

# ARKANSAS LEGISLATIVE COUNCIL

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Executive Secretary

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## MEMORANDUM

**TO:** Members of the Executive Subcommittee

**FROM:** David Ferguson, Executive Secretary *DF*

**DATE:** September 11, 2007

**RE:** Agenda Prompt Concerning Decorum

The following is the agenda prompt established by the Policy-Making Subcommittee in September 2006. The Policy-Making Subcommittee stated that the language should be added to committee agendas as Item B or Item C.

**The Committee Chairpersons respectfully request that members, staff, visitors, and guests please observe proper decorum at all times during legislative committee proceedings. Remember to silence your cell phones, watch for areas designated for "members and staff only," and please keep your personal conversations to a minimum. These common courtesies will expedite our business, and these rules will be enforced.**

The agenda prompt could be simplified with the following language.

**Notice: Silence your cell phones. Keep your personal conversations to a minimum. Observe restrictions designating areas as "*Members and Staff Only*"**

DF:vjf