

Stricken language would be deleted from and underlined language would be added to present law.

State of Arkansas
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SCR 5

By: Senator E. Williams

SENATE CONCURRENT RESOLUTION

TO ADOPT THE JOINT RULES OF THE SENATE AND THE HOUSE
OF REPRESENTATIVES OF THE NINETY-FIRST GENERAL
ASSEMBLY.

Subtitle

TO ADOPT THE JOINT RULES OF THE SENATE
AND THE HOUSE OF REPRESENTATIVES OF THE
NINETY-FIRST GENERAL ASSEMBLY.

BE IT RESOLVED BY THE SENATE OF THE NINETY-FIRST GENERAL ASSEMBLY OF THE
STATE OF ARKANSAS, THE HOUSE OF REPRESENTATIVES CONCURRING THEREIN:

JOINT RULES OF THE HOUSE OF REPRESENTATIVES AND THE SENATE

Joint Session - How Convened

Section 1. When, by the Constitution or laws of the state, a joint meeting of the Senate and House of Representatives is required, they shall assemble with their clerks on the day and at the hour previously agreed on for that purpose in the hall of the House of Representatives.

Officers of Joint Session

Section 2. When the meeting is assembled, the President of the Senate and Speaker of the House shall preside in conjunction, and the meeting shall be governed by such standing rules as shall have been adopted for that



purpose by the concurrence of both houses. They shall have power to punish any person, other than a member, for disorderly or contemptuous behavior in their presence, by fine and imprisonment, in the same manner and to the same extent as either house may do, for like conduct before it, by the Constitution and laws of this state.

(A) Any member of either house who shall be guilty of disorderly behavior in the presence of the meeting may be punished by the house of which he or she is a member, in the same manner as if the offense had been committed in the presence of that house.

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

Manner of Presenting Bills, Etc.

Section 3. All bills, resolutions, votes and amendments by either house, to which the concurrence of both is necessary, as well as messages, shall be presented to the other by the Clerk or Secretary of the house from which they are sent or by the assistant secretary or assistant clerk.

Contents of Bills

Section 4. No bill or resolution shall be passed by either house containing more than one subject, which shall be expressed in the title. House bills and resolutions shall have at least one House sponsor, and Senate bills and resolutions shall have at least one Senate Sponsor. House bills, House concurrent resolutions, and House joint resolutions may have Senate sponsors, and Senate bills, Senate concurrent resolutions, and Senate joint resolutions may have House sponsors.

Notice of Bill Rejection

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

Engrossment of Bills

Section 6. After adoption of an amendment on the floor of the Senate, regardless whether the bill or resolution originated in the House or the

Senate, the Senate shall engross the bill or resolution as amended. After the adoption of the amendment on the floor of the House of Representatives, regardless whether the bill or resolution originated in the House or the Senate, the House of Representatives shall engross the bill or resolution as amended.

This rule may be waived by the President Pro Tempore of the Senate or in his absence the Chairman of Senate Rules Committee, or the Speaker of the House of Representatives.

Enrollment of Bills

Section 7. When a bill shall have passed both houses, it shall be enrolled by the enrolling clerk of the house in which it originated.

Section 8. All bills must be enrolled and reported to each house by the committee designated by each house to supervise the enrolling of bills, within three (3) days after their passage; provided, that if the reconsideration of any bill is moved, in either house, previous to its presentation to the Governor, the committee shall hold the same until action is taken upon such motion.

Section 9. No bill, resolution, or memorial shall be sent to the Governor for his approval, unless the same shall have been clearly and fairly enrolled without obliteration or interlineation.

Signing of Bills

Section 10. After examination and report by the committee responsible for enrolling bills, each bill shall be signed by the Speaker of the House of Representatives and by the President of the Senate. Each page of a bill shall be signed by the Speaker of the House of Representatives on the right margin, and shall be signed by the President of the Senate on the left margin of each page. The Speaker of the House of Representatives and the President of the Senate shall manually sign each page of each bill, or may provide, at their option and under their supervision, for the affixing thereto of their facsimile signature.

Conference Committee

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

Suspension of Joint Rules

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

Appropriation Bills

Section 13. The general appropriation bill, and all appropriation bills recommended "do pass" by the Joint Budget Committee, shall be privileged bills advanced upon the calendar, and take precedence over all other bills at any time after the reading of the Journal. It shall be in order, by the direction of the appropriate committee, to move that the House or Senate (as the case may be) resolve itself into the committee of the whole house for the purpose of considering the general appropriation bill, and no dilatory motion shall be entertained by the presiding officer.

Deadline for the Introduction of Bills

Section 14. (A) An "appropriation bill" means a bill by the General Assembly that authorizes the expenditure of moneys if moneys are available.

(B)(1) No appropriation bill shall be filed for introduction in either the House of Representatives or the Senate later than the fiftieth (50th) day of a regular session except upon consent of two-thirds (2/3) of the members elected to each house; and, no other bill shall be filed for introduction in either the House of Representatives or the Senate later than the fifty-fifth (55th) day of a regular session, except upon consent of two-thirds (2/3) of the members elected to each house. When the filing deadline for any bills or resolutions ends on Saturday or Sunday, the deadline is hereby extended until the close of business the following Monday.

(2) Any proposed legislation affecting any publicly supported retirement system or pension plan to be considered by the General Assembly at a regular session shall be introduced in the General Assembly during the

first fifteen (15) calendar days of a regular session.

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

(C)(1) No appropriation bill shall be filed for introduction in either the House of Representatives or the Senate later than the fifteenth (15th) day of a fiscal session except upon consent of two-thirds (2/3) of the members elected to each house.

(2) For a fiscal session, a non-appropriation bill shall not be filed for introduction until identical resolutions authorizing the introduction of the non-appropriation bill have been approved by an affirmative vote of two-thirds (2/3) of the members elected to each house.

(3) The identical resolutions authorizing the introduction of a non-appropriation bill in a fiscal session shall not be filed for introduction in either the House of Representatives or the Senate later than the first (1st) day of a fiscal session.

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

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

(E) A bill affecting any publicly supported retirement system or systems shall not be introduced or considered at any special session of the General Assembly unless the introduction and consideration of the bill is first approved by a three-fourths (3/4) vote of the full membership of each house of the General Assembly.

(F) If the General Assembly recesses for longer than three (3) consecutive days during the first fifteen (15) days of a regular session, the fifteen-day introduction deadline shall be extended for a time period equal to the recess.

Introduction of Health Care Legislation

Section 15. (A) Any proposed legislation affecting the licensure of any profession, occupation, or class of health care providers not currently

licensed, or expanding the scope of practice of any profession, occupation, or class of health care providers to be considered by the General Assembly at a regular biennial session shall be introduced in the General Assembly during the first fifteen (15) calendar days of a regular biennial session.

(B) No such bill shall be introduced after the fifteenth (15th) day of a regular biennial session unless its introduction is first approved by a three-fourths (3/4) vote of the full membership of each house of the General Assembly.

(C) The Senate and the House, and committees of the Senate and House, shall take no action on any such bill for an additional fifteen (15) calendar days after the fifteen (15) calendar day deadline for introduction of such bills has passed.

Method of Preparing Bills

and Resolutions - Automated Bill Preparation System

Section 16. (A) No bill or resolution, as defined herein, shall be accepted for introduction by clerks of the Senate or of the House of Representatives unless such bill or resolution has been prepared for introduction by an automated bill preparation system developed by the Bureau of Legislative Research.

(1) The Bureau of Legislative Research shall establish and operate, in cooperation with the appropriate officials of the House of Representatives and the Senate, an automated bill preparation system in which all bills and resolutions, as defined herein, shall be prepared for introduction. Such system shall be designed in a manner which will permit either or both houses of the General Assembly to install compatible and interconnecting electronic equipment for the preparation of bills and resolutions in the same format as prepared by the Bureau of Legislative Research for introduction in either house of the General Assembly.

(2) The Bureau of Legislative Research shall provide the Secretary of the Senate and the Chief Clerk of the House of Representatives access by electronic medium to the central bill files in which bills and resolutions recorded in the automated bill preparation system are stored, to enable the engrossing rooms of the respective houses to have ready access thereto for enrollment of engrossed amendments adopted to such bills and resolutions.

(3) As used herein:

(a) "resolutions" shall mean all resolutions prepared for introduction which require the concurrence of both houses of the General Assembly for the adoption thereof, and shall include resolutions prepared for consideration by only the house in which introduced;

(b) "automated bill preparation system" shall mean an automated system using word processors, computers, or other electronic devices for the typing and preparation of bills and resolutions (as defined herein) for introduction by members of the General Assembly in either the Senate or the House of Representatives, and shall include the following features:

(i) a separate identification number, to be placed upon each page of the original and each copy thereof prepared for introduction in the General Assembly;

(ii) a method of electronically recording the contents of each bill and resolution for ready access for retrieval and engrossment purposes;

(iii) security features to protect the automated bill preparation files from access by unauthorized persons, and to maintain the integrity and confidentiality of drafts of bills and resolutions prepared by the Bureau of Legislative Research for members of the General Assembly which have not been filed for introduction; and

(iv) such other features as deemed to be necessary and advisable by the Bureau of Legislative Research after consulting with the appropriate officials of the House of Representatives and the Senate.

(B) All bills and resolutions introduced in the House and Senate shall be prepared on 8 1/2 x 11 inch paper. The number of copies of bills and resolutions to be prepared for introduction shall be specified by the Secretary of the Senate and the Chief Clerk of the House of Representatives. One (1) copy shall be placed in the manuscript cover provided for the official copy of bills or resolutions and one (1) copy shall be placed in the manuscript cover provided for the duplicate copy, with any additional copies attached thereto in the manner prescribed by the respective houses. In addition, copies of the caption on each bill or resolution shall be prepared and attached thereto at the time of introduction.

(C) Upon the introduction of each bill and resolution, the

appropriate clerks of the respective houses shall cause the original signed copy thereof (which is contained in the official bill or resolution manuscript cover) to be identified as the official copy by perforation or stamping on the left margin of each page thereof the words "HOUSE ORIGINAL" to be placed on each official original copy of House bills and resolutions, and the words "SENATE ORIGINAL" to be placed on the left margin of each official original copy of Senate bills and resolutions. Whenever any bill or resolution is amended, the engrossed page or pages thereof shall be perforated in the same manner as the original introduced copy. Only the original signed copy of a bill or resolution and engrossed pages thereof shall be perforated or stamped as provided herein.

(D) If any person shall unlawfully perforate any fraudulent or counterfeit copy of any bill or resolution for the purpose of intentionally inserting in any bill or resolution any page or provision thereof for the purpose of altering the bill or resolution as introduced, such person shall be in contempt of the House or Senate, or both House and Senate, and shall be punished accordingly. If any person shall make any alteration, change or erasure in any original copy of a bill or resolution as originally introduced, except upon direction of the House or Senate, or both House and Senate, or upon direction of the appropriate committees on engrossed or enrolled bills, such person shall be in contempt of the House or Senate, or both of them and shall be punished accordingly. In addition, such person shall be subject to such fine and imprisonment as may be imposed by the laws of this State for fraud.

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

(2) Except as provided in subsections (E)(5), (6) and (8), all bills and amendments to bills shall reflect the changes proposed in the existing law by:

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

(b) underlining all new language proposed to be added to the existing law. At the top of the first page of the bill shall appear language substantially similar to the following: "Stricken language would be deleted from present law. Underlined language would be added to present

law.”

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

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

(b) underlining all new language proposed to be added to the existing Constitution. At the top of the first page of the bill shall appear language substantially similar to the following: “Stricken language would be deleted from the present Constitution. Underlined language would be added to present Constitution.”

(4) Except as provided in subsections (E)(5), (6) and (8), all resolutions proposing changes in the rules of the Senate or House or the joint rules of the Senate and House shall reflect the changes proposed in the existing rule by:

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

(b) underlining all new language proposed to be added to the existing rule. At the top of the first page of the resolution shall appear language substantially similar to the following: “Stricken language would be deleted from present rule. Underlined language would be added to present rule.”

(5) This subsection (E) may be waived by the President Pro Tempore of the Senate or in his absence, the Chairman of the Senate Rules Committee, or the Speaker of the House of Representatives.

(6) Markups are not required of the following:

(a) appropriation sections, state agencies regular salary sections, and state agencies extra help sections contained within a bill if the sections do not specifically amend existing law;

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

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

(7) It shall be the duty of the Chairman of the Joint Budget

Committee to have a schedule prepared which reflects the amounts approved by the Joint Budget Committee for each category for each fund within the Revenue Stabilization Law to provide funding for the budget enacted by the General Assembly and a schedule reflecting the proposed distribution of General Improvement funds. The schedule reflecting the allocation of funds in the Revenue Stabilization Law for the next fiscal year shall be submitted during a regular session or fiscal session to each body of the Arkansas General Assembly at least three (3) calendar days prior to the day at which the same is to be considered for final passage. The schedule reflecting the allocation of funds in the General Improvement Fund Distribution Law for the next biennium shall be submitted during a regular session to each body of the Arkansas General Assembly at least three (3) calendar days prior to the day at which the same is to be considered for final passage.

(8) Markups are not required on sections that are substantially the same as the following boiler-plate sections:

“SECTION. COMPLIANCE WITH OTHER LAWS. Disbursement of funds authorized by this Act shall be limited to the appropriation for such agency and funds made available by law for the support of such appropriations; and the restrictions of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, the Revenue Stabilization Law, the Regular Salary Procedures and Restrictions Act, the Higher Education Expenditure Restrictions Act, where applicable, and regulations promulgated by the Department of Finance and Administration, as authorized by law, shall be strictly complied with in disbursement of said funds.

SECTION. EMPLOYMENT OF ATTORNEYS. None of the funds appropriated in this Act for Maintenance and General Operation shall be expended in payment for services of attorneys, unless the agency shall first make a request in writing to the Attorney General of the State of Arkansas to provide the required legal services. The Attorney General’s Office shall provide the required legal services, or, if the Attorney General’s Office shall determine that sufficient personnel are not available to provide the requested legal services, the Attorney General shall certify the same to the agency and may authorize the agency to employ legal counsel and to expend monies appropriated for Maintenance and General Operations thereof, if:

(1) The Attorney General determines, and certifies in writing, that such agency needs the advice or assistance of legal counsel, and

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

Such certification shall be required with respect to each instance of the employment of special legal counsel, or shall be required annually with respect to legal counsel employed on a retainer basis. A copy of such certification shall be entered in the official minutes of the agency, and shall be retained in the fiscal records of the agency for audit purposes.

SECTION. DISBURSEMENT CONTROLS. (A) No contract may be awarded nor obligations otherwise incurred in relation to the project or projects described herein in excess of the State Treasury funds actually available therefore as provided by law. Provided, however, that institutions and agencies listed herein shall have the authority to accept and use grants and donations including Federal funds, and to use its unobligated cash income or funds, or both available to it, for the purpose of supplementing the State Treasury funds for financing the entire costs of the project or projects enumerated herein. Provided further, that the appropriations and funds otherwise provided by the General Assembly for Maintenance and General Operations of the agency or institutions receiving appropriation herein shall not be used for any of the purposes as appropriated in this Act.

(B) The restrictions of any applicable provisions of the State Purchasing Law, the General Accounting and Budgetary Procedures Law, the Revenue Stabilization Law and any other applicable fiscal control laws of this State and regulations promulgated by the Department of Finance and Administration, as authorized by law, shall be strictly complied with in disbursement of any funds provided by this Act unless specifically provided otherwise by law.

SECTION. LEGISLATIVE INTENT. It is the intent of the General Assembly that any funds disbursed under the authority of the appropriations contained in this Act shall be in compliance with the stated reasons for which this Act was adopted, as evidenced by the Agency Requests, Executive Recommendations and Legislative Recommendations contained in the budget manuals prepared by the Department of Finance and Administration, letters, or summarized oral

testimony in the official minutes of the Arkansas Legislative Council or Joint Budget Committee which relate to its passage and adoption.

Section 17. (A) Once a Senate bill has passed the House of Representatives and returned to the Senate, it may not be subsequently amended in the Senate unless the House expunges the vote by which it passed the bill and any amendments to the bill and the Senate expunges the vote by which the bill was passed and places the bill on second reading.

(B) Once a House bill has passed the Senate and has been returned to the House, it may not be subsequently amended in the House unless the Senate expunges the vote by which it passed the bill and any amendments to the bill and the House expunges the vote by which the bill was passed and places the bill on second reading.

Submission of Bills to Governor

Section 18. Whenever any Senate bill shall be approved by the House of Representatives and enrolled by the Senate, the Secretary of the Senate or one of his or her authorized agents shall without delay, deliver the same to the Governor or his or her designated representative and take receipt thereof, which receipt shall be returned to the Senate and entered in the Journal. Whenever any House bill shall be approved by the Senate and enrolled by the House, the Chief Clerk of the House or one of his or her authorized agents shall, without delay, deliver the same to the Governor or his or her designated representative and take receipt thereof, which receipt shall be returned to the House and entered in the Journal. In the event the Governor, or his or her designated representative, shall refuse to accept delivery of any such bill, the Secretary of the Senate, or the Chief Clerk of the House, or their designated agents, as the case may be, shall forthwith serve the same by handing the bill to either the Governor or to any employee of the Governor's office, and shall return a certificate to the Senate or the House as the case may be, of the date and time of such delivery and of the name of the person to whom delivered and such certificate shall be entered in the Journal of the Senate or the Journal of the House, as the case may be, and shall constitute proof of delivery of said bill to the Governor in determining the period of time in which the Governor has to sign the same or

return it to the Senate or the House with his veto as provided in the Constitution of the State of Arkansas.

Constitutional Amendments

Section 19. The Joint Committee on Constitutional Amendments shall consist of the members of the Senate Committee on State Agencies and Governmental Affairs and the members of the House Committee on State Agencies and Governmental Affairs. No proposed constitutional amendment shall be recommended to either house of the General Assembly except upon the affirmative vote of a majority of the Senate members of the Joint Committee on Constitutional Amendments and an affirmative vote of a majority of the House members of the Joint Committee on Constitutional Amendments. No resolution proposing a constitutional amendment shall be filed in either the House of Representatives or the Senate after the thirty-first (31st) day of each regular session of the General Assembly. All resolutions proposing constitutional amendments shall be referred to the Joint Committee on Constitutional Amendments. Other resolutions proposing constitutional amendments shall not be reported to or considered by either house of the General Assembly until the original recommendations of the Joint Committee on Constitutional Amendments are disposed of by both Houses. A resolution proposing a constitutional amendment may be considered only during a regular session. The Joint Committee on Constitutional Amendments shall meet on the first (1st) Tuesday after the thirty-first (31st) day of each regular session of the General Assembly to establish a meeting calendar and meet regularly thereafter.

Joint Meetings of Senate and House Committees

Section 20. The standing and select Committees of the Senate and the House of Representatives are authorized to hold joint meetings upon the call of the Chairpersons of the two committees involved or by one-half (1/2) or more of the members of both committees involved.

Correction of Obvious Errors

Section 21. The Secretary of the Senate and the Chief Clerk of the House are authorized, subject to approval by the appropriate designated committee, to correct obvious errors occurring in documents originating in

the House and the Senate respectively, provided that each such correction is noted on the bill jacket and is documented by a "correction note" at the end of the official daily journal for the date on which the correction was made.

Assigning Bill and Resolution Numbers

Section 22. In assigning numbers to bills and resolutions introduced in the Senate and House of Representatives, Senate bills and resolutions shall be numbered commencing with the figure 1, and House bills and resolutions shall be assigned numbers commencing with the figure 1001.

Pre-filing of Bills and Resolutions

Section 23. (A) Beginning on November 15th of each year preceding a regular session of the General Assembly, each holdover member of the Senate who will be serving at the next following regular session of the General Assembly, and each member-elect of the General Assembly, as soon as the members-elect of the next General Assembly are certified to the Secretary of State, shall be permitted to prefile bills and resolutions for such regular session with the Chief Clerk of the House and the Secretary of the Senate.

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

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

Interim Committee Meetings

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

(1) The current Speaker of the House of Representatives and the current President Pro Tempore of the Senate for joint interim committees;

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

(3) The current President Pro Tempore of the Senate for interim

committees of the Senate.

(B)(1) Interim committees, including the Legislative Council and Legislative Joint Auditing Committee and their respective subcommittees, shall not schedule a meeting at the same time as a regularly scheduled pre-session Arkansas Legislative Council/Joint Budget Committee or Joint Budget Committee budget hearing meeting, unless the pre-session budget hearing meeting was scheduled with less than one week's notice and prior authorization for the conflicting interim committee meeting is granted by the President Pro Tempore of the Senate and the Speaker of the House of Representatives.

(2)(a) For purposes of this rule, "regularly scheduled pre-session budget hearing meetings" means those pre-session budget hearings that are held prior to the regular or fiscal session for the purpose of recommending agency appropriation bills for the following regular or fiscal session.

(b) "Regularly scheduled pre-session budget hearing meetings" does not include meetings of the subcommittees of Arkansas Legislative Council/Joint Budget Committee or Joint Budget Committee.