

EXHIBIT E

ARKANSAS FREEDOM OF INFORMATION ACT TASK FORCE RULES OF PROCEDURE

PURPOSE: The purpose of these rules is to establish rules and procedures for conducting the business of the **Arkansas Freedom of Information Act Task Force** and to inform the members of the Arkansas General Assembly and the public of the procedures and rules of the task force.

DUTIES:

1. The task force is required by Act 923 of 2017, the Arkansas Freedom of Information Act Task Force Act, to:
 - a. Complete a study of proposed exemptions from or additions to the Freedom of Information Act of 1967, § 25-19-101 et seq.; and
 - b. Report to the General Assembly its recommendations concerning proposed exemptions from or additions to the Arkansas Freedom of Information Act of 1967, § 25-19-101 et seq.
2. No later than the first day of November, the task force shall report to the General Assembly its recommendations concerning proposed exemptions from or additions to the Arkansas Freedom of Information Act of 1967, § 25-19-101 et seq

PARLIAMENTARY PROCEDURE: If an applicable rule does not exist, the chair shall decide the issue.

1. **Quorum.** The task force is made up of nine (9) members. A majority of the voting members of the task force shall constitute a quorum for transacting business of the task force.
2. **Action.** An affirmative vote of a majority of a quorum present shall be required for the passage of a motion or other task force action.
3. **Roll Call.** The task force shall vote by voice vote unless a roll call vote is requested by two (2) or more task force members. Roll call votes shall be recorded in the meeting minutes.
4. **Motions.** A motion shall receive a second to be considered for action by the task force.
5. **Public Comment.** The chair may provide the public an opportunity to speak during a task force meeting to allow for public comment on issues before the task force.
6. **Minutes.** Staff shall produce minutes of each task force meeting to be adopted by the task force at the subsequent scheduled meeting.