



# ARKANSAS

*House of Representatives*

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## 92ND GENERAL ASSEMBLY



**THERE OUGHTA BE A LAW!**

# THE LEGISLATIVE ENVIRONMENT

Arkansas has a bicameral legislature consisting of the House of Representatives and the Senate.

The legislature is one of three separate and distinct branches of government. The two other branches are the executive branch (headed by the Governor) and the judicial branch.

The Arkansas Constitution provides for the election of 100 representatives and 35 senators.

The membership of each chamber is geographically apportioned throughout the state on the basis of population every 10 years following the federal decennial census.

The Constitution provides for a "Board of Apportionment" consisting of the Governor, the Secretary of State, and the Attorney General.

(Article VIII)

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

**Members of the Senate must be at least 25 years of age.**

**Both must be citizens of the United States and a resident of their district**

# REGULAR SESSIONS

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The Arkansas General Assembly convenes in regular Sessions beginning on the second Monday in January in odd numbered years. The length of the session is limited to 60 days; However, the session can be extended not to exceed a total of 75 days by a vote of two-thirds of the members elected to each chamber.

In addition, a regular session of the legislature can be extended beyond 75 days by a vote of three-fourths of the members elected to each chamber.

(Article 5, Section 5)



# FISCAL SESSIONS

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The Arkansas General Assembly convenes in fiscal session in Little Rock beginning on the second Monday in February of even numbered years.

The length of the fiscal session is limited to 30 days. However, the session can be extended one time not to exceed an additional 15 days by a vote of three-fourths of the members elected to each chamber

(Article 5, Section 5)

# SPECIAL SESSIONS

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In addition to the regular session, the Governor may call special sessions to consider only those matters that the Governor recommends. However, the General Assembly may extend special sessions for up to 15 days by a two-thirds vote of the membership of both bodies and the Assembly may consider any matter.

(Article VI, Section 19)

## ADJOURNMENTS:

The Legislature determines the date of its adjournment.

Neither house can adjourn for more than three days without the consent of the other.



Pictured above: A photo of the House floor from 1911. This was first General Assembly to meet in the current State Capitol.

# HOUSE

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The Speaker, as presiding officer of the House, has an influential role in Arkansas government.

The duties of the Speaker include:

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

The Speaker is assisted by the Parliamentarian when he presides in the House. The Parliamentarian advises the Speaker of the propriety of motions, questions, and debate using the Rules of the House of Representatives and Mason's Manual of Legislative Procedure. The Parliamentarian also assists the Speaker in managing the daily session work, questions of keeping and bill processing of the House under the direction of the Speaker.

The Chief Clerk of the House supervises the record keeping and bill processing of the House under the direction of the Speaker. The Chief of Staff supervises all employees, accounts and expenditures of the House under the direction of the Speaker.

The Chief of Staff responds to member and constituent requests, and requests from other state legislatures both during the legislative session and during the interim.



# LEGISLATIVE OFFICERS

The Constitution provides that each chamber shall appoint its own officers. In the House, a majority elects the Speaker and by House rule the Speaker appoints the Speaker Pro Tempore who acts in the Speaker's absence. The Speaker may also appoint four Assistant Speaker Pro Tempore, one from each of the current existing U.S. Congressional Districts. Other officers of the House are the Coordinator of Legislative Services, Chief Clerk, and Parliamentarian, who are appointed in accordance with House Rules.

The Senate elects a President Pro Tempore who has powers and duties similar to those of the Speaker. (The President Pro Tempore is third in line of succession to the Office of Governor, the order of being Governor, Lieutenant Governor, President Pro Tempore, and Speaker of the House.)

In the Senate, the President Pro Tempore has responsibilities similar to those of the Speaker of the House. The Lieutenant Governor, referred to as the President of the Senate, is the Presiding Officer and can vote to break a tie during legislative session.



Pictured above: Speaker Pro Tempore of the 91st General Assembly acting in Speaker Jeremy Gillam's place as he prepares to speak at the well.

# I. THE LEGISLATIVE SESSION BEGINS

At the beginning of each legislative session, the House and Senate meet separately to organize and to adopt temporary rules for the respective bodies. Then on the second day of session, they typically meet in a joint session in the House Chamber to hear an address from the Governor. The Governor outlines major issues and a legislative agenda for the session.

The process of legislating bills into law is governed by rules and procedures that are complex and often confusing to new members. No freshman legislator can be expected to know all these rules, much less master the procedures that lead to passage of a bill through the Arkansas Legislature. A key factor in legislative competence is mastery of the rules governing passage of a bill.

Most bills are drafted by the Legal Staff of the Bureau of Legislative Research, which maintains a staff of attorneys specifically for that purpose. When a legislator wishes to introduce a bill, he or she sits down with an attorney and explains the policy behind the bill and the objectives it must accomplish. The bill drafter will then transpose these facts into proper legal terminology, form, and style. At the sponsor's request, the bill will be checked for conformance with the United States and Arkansas Constitutions.

The bill will then be prepared in final form, typed, reproduced, and held confidential until its introduction or release by its sponsor.



# DEBATE AND DECORUM

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

The rights and duties of members of a legislative body are derived from and founded upon the absolute equality of the members. Every member has the same right as any other member to present questions for the consideration of the body and has the same right to be heard. Members must not be permitted by their conduct to deny others that which they may claim for themselves.

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

Members are reminded that they are in a public forum and are being observed from public galleries and by media members. House sessions are televised and live-streamed and therefore members can be seen on cameras at any given time. Newspaper photographers have access to the Chambers and the members are often photographed from long distances. Be reminded that comments can be overheard on open microphones.

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



Pictured left: Members of the 91st General Assembly greet special guests sitting in the galleries during regular session.



# ORDER OF BUSINESS

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- 1.) Prayer
- 2.) Pledge of Allegiance
- 3.) Roll Call
- 4.) Leaves of Absence
- 5.) Reading and approval of the Previous Day's Journal.
- 6.) Reports from Select Committees
- 7.) Reports from Standing Committees
- 8.) Unfinished Business
- 9.) Executive Communications
- 10.) Introduction, reading, and advancement of Bills and Resolutions.
- 11.) Announcement of Committee Meetings
- 12.) Adjournment

## **Privileged matters that may interrupt the order of business:**

- General appropriation, revenue bills, and other bills sponsored by the Committees on Budget, Revenue and Taxation, and the Committee on Rules.
- Conference Reports.
- Special Orders reported by the Committee on Rules for consideration by the House.
- Consideration of amendments between the House and Senate after disagreement.
- Question of Privilege.
- Privileged resolutions reported under the right to report any time

# LEGISLATIVE AUTHORITY

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The House and Senate function in accordance with the constitutional and statutory provisions as well as their own standing rules. In general, procedures in both houses are guided by the Arkansas Constitution, the House standing rules and Mason's Manual of Parliamentary Procedure for the House, the Parliamentary Manual of the Senate for the Senate, and the Arkansas Code.

Normally, the presiding officer of each house calls it to order. After having established that there is a quorum present, he or she proceeds with the order of business.

Committees usually meet in the mornings before session.



# WHAT TO SAY AND WHEN TO SAY IT

## If you wish to speak: (other than motions)

Stand at your desk, remove your microphone from its receptacle, and wait for the Speaker to recognize you. In every instance, the Speaker will say :  
“FOR WHAT PURPOSE DO YOU RISE?”

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

If the Speaker’s attention is diverted and he or she does not see you standing, do not hesitate to gain his or her attention by saying, “MR. SPEAKER!” or “MADAM SPEAKER”

### **To ask for information:**

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

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

## To request a leave of absence for a member:

“MR. SPEAKER OR MADAM SPEAKER, I REQUEST A LEAVE OF ABSENCE FOR MY COLLEAGUE REPRESENTATIVE \_\_\_\_\_.” The Speaker will respond in question: “IS LEAVE GRANTED?” The membership will respond by saying “LEAVE.”

## To receive permission to address the House (personal privilege):

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

REPRESENTATIVE \_\_\_\_\_, YOU MAY PROCEED.”

**Members may be referred to as Representative**

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**or Mr., Mrs., or Ms.**

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

## To question another member who is speaking:

You must rise while another member is recognized and that member is speaking from the lectern in the well of the House. After being recognized, say “MAY I ASK REPRESENTATIVE \_\_\_\_\_ A QUESTION?” The Speaker will inquire if the member who is speaking agrees, the Speaker will say: “REPRESENTATIVE \_\_\_\_\_, YOU ARE RECOGNIZED TO ASK A QUESTION.” You may proceed to question the member who yielded to questions. The question should be asked and the answer given without interruption.

# LEGISLATIVE AUTHORITY

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## 1. CONSTITUTIONAL AND STATUTORY PROVISIONS ON LEGISLATION IN ARKANSAS

The Principle law making power for the State of Arkansas is conferred upon the General Assembly. The Governor participates in the exercise of this legislative authority through his or her power to approve or veto legislation and authority to call special sessions. The People of this State have also reserved to themselves legislative powers through the Initiative and Referendum process.

Proposed legislation is introduced to the General Assembly in the form of a bill. The purpose of a bill is to enact a new law, amend an existing law or to repeal an existing law.

### THE USUAL PARTS OF A BILL MAY INCLUDE THE FOLLOWING :

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

These elements will be discussed in the following pages along with other aspects of legislative enactments.

## 1. Title-Subtitle.

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

## 2. Enacting Clause.

The enacting clause of a bill is that portion which gives it Jurisdictional identity and constitutional authenticity. The Arkansas Constitution requires that laws contain an enacting clause in the following form:

**“Be it enacted by the General Assembly of the State of Arkansas”**

**(Arkansas Constitution, Article V sec.19)**

**For an initiated act:**

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

**(Arkansas Constitution, Amendment 7)**

### 3. Body

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

### 4. Effective Date of Enactment and Emergency Clause

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

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

(Arkansas Constitution, Amendment 7.)

**“An approved legislative enactment becomes law 91 days after the final adjournment.”**

## **5. Amendatory Acts and Amendment of Bills During Passage**

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

## **6. Vote Necessary for Passage**

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



## 7. Local and Special Acts

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

ALL APPROPRIATION  
BILLS MUST HAVE  
UNITY OF SUBJECT  
MATTER.



## 8. Appropriation Acts

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

## 9. Resolutions

**Resolutions are the formed expressions of the opinion, sentiment or the will or desire of the General Assembly.**

**There are three (3) general types:**

- **Simple resolutions.**
- **Concurrent Resolutions**
- **Joint Resolutions.**

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

Concurrent Resolutions are passed by both houses of the Assembly and are directed at concerns of the two (2) houses. A Concurrent Resolution may originate in either house. Examples are: the commemorations of persons or events, specific recommendations, and petitions to Congress other than for Constitutional Amendments.

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

## 10. Constitutional Amendments

Constitutional Amendments may be initiated by the People or be proposed by the General Assembly. Proposed amendments must be made at a regular session, and may originate in either house. They will be passed in the form of a Joint Resolution, and must be approved by a majority of all members elected to each house. The yeas and nays and the text of the proposed amendment must be entered in the Journals.

No more than three (3) amendments may be proposed by the General Assembly for consideration by the People at the next General Election. (Arkansas Constitution, Article XIX, § 22.)

In addition to the three (3) amendments to the Constitution allowed pursuant to Article XIX, § 22, either branch of the General Assembly, at a regular session thereof, may propose an amendment to the Constitution to change the salaries for the offices of Governor, Lieutenant Governor, Attorney General, Secretary of State, Treasurer of State, Commissioner of State Lands, and Auditor of State and for members of the General Assembly. (Amendment #70, Sec. 2) Resolutions proposing Constitutional Amendments are not subject to veto by the Governor.

## 11. Introduction of Bills

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

# PRACTICAL ASPECTS OF PASSING A BILL ORIGINATING IN THE HOUSE OF REPRESENTATIVES

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1. The sponsor of a bill must introduce his or her own bill. Introduction is initiated by signing the original and two (2) copies and hand delivering the bill to the Bill Numbering Clerk and obtaining a bill number. The bill will be referred to by the assigned number throughout all succeeding proceedings.



Only members of the General Assembly may introduce a bill, and only members and officers will be recognized to speak while in session.

2. The bill is read by number and title the first time usually on the same day of introduction and twice if there is no objection.

3. The bill is assigned by the Speaker, with assistance from the Parliamentarian, to a germane committee after a second reading.

4. The sponsor will be notified by a committee staff person when the bill is scheduled for discussion before the committee. It is also helpful to check the daily schedule on the computer and also posted on the committee meeting boards outside each chamber door. The committee staff person is responsible for bringing the original bills to the meeting and returning the bills to the House after the committee meetings.



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

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

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

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

a.) If the bill receives a "do pass" recommendation, it will be listed by the committee staff person on the committee report submitted to the Chief Clerk (Secretary of the Senate) and on the original bill. Before a bill can be considered, it is the sponsor's responsibility to place the bill number on the Daily House Calendar under a choice of titles:

- non-controversial bills;
- regular bills.

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

8. Members' own House bills and Senate bills on which a House member is the lead sponsor may be amended with their own amendments beginning at a specific time set aside by the House. Senate bills may be amended in accordance with the applicable rules provided for amending members' own House bills with their own amendments. Members' own amendments to their own House bills and Senate bills with House sponsors must be signed only by the sponsor of the bill whose name is listed first in the list of sponsors.

The sponsor shall present a stamped, numbered and signed copy of a proposed amendment to the Calendar Clerk in order to have the bill and amendment placed on the "Members' Own Bill/Own Amendment Calendar".

9. From the Daily Calendar, the Speaker calls up the bill number and the Reading Clerk is instructed to read the bill for the third time (THIRD READING).

10. The Speaker will then say to the sponsor: "You are recognized to explain your bill."

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

**About questions:**

**Members may make their presentation with or without taking questions**

**At the opening of his/her presentation, a member may advise the Speaker as to how he/she wants to take questions.**

**The member may take questions during or after the presentation.**

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

13. The Speaker will call for a vote on the bill and members vote "aye", "no", or "present".

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

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

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

"Mr. Speaker, I move that we consider House Bill \_\_\_\_\_."

16. A vote to reconsider will be taken -- it is usually a voice vote. If the motion passes, then the question immediately occurs on the motion reconsidered and House Bill \_\_\_\_\_ comes up for a vote.

If the bill fails again, for all practical purposes, it is dead due to the CLINCHER procedure employed by the House. Two-thirds vote of members is necessary to reverse a CLINCHER---(Sixty-seven (67) in the House [CAVEAT: CLINCHER MOTIONS are not allowed on Appropriation Bills.]

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

**It is the sponsor's responsibility to solicit the support of a Senator to sponsor the bill in the Senate. Often, your Senator will sponsor your House bill in the Senate and would expect you to sponsor his/her Senate bill in the House.**

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





Senate Chamber

19. If the Senate passes the bill in the same form passed by the House (without amendment[s]), then the bill is transmitted back to the House where it is ENROLLED by the Chief Clerk and transmitted to the GOVERNOR for consideration.

If the Senate amends and passes the bill, then the bill is transmitted back to the House. If the House concurs in the Senate amendment(s), the House ENROLLS the bill and transmits it to the Governor;

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

# THE GOVERNOR'S OPTIONS

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Article VI, §§ 15, 16, 17 of the Arkansas Constitution provides that every bill which passes both houses of the General Assembly shall be presented to the Governor.

There are two (2) ways for a bill to become law. Either by the Governor's signature or if any bill is not returned by the Governor within five (5) days (Sunday's excepted) after it has been presented to him or her. The same shall be a law in like manner as if he or she had signed it, unless the General Assembly, by their adjournment, prevented its return, in which case it shall become a law, unless the Governor files the same, with the objections, in the Office of the Secretary of State and gives notice by public proclamation within twenty (20) days after such adjournment.

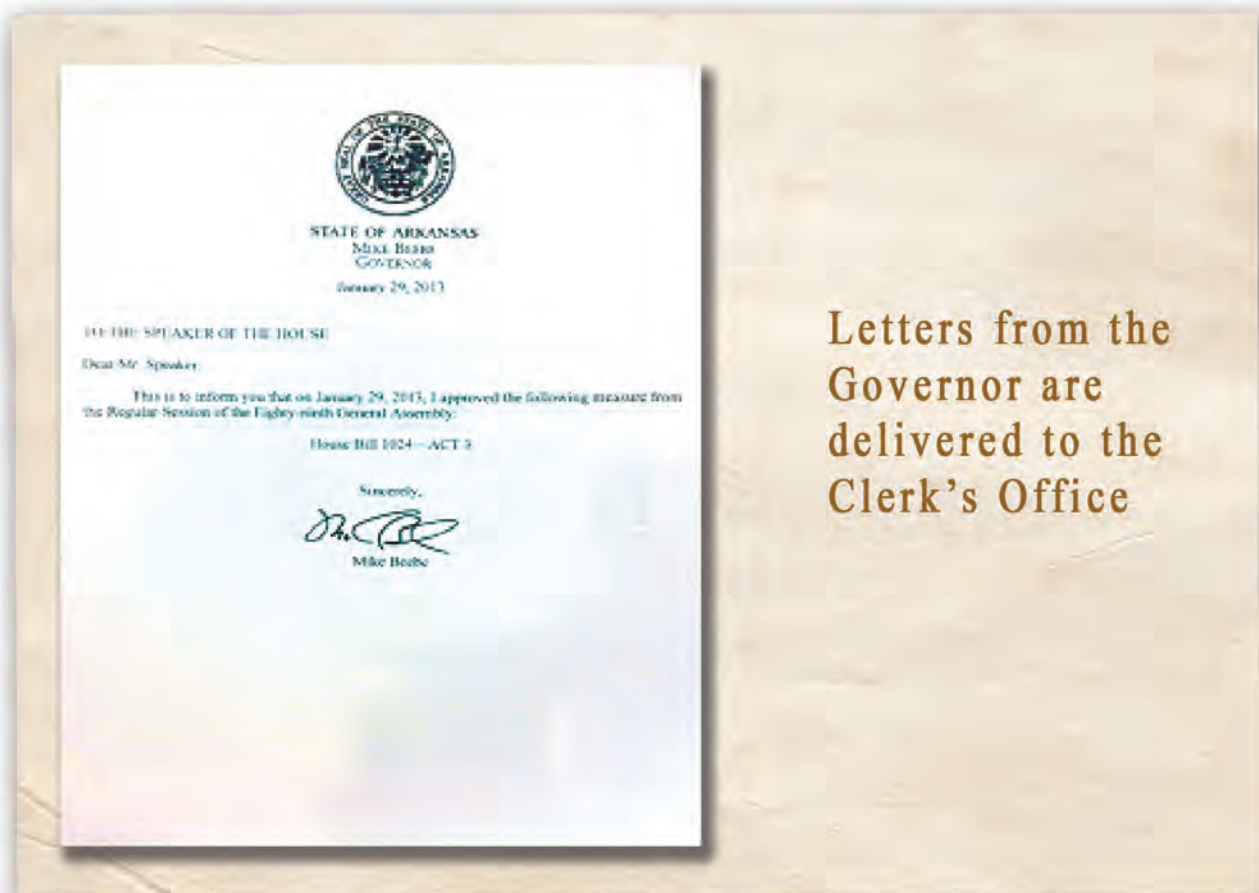
If the Governor approves it, he or she signs it; but, if he or she does not approve it, he or she returns it, with the objections, to the house in which it originated. This house shall enter the objections at large upon their journal and proceed to reconsider. If, after such reconsideration, a majority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



# GOVERNOR'S OPTIONS CONTINUED

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

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



# LEGISLATIVE COMMITTEES DURING THE SESSION

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

## HOUSE STANDING COMMITTEES

### CLASS A

Education

Judiciary

Public Health, Welfare, and  
Labor

Public Transportation

Revenue and Taxation

### CLASS B

Aging, Children & Youth,  
Legislative & Military Affairs

Agriculture, Forestry and  
Economic Development

City, County and Local Affairs

Insurance and Commerce

State Agencies and  
Governmental Affairs

## SENATE STANDING COMMITTEES

### CLASS A

Education

Judiciary

Public Health, Welfare and  
Labor

### CLASS B

Agriculture, Forestry, and  
Economic Development

City, County, and Local  
Affairs

Insurance and Commerce

State Agencies and  
Governmental Affairs

# CLASS C

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Transportation, Technology, and Legislative Affairs

## SELECT COMMITTEES

### SENATE

Rules, Resolutions, and  
Memorials

Efficiency

### HOUSE

Rules

House Management

## JOINT COMMITTEES

Budget

Public Retirement and Social Security Programs

Energy

Performance Review

Committee on Advanced Communications and Information Technology

## SPECIAL JOINT COMMITTEES

Legislative Facilities

Legislative Printing Requirements and Specifications

Economic and Tax Policy

# THE BUDGET AND APPROPRIATION PROCESS

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

**Appropriations must be in dollars and cents;**

**Appropriations cannot extend for more than one (1) fiscal year;**

**Appropriations (excepting from monies raised or collected for educational purposes, highways purposes, Confederate pensions and the "just" debts of the State) must be approved by a three-fourths affirmative vote of both the House and the Senate (Article V, § 39); and**

**Appropriation bills (other than the General Appropriation Bill [see page 11]) must pertain to a single subject.**

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



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

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

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

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Matthew Miller – Assistant Director, Legal  
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The Bureau of Legislative Research (Bureau) provides services to the members of the General Assembly during legislative sessions and during the interim in between sessions. Some of the services offered by the Bureau include:



## **Legal and Bill Drafting Services**

This division advises and counsels individual members of the General Assembly and legislative committees on legal matters. They drafts bills, amendments, and resolutions for individual members and committees of the General Assembly. They also conduct legal research and prepare memoranda on legal issues.

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Matthew Miller	Assistant Director	L-525
Joi Leonard	Administrator	L-508
Jessica Beel	Legislative Attorney	L-507
Kerrie Carlock	Legislative Attorney	L-509
Michelle Davenport	Legislative Attorney	L-504
George Ernst	Legislative Attorney	L-506
Mike Feehan	Legislative Attorney	L-512
Brent Gasper	Legislative Attorney	L-510
Isaac Linam	Legislative Attorney	L-505
Jennifer Liwo	Legislative Attorney	L-502
Alix Stephens	Legislative Attorney	L-511
Diane Torres-Porter	Legislative Attorney	L-503

## **Statutory Review**

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Vincent Henderson, II	Administrator	L-520
Jill Holyfield	Legislative Attorney	L-518
Kevin Koon	Legislative Attorney	L-523
Erica Miller	Legislative Attorney	L-522
Lance Thornton	Legislative Attorney	L-519
Theresa Wallent	Legislative Attorney	L-521
Carolyn Magrans	Editor Supervisor	L-524
Jennifer Bennett	Legal Editor	L-527
Rosslyn Elliott	Legal Editor	L-530
Jason Frisbie	Legal Editor	L-526

## **Administrative Rules Review**

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Jessica Sutton	Administrator	L-513
Michael Harry	Legislative Attorney	L-515
Rebecca Miller-Rice	Legislative Attorney	L-516
Donna Davis	Legislative Analyst	L-517

## Research and Committee Services

This division staffs standing, joint interim, and select committees of the General Assembly. They also staff ALC Charitable, Penal and Correctional Institutions, Higher Education, and State Police/Game and Fish Subcommittees. They perform research, review, investigation, and fact-finding duties on direction of legislative committees or on request of individual legislators.

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Richard Wilson	Asst Director, Research	R-511
Estella Smith	Admin, Committee Services	R-518

<u>COMMITTEE</u>	<u>STAFF</u>	<u>LOCATION</u>
Academic Facilities Oversight Committee [Act 142 of 2005]	Mark Hudson	Room R-514
Advanced Communications and Information Technology [House] 10-3-1801	Varnaria Vickers-Smith	Room R-516
Advanced Communications and Information Technology [Joint] 10-3-1701	Varnaria Vickers-Smith	Room R-516
Aging, Children and Youth, Legislative and Military Affairs [House] 10-3-203	Varnaria Vickers-Smith	Room R-516
Agriculture, Forestry and Economic Development [House] 10-3-203	Barbara Brown	Room R-501
Agriculture, Forestry and Economic Development [Senate] 10-3-203	Barbara Brown	Room R-501
Alzheimer's Advisory Council	Barbara Brown	Room R-501
Budget Committee [House] 10-3-509	Kevin Anderson	Room F-504
Children and Youth [Senate] 10-3-1301	Varnaria Vickers-Smith	Room R-516
City, County and Local Affairs [House] 10-3-203	Karen Holliday	Room R-515
City, County and Local Affairs [Senate] 10-3-203	Karen Holliday	Room R-515
Economic and Tax Policy [Joint] 10-3-1401	Richard Wilson	Room R-511
Education [House] 10-3-203	Mark Hudson	Room R-514
Education [Senate] 10-3-203	Mark Hudson	Room R-514
Education Reform [Joint] 10-3-1601	Mark Hudson	Room R-514
Energy [Joint] 10-3-601	Carol Stapleton	Room R-517
Game and Fish Commission Oversight Committee, Arkansas State [10-3-1901]	Barbara Brown	Room R-501
Governor's Emergency Fund Review Committee [19-2-404]	Wendy Cartwright	Room F-520
House Rules [House Rule 51]	Varnaria Vickers-Smith	Room R-516
Insurance and Commerce [House] 10-3-203	Carol Stapleton	Room R-517
Insurance and Commerce [Senate] 10-3-203	Carol Stapleton	Room R-517

Cont.

COMMITTEE	STAFF	LOCATION
Joint Budget Committee [10-3-502]	Kevin Anderson	Room F-504
Joint Performance Review [10-3-901]	Karen Holliday	Room R-515
Judiciary [House] 10-3-203	VACANT	Room R-502
Judiciary [Senate] 10-3-203	VACANT	Room R-502
LEGISLATIVE COUNCIL [Joint] 10-3-201	Marty Garrity	Room 315
Council Subcommittees		
Charitable, Penal and Correctional Institutions	Sheri Thomas	Room R-503
Claims Review Room F-514	Heather Browning	
Game and Fish/State Police	Barbara Brown	Room R-501
Higher Education	VACANT	Room R-502
Hospital and Medicaid	Phil Price	Room R-519
Litigation Reports Oversight	VACANT	Room R-502
PEER	Wendy Cartwright	Room F-520
Personnel	Tony Robinson	Room F-506
Policy-Making	Jillian Thayer	Room 315
Review	Kathy Schmidt	Room F-511
Rules and Regulations	Donna Davis	Room L-517
Highway Commission Review and Advisory Subcommittee	William Parrish	Room F-509
Arkansas Health Insurance Marketplace Oversight Subcommittee	Phil Price	Room R-519
Legislative Facilities [Joint] 10-3-1101	Jillian Thayer	Room 315
Legislative Printing Requirements and Specifications [Joint] 10-3-601	Jillian Thayer	Room 315
Public Health, Welfare and Labor [House] 10-3-203	Phil Price	Room R-519
Public Health, Welfare and Labor [Senate] 10-3-203	Phil Price	Room R-519
Public Transportation [House] 10-3-203	Estella Smith	Room R-518
Retirement and Social Security Programs [Joint] 10-3-701	Karen Holliday	Room R-515
Revenue and Taxation [House] 10-3-203	VACANT	Room R-513
Revenue and Taxation [Senate] 10-3-203	VACANT	Room R-513
Rural Fire Departments Study Committee [Joint] 14-272-101	Barbara Brown	Room R-501
State Agencies and Governmental Affairs [House] 10-3-203	Sheri Thomas	Room R-503
State Agencies and Governmental Affairs [Senate] 10-3-203	Sheri Thomas	Room R-503
Substance Abuse Prevention Task Force [Act 629 of 2007]	Sheri Thomas	Room R-503
Substance Abuse Treatment Services, Task Force [Act 1457 of 2003]	Sheri Thomas	Room R-503
Transportation, Technology and Legislative Affairs [Senate] 10-3-203	Estella Smith	Room R-518

## Policy Analysis and Research Services

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Nell Smith	Administrator, Policy Analysis Services	R-508
Paul Atkins	Senior Research Analyst	R-512
Brent Benda	Senior Research Analyst	R-509
Adrienne Beck	Research Analyst	R-506
Chris Diaz	Research Analyst	R-505
Julie Holt	Research Analyst	R-510
Adrienne Williams	Reference Analyst	R-502

## Budget and Fiscal Review

Provides staff support to the Legislative Council during the interim, to the Legislative Council/Joint Budget Committee during pre-session budget hearings, and to the Joint Budget Committee during legislative sessions. Prepares appropriation bills at the direction of the Legislative Council, Joint Budget Committee, and individual members of the General Assembly. Continually reviews State Agency fiscal operations. Staffs the subcommittees of the Legislative Council on: Review, Performance Evaluation and Expenditure Review (PEER), Charitable, Penal and Correctional Institutions, Higher Education, Claims, and State Police/Game and Fish.

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Kevin Anderson	Assistant Director, Fiscal Services - Arkansas Legislative Council Joint Budget Committee	F-504
Lori Bowen	Administrator, Budget and Fiscal Review	F-502
Keith Tarter	Legislative Analyst – Bank Department, Community Correction Department, Correction Department, Crime Information, Crime Laboratory, Game and Fish Law Enforcement Training, State Police	F-519
Wendy Cartwright	Senior Legislative Analyst - Constitutional Officers, County & Municipal Aid, Public Defender Commission, Board of Finance, Election Commission, Claims Commission, Administrative Office of the Courts, PEER Subcommittee	F-520
Mildred Hamilton	Senior Legislative Analyst – Aeronautics Department, Development Finance, Health Department, Department of Heritage, Insurance Department	F-501

Cont.

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Kathy Schmidt	Senior Legislative Analyst - Department of Agriculture, Department of Parks & Tourism, Department of Emergency Management, Department of Rural Services, Student Loan Authority, Military Department, Veterans Affairs, Review Subcommittee	F-511
Kathryn Walden	Legislative Analyst – Assessment Coordination, Career Education, Education Department, Labor Department, Public Service Commission, Workers’ Compensation Commission, Workforce Services	F-505
Lilah Walls	Senior Legislative Analyst - Human Services Medicaid Inspector General	F-508
William Parrish	Legislative Analyst – Environmental Quality Department, Information Services, Public Employees Retirement, Teacher Retirement, Highway Department	F-509
Adam Penman	Legislative Analyst – Two-Year Higher Education Institutions, Department of Finance and Administration	F-510
Henry Rice	Legislative Analyst – Four-Year Higher Education Institutions, Department of Higher Education, Various Boards	F-508
Jennifer Rook	Legislative Analyst – House Budget Clerk, Special Projects	F-512

## **Legislative Personnel Review**

Provides staff support to the subcommittee on Uniform Personnel Classification and Compensation of the Legislative Council and Joint Budget Committee. Furnishes information and analysis of personnel related matters to members of the General Assembly on request. Prepares and distributes the Quarterly Employment Report, which reflects the number of state employees for all state agencies, institutions, and departments.

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Tony Robinson	Administrator – Personnel Review Staffs Uniform Classification and Compensation Plan Subcommittee	F-506
Allison Potratz	Legislative Analyst – Education, State Police, Emergency Management	F-517
Bart Angel	Legislative Analyst – Human Services, Department of Finance and Administration	F-515
Heather Browning	Legislative Analyst – Corrections, Community Corrections, Health Department, Staffs Claims Review Subcommittee	F-514
Ben Harrison	Legislative Analyst – Highway Department, Institutions of Higher Education	F-516
Angelica Mercado	Legislative Analyst – Senate Budget Clerk, Higher Education	F-507

## **Economic and Tax Policy**

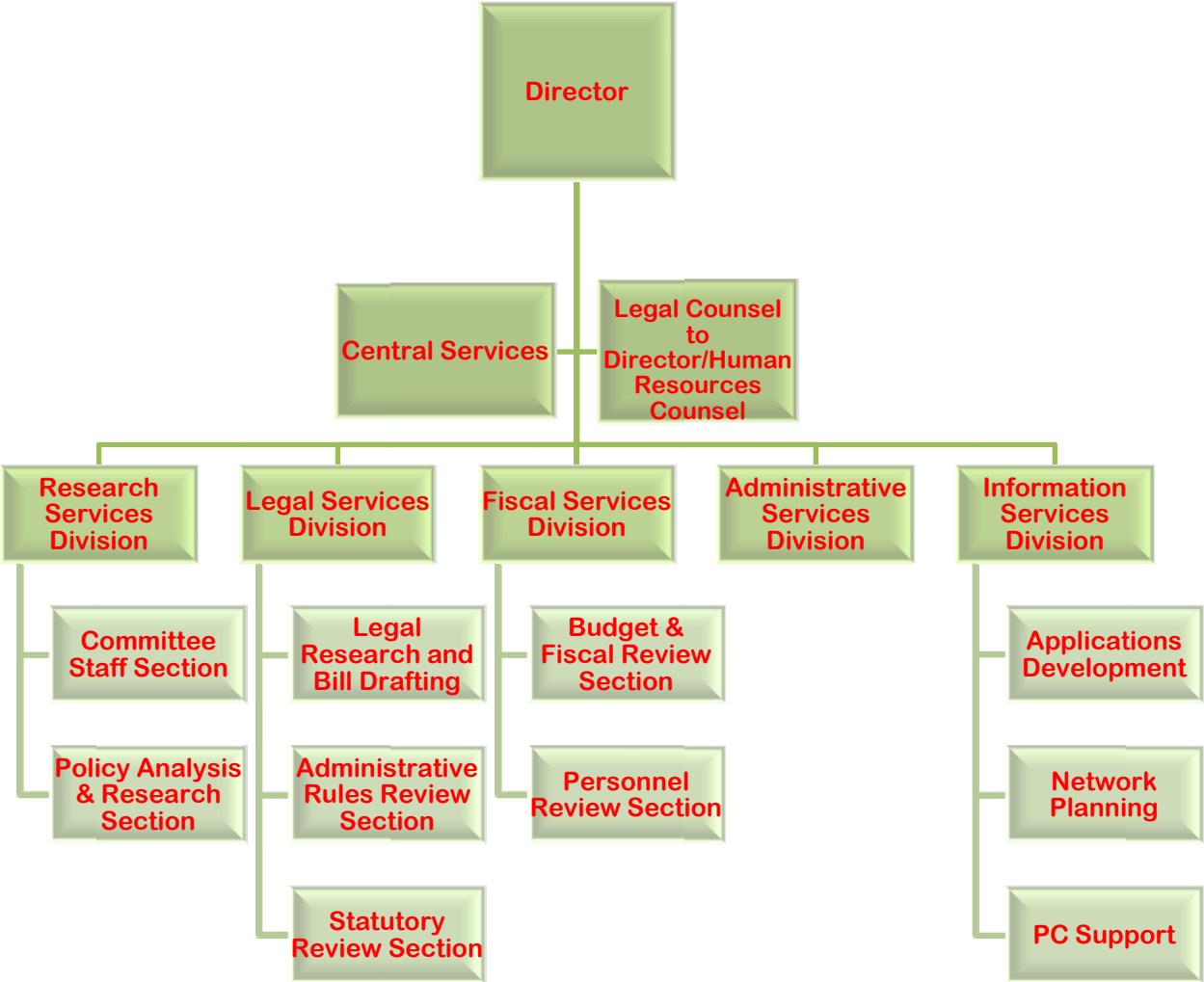
Prepares estimates of changes in collections, and on the economy as a result of changes or proposed changes, in the state and federal tax laws. Prepares and distributes the monthly report reflecting the status of revenue collections. Prepares forecasts of General Revenue collections for the current year and the next biennium.

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Richard Wilson	Assistant Director, Research Services Staffs Economic and Tax Policy Committee	R-511

## Information Technology Division

Coordinates and assists in the development and maintenance of legislative automated word and data processing systems, including the World Wide Web home page of the General Assembly and maintenance of all databases. Assists members in using computers and information systems.

<u>Staff</u>	<u>Title</u>	<u>Office</u>
Tim Carlock	Chief Information Officer and Assistant Director of Information Technology Division	I-515
Jo Crews	Applications Manager	I-504
Joseph Theis	Database Administrator	I-503
Swee-Heng Ang	Programmer	I-511
Kirtida Gandhi	Programmer	I-502
Robert Pruss	Programmer	I-509
Larry Loe	Network Manager	I-505
Adam Linz	Network Specialist	I-508
Eric Sanders	Network Specialist	I-507
Erika Warriner	PC Support Manager	I-501
Brady Goodwin	PC Support Specialist	I-516B
Roy Diaz	PC Support Specialist	I-514
Lorie Johnson	PC Support Specialist	I-513
Darlene Younts	PC Support Specialist	I-512





# 1. HOUSE OF REPRESENTATIVES

State Capitol  
500 Woodlane Street, Suite 350  
Little Rock, AR 72201-1089  
501-682-7771

## STAFF

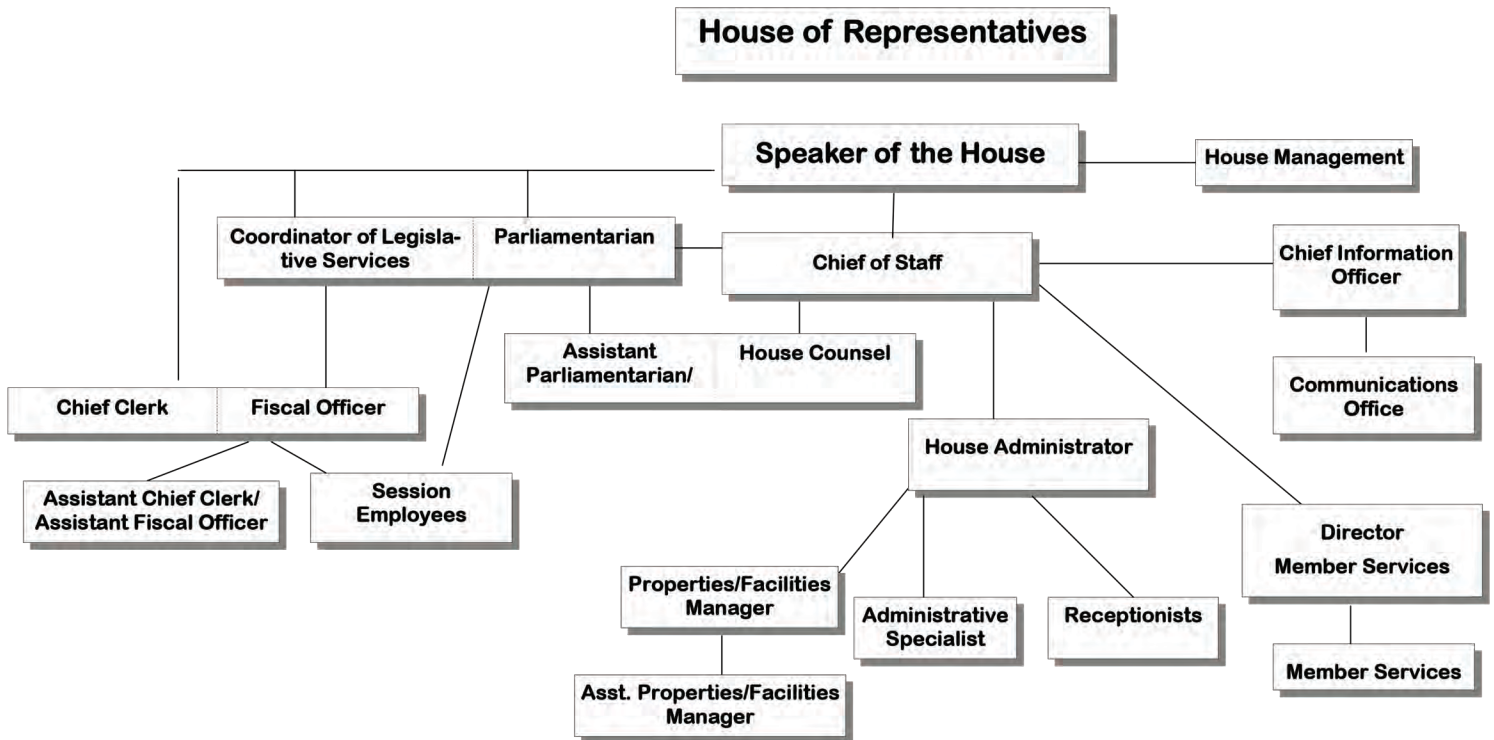
Roy Ragland, Chief of Staff  
Finos "Buddy" Johnson, Parliamentarian/Coordinator of Legislative Services  
John T. Vines, House Counsel/Assistant Parliamentarian  
Kaye Donham, Administrator  
Sherri Stacks, Chief Clerk/Fiscal Officer  
Martha Jarrow, Director, Member Services  
Cecillea Pond-Mayo, Chief Information Officer  
Amber Prather, Administrative Specialist  
Lennon Jones, Properties and Facilities Manager  
Tamara Lewis, Assistant Chief Clerk/Assistant Fiscal Officer  
Will Tracy, Production Assistant  
Rayna Mackey, Production Assistant  
Emily Davis, Administrative Receptionist  
Helen Gatrel, Administrative Receptionist  
Patricia Drone-Oliver, Assistant Properties and Facilities Manager

## **Member Services:**

<u>STAFF</u>	<u>TITLE</u>	<u>AREA</u>
Robin Voss	Legislative Analyst/Grant Coordinator	
Pamlir Smith	Legislative Analyst/Session Employee	First Caucus
Malisha Straw	Legislative Analyst/Session Employee	First Caucus
Tamitha Jackson	Legislative Analyst/Session Employee	Second Caucus
Shannon Smith	Legislative Analyst/Session Employee	Second Caucus
Jenny Manning	Legislative Analyst/Session Employee	Third Caucus
Daniel Loyd	Legislative Analyst/Session Employee	Third Caucus
Sharron Cunningham	Legislative Analyst/Session Employee	Fourth Caucus
Barrett Dudley	Legislative Analyst/Session Employee	Fourth Caucus
Emily Gruber	Legislative Analyst/Session Employee	

The organizational structure for the House is detailed in chart 1.1

Chart 1.1



## GLOSSARY

<b>Act (Statute)</b>	A law enacted by the legislature and approved by the Governor.
<b>Ad valorem</b>	According to value.
<b>Agenda</b>	A list of specific items of business to be considered at a legislative session or at a conference or meeting.
<b>Allocation</b>	Placing an amount of money into a fund from which disbursements may be made. Total disbursements are limited by the amount appropriated or the amount of money allocated, whichever is the lesser.
<b>Amendment</b>	An action of a legislative body to delete, alter, or revise the language of a bill or an act.
<b>Amendment in third degree</b>	An amendment to an amendment to an amendment to a main motion. Third degree amendments are not in order. An amendment to an amendment to a substitute motion is also considered a third degree amendment and also is not in order.
<b>Appropriation</b>	Authority granted by the General Assembly to expend a determined maximum amount of money from a specified source for a specified purpose.
<b>Assessed valuation</b>	Value assigned to property for tax purposes.
<b>Bill</b>	A proposed law.
<b>Bonds - "Full Faith and Credit Bonds"</b>	Bonds issued upon authorization of the Legislature and secured by a pledge of revenues derived from one or more specific tax sources. Under Amendment 20 to the Constitution, the General Assembly is prohibited from pledging the full faith and credit of the State or any part of the State's revenues (tax revenues) for bonded indebtedness purposes, without the same being first approved by a majority of the electors of the State voting on said issue at a general or special election held for such purposes.

## **Bonds - "Revenue Bonds"**

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

## **Budget**

A financial plan for a specified period usually a year.

## **Calendar**

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

## **Cast up the ballot**

Tally the vote.

## **Caucus**

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

## **Clincher motion**

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

## **Code**

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

## **Committee of the Whole**

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

## **Conference Committee**

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

## **De facto**

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

## **De jure**

By right; in accordance with law.

## **Dilatory motion**

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

<b>Division of the House</b>	A method of voting, usually used after a voice vote when the presiding officer is unable to determine the outcome.
<b>Division of bills</b>	Bills may not be divided for reference to committees even though a bill may contain matters properly within the jurisdiction of several committees.
<b>Emergency clause</b>	A clause necessary to be enacted as a section of a bill if that measure is to become effective without delay. Requires two-thirds majority of elected members in each house.
<b>Eminent domain</b>	The power inherent in all governments to take private property, provided it is for a public purpose and just compensation awarded.
<b>Engrossed bill</b>	A bill in which adopted amendments have been incorporated.
<b>Enrolled bill</b>	A bill passed by both houses and signed by their presiding officers.
<b>Equalization</b>	The review and adjustment of tax assessments among taxing districts in the state.
<b>Executive Session</b>	Meeting of a committee which only the group's members are privileged to attend.
<b>Ex officio</b>	By virtue of office.
<b>Expunge</b>	To remove from the records of a House any action taken on any proceeding. A motion to expunge requires a two-thirds majority of members elected to carry.
<b>Fiscal year</b>	Financial operations of the state are carried out in a 12-month fiscal year, beginning on July 1 and ending on June 30.
<b>Gerrymandering</b>	The drawing of legislative district boundary lines with a view to obtaining partisan or factional advantage.
<b>Home rule</b>	The power vested in a local unit of government to manage its (or certain of its) affairs.
<b>Initiative</b>	Process authorized under Amendment 7 by which the people may propose a new law (8% of the registered voters). See also referendum.

<b>Item veto</b>	The power of the Governor to veto sections of appropriation items of an appropriation bill while signing the remainder into law.
<b>Journal</b>	A bound book maintained in each house in which each day's proceedings shall be recorded.
<b>Laws by bills</b>	No law shall be passed by the Arkansas General Assembly except by bill.
<b>Lay on the table</b>	To postpone consideration of a bill or to shelve it.
<b>Legislative Council</b>	Joint House/Senate committee with authority to investigate any state agency, institution, department or offices. Prepares and submits to each session recommended appropriations. May study any matter of legislative or public importance.
<b>Lobby</b>	A group seeking to influence the passage or defeat of legislation. Originally, the term referred to persons frequenting the lobbies or corridors of legislative chambers in order to speak to lawmakers.
<b>Local bill (special act)</b>	Legislation applicable to one unit of local government. The Arkansas Constitution forbids the General Assembly to pass local bills or special acts. (See Population Act.)
<b>Marked-up Bill</b>	Each bill which specifically amends an existing law is a "marked-up" copy, reflecting proposed changes by a line drawn through all language to be deleted from the existing law and a line drawn under all new language added to the existing law.
<b>Merit System</b>	The selection, retention and promotion of government employees on the basis of fitness. Often used interchangeably with civil service.
<b>Morning hour</b>	A period reserved at the start of a legislative day to consider routine business.
<b>Nepotism</b>	Granting of political favors to relatives.
<b>Non-germane amendment</b>	An amendment which is not closely related to the subject matter of the bill. Arkansas law prohibits amendments which are not germane.

<b>Pair</b>	An understanding reached in advance between two legislators holding opposing views on a bill. By voting in this manner, a member is assured that his/her absence from the House during the vote will affect the outcome. Pairs are counted by the Speaker as votes when signed by both members and one paired member is present.
<b>Patronage</b>	The power to make partisan appointments to office or to confer contracts, franchises, honors or other special favors.
<b>Pigeonhole</b>	Delaying consideration of a bill in committee to the point that it never gets to the floor for a vote.
<b>Point of order</b>	An objection raised by a member that the chamber is departing from the rules governing its conduct of business.
<b>Previous question</b>	A motion to allow the proponents and opponents of the main question 15 minutes of debate on each side of the question after which time a vote on the main question shall be taken.
<b>Privileged questions</b>	The order in which motions may be considered is governed by strict priorities. A motion to adjourn, for example, takes precedence over a motion to table.
<b>Public bill</b>	A bill that deals with matters of general concern.
<b>Pull down a bill</b>	A requested delay in considering a bill on the calendar by the sponsor. The bill remains on the calendar for a time determined by the Speaker.
<b>Quorum</b>	The minimum number of members who must be present in order to transact business -- generally a simple majority.
<b>Recall of bill</b>	To bring back a bill which has been passed and transmitted to the other house. Same vote necessary as was required to pass the bill.
<b>Refer to Committee</b>	The action of a legislative body to send a bill back to the committee that reported it out for consideration.

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

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

**Resolution, concurrent**

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

**Resolution, joint**

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

**Resolution, simple**

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

**Resolution of inquiry**

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

**Revenue Stabilization**

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



**Revenues - "General Revenues"**

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

**Revenues - "Special Revenues"**

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

**Seniority**

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

**Standing Committee**

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

**Suspension of rules**

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

**Tax incidence**

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

**Viva voce vote**

A voice vote in which the presiding officer determines the outcome from the volume of those responding for and against.