consideration of a bill or resolu-
7 tion as non-controversial will automatically
8 keep the bill or resolution from being consid-
9 ered as being non-controversial. Even though
10 a bill or resolution has been considered as non-
11 controversial, it will be necessary after a “do
12 pass” or “do pass as amended” recommenda-
13 tion that a motion be made and there be unani-
14 mous consent of no less than a quorum of the
15 Committee for a bill or resolution to be eligible
16 to be placed on the House Non-controversial
17 Calendar.

18

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

25

26 24) The author/sponsor of a bill or resolution
27 may make a presentation for his/her bill or res-
28 olution and may elect at that time to respond to
29 questions from the committee members. Fol-
30 lowing the initial presentation, non-legislative-
31 --non-committee members will be allowed to

House Committee Rules

1 alternately speak against and for the bill or res-
2 olution. A procedural motion made by a mem-
3 ber of the committee and adopted by the com-
4 mittee to limit or end debate will be allowed to
5 govern non-legislative--non-committee mem-
6 bers' discussions. At the conclusion of the non-
7 legislative--non-committee member proponent
8 and opponent presentations, the sponsor may
9 return to the podium and may elect to field
10 questions from the committee members. Those
11 questions should be limited to requests for clar-
12 ification or the securing of information. Ques-
13 tions that are rhetorically offered and are dila-
14 tory for the effect of debate are discouraged. At
15 this point, the chair will entertain motions from
16 committee members only. For disposition of a
17 proposition in a House Committee, procedural
18 motions (limit debate, immediate considera-
19 tion, etc.) are allowed only following a main
20 motion (do pass, do not pass, do pass as
21 amended, etc.). Discussion from that point for-
22 ward is limited to committee members for and
23 against the motion, if debatable, in alternating
24 fashion. If immediate consideration is not
25 adopted and if debate has not been limited and
26 time has not expired, the sponsor of the motion
27 will be allowed to close for his/her motion.
28 During the closing, the sponsor of the motion
29 may elect to field questions from committee
30 members. At the conclusion of these presenta-
31 tions, a vote will be taken on the motion

House Committee Rules

1 properly before the committee.

2

3 25) As determined by the presider courtesy
4 may be extended to General Assembly mem-
5 bers who are non-committee members who
6 need to return to their own committee meet-
7 ings.

8

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

16

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

19

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

26

27 29) When a roll call is required, the roll will be
28 called by seniority with the vice chairperson
29 being called next to last and the chairperson
30 last. For a member's vote to be counted and

House Committee Rules

1 recorded, he/she must vote “yes”, “no” or “pre-
2 sent”.

3

4 30) During a roll call vote, when a member’s
5 name has been called twice and he/she does not
6 respond, or when a member passes, they will
7 not be allowed to vote at a later time on the cur-
8 rent issue before the committee.

9

10 31) No seconds are required during the legisla-
11 tive process except those that are explicit in the
12 rules, (roll call, previous question, sound the
13 ballot, etc.)

14

15 32) (House Rule 38(p)) “Fiscal impact state-
16 ment” means a realistic statement of the esti-
17 mated financial cost of implementing or com-
18 plying with a proposed law regarding:

19

(1) Municipalities;

20

(2) Counties;

21

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

24

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

28

(5) Lottery, if amending Chapter 115 of Ti-
29 tle 23 of the Arkansas Code or imposing a new
30 or increased cost to the Arkansas Lottery Com-
31 mission or a lottery.

House Committee Rules

1

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

19

20 34) (House Rule 38(s)) Fiscal impact state-
21 ments shall be made available to House Com-
22 mittees:

23 (1) At least three (3) days before the bill
24 may be called up for final action in the House
25 Committee during a regular legislative session
26 or fiscal session of the General Assembly; and

27 (2) At least one (1) day before the bill may
28 be called up for final action in the House Com-
29 mittee during a special session of the General
30 Assembly.

31 Fiscal impact statements shall be made

House Committee Rules

1 available to the full House of Representatives
2 at least one (1) day before the bill may be called
3 up for third reading and final action in the
4 House of Representatives.

5
6 35) (House Rule 38(t)) Failure of the sponsor
7 of a bill or resolution to provide the fiscal im-
8 pact statement required in this rule shall not
9 prohibit the consideration of it in the committee
10 to which referred or on the floor of the House
11 of Representatives, if no objection to it is made
12 at the time such action is taken.

House Committee Rules

TRACKING ITEM 24

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

House Committee Rules

1 7. Ask “What is the pleasure of the Commit-
2 tee?”

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

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

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

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

11 d. A procedural motion made by a mem-
12 ber of the Committee and adopted by the Com-
13 mittee to limit or end debate (immediate con-
14 sideration) will be allowed to govern the legis-
15 lative members' discussion.

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

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

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

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

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

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

(Index on Page J26)

Joint Rules

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

5
6 **Joint Session - How Convened**

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

15 **Officers of Joint Session**

16 Section 2. When the meeting is 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 absence the
20 Chairman of Senate Rules Committee, or the
21 Speaker of the House of Representatives.

22

23 **Enrollment of Bills**

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

27 Section 8. All bills must be enrolled and
28 reported to each house by the committee desig-
29 nated by each house to supervise the enrolling
30 of bills, within three (3) days after their pas-
31 sage; provided, that if the reconsideration of

Joint Rules

1 any bill is moved, in either house, previous to
2 its presentation to the Governor, the committee
3 shall hold the same until action is taken upon
4 such motion.

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

10

11

Signing of Bills

12

13

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27

Conference Committee

28

29

30

31

Section 11. When either body shall request a conference, and appoint a committee for that purpose, the other body shall also appoint a committee of equal number to confer, and such

Joint Rules

1 conference shall be held at any time and place
2 agreed upon by the Chairpersons.

Suspension of Joint Rules

3
4
5 Section 12. No joint rules shall be dis-
6 pensed with but by a concurrent vote of two-
7 thirds (2/3) of each house, and if either house
8 shall violate a joint rule, the question of order
9 may be raised in the other house, and decided
10 in the same manner as in case of a violation of
11 the rules of such house.

Appropriation Bills

12
13
14 Section 13. The general appropriation bill,
15 and all appropriation bills recommended “do
16 pass” by the Joint Budget Committee, shall be
17 privileged bills advanced upon the calendar,
18 and take precedence over all other bills at any
19 time after the reading of the Journal. It shall be
20 in order, by the direction of the appropriate
21 committee, to move that the House or Senate
22 (as the case may be) resolve itself into the com-
23 mittee of the whole house for the purpose of
24 considering the general appropriation bill, and
25 no dilatory motion shall be entertained by the
26 presiding officer.

Deadline for the Introduction of Bills

27
28
29 Section 14. (A) An “appropriation bill”
30 means a bill by the General Assembly that au-
31 thORIZES the expenditure of moneys if moneys

Joint Rules

1 are available.

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

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

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

22 (C)(1) No appropriation bill shall be filed
23 for introduction in either the House of Repre-
24 sentatives or the Senate later than the fifteenth
25 (15th) day of a fiscal session except upon con-
26 sent of two-thirds (2/3) of the members elected
27 to each house.

28 (2) For a fiscal session, a non-appropri-
29 ation bill shall not be filed for introduction until
30 identical resolutions authorizing the introduc-

Joint Rules

1 tion of the non-appropriation bill have been ap-
2 proved by an affirmative vote of two-thirds
3 (2/3) of the members elected to each house.

4 (3) The identical resolutions authoriz-
5 ing the introduction of a non-appropriation bill
6 in a fiscal session shall not be filed for intro-
7 duction in either the House of Representatives
8 or the Senate later than the first (1st) day of a
9 fiscal session.

10 (4) A non-appropriation bill shall not
11 be filed for introduction in either the House of
12 Representatives or the Senate later than the fif-
13 teenth (15th) day of a fiscal session.

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

18 (E) A bill affecting any publicly supported
19 retirement system or systems shall not be intro-
20 duced or considered at any special session of
21 the General Assembly unless the introduction
22 and consideration of the bill is first approved
23 by a three-fourths (3/4) vote of the full mem-
24 bership of each house of the General Assem-
25 bly.

26 (F) If the General Assembly recesses for
27 longer than three (3) consecutive days during
28 the first fifteen (15) days of a regular session,
29 the fifteen-day introduction deadline shall be
30 extended for a 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.
24

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

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

Joint Rules

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

Joint Rules

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

Joint Rules

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

Joint Rules

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

Joint Rules

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 absence, the Chairman of the Senate
17 Rules Committee, or the Speaker of the House
18 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).

Joint Rules

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

Joint Rules

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

Joint Rules

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

Joint Rules

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

Joint Rules

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

Joint Rules

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

Correction of Obvious Errors

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

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.

31

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.

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