

**PROGRAM (12/3/10)**

**38TH INSTITUTE OF LEGISLATIVE PROCEDURE  
(88th GENERAL ASSEMBLY)  
DECEMBER 5 - 10, 2010  
HOUSE CHAMBER  
STATE CAPITOL BUILDING  
LITTLE ROCK, ARKANSAS**

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**HOUSE LEGISLATIVE ORIENTATION COMMITTEE:**

Speaker Robbie Wills, Chairman, Speaker of the House

Representative Allen Maxwell, Co-Chairman, Legislative Council

Representative Johnny Hoyt, Co-Chairman, Legislative Joint Auditing Committee

Representative Robert S. Moore, Jr., Speaker-designate

Representative Barry Hyde, Chairman, House Management Committee

Representative Keith M. Ingram, Vice Chairman, House Rules Committee

Representative Jane English, At-Large

Representative Charolette Wagner, At-Large

Representative James L. Word, At-Large

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Sponsored by the Arkansas House of Representatives

Robbie Wills, Speaker of the House

## **SUNDAY, DECEMBER 5, 2010**

6:00 p.m. RECEPTION AND DINNER - Little Rock Club - Arkansas Manufactured Housing Association, J.D. Harper; Arkansas Grocers and Retail Merchants Association, Polly Martin; Arkansas Petroleum Council, Tom Parker; Arkansas Oil Marketers Association, Ann Hines; James Lee Witt Associates, Hal Hunnicut)

## **MONDAY, DECEMBER 6, 2010**

7:00 a.m. - 8:00 a.m. BREAKFAST – CAPITOL HILL BUILDING (CenterPoint Energy Arkla, Kathy Alexander and Kenny Henderson)

8:00 a.m. REGISTRATION AND COFFEE - HOUSE MEMBERS' SEMI-PRIVATE WORK AREA

9:00 a.m. OPENING SESSION - (HOUSE CHAMBER) - House Speaker Robbie Wills, presiding

- Welcome and Introduction of Faculty (Tim Massanelli, Parliamentarian)

### **FACULTY**

Bill H. Stovall, III, Chief of Staff  
Kaye Donham, Assistant Chief of Staff/Special Assistant to Speaker  
Tim Massanelli, Parliamentarian  
Finos "Buddy" Johnson, Coordinator of Legislative Services  
Amanda Manatt Story, Communications Officer  
David Ferguson, Director, Bureau of Legislative Research  
Marty Garrity, Assistant Director, Legal Services, Bureau of Legislative Research  
Kim Arnall, Assistant Director, Fiscal Services, Bureau of Legislative Research  
Richard Wilson, Assistant Director, Research Services, Bureau of Legislative Research  
Roger Norman, Legislative Auditor, Division of Legislative Audit  
Jim Schratz, Chief Information Officer, Information Technology Division,  
Bureau of Legislative Research  
Graham F. Sloan, Executive Director, Arkansas Ethics Commission  
Jason Lee, Executive Director, Employee Benefits Division, DF&A  
Pat Stuart, Payroll Officer, Office of Auditor of State  
Vito Chiechi, Insurance Representative, Office of Auditor of State  
Gail H. Stone, Executive Director, Public Employees Retirement System  
Mary Leath, Department of Health  
John Selig, Director, Department of Human Services  
Ray Hobbs, Department of Correction  
David Eberhard, Director, Department of Community Correction  
Dr. Tom Kimbrell, Commissioner, Department of Education  
Dr. Jim Purcell, Director, Department of Higher Education

- Remarks (Robbie Wills, Speaker of the House)
- Remarks (Robert S. Moore, Jr., Speaker-designate of the House)

9:15 a.m. - Noon GENERAL SESSION - House Chamber - Speaker Robbie Wills presiding

- Introduction to Computers (Jim Schratz, Chief Information Officer, Information Technology Division, Bureau of Legislative Research)-Sign computer papers

### **THE ROLE AND RESPONSIBILITIES OF THE GENERAL ASSEMBLY -** (Tim Massanelli, Parliamentarian)

- The Legislative Session Begins
  - A. Debate and Decorum - (See Manual, pages 5-6)
  - B. Legislative Authority and Order of Business - (See Manual, pages 6-7)
  - C. What to Say and When to Say It - (See Manual, pages 8-9)

- The Legislative Process
  - A. Constitutional and Statutory Provisions on Legislation in Arkansas  
(See Manual, pages 10-13) (Tim Massanelli, Parliamentarian)
    - 1. - III.A. and Topic 1-5 (pages 10-12)
    - 2. - Topic 6-10 (pages 12-13)
    - 3. - Topic 11-12 (page 13)
  - B. Practical Aspects of Passing a Bill Originating in the House of Representatives  
and the Governor's Options  
(See Manual, pages 14-17) (Tim Massanelli, Parliamentarian)
    - 1. - Topic 1-7 (pages 14-15)
    - 2. - Topic 8-14 (page 15)
    - 3. - Topic 15-18 (page 16)
    - 4. - Topic 19-20 Senate Differences and Governor's Options (pages 16-17)
- The Function and Rules of House Legislative Committees - (pages 18-19)
- Tim's Tips

Noon – 1:30 p.m. LUNCH – CAPITOL HILL BUILDING  
(Arkansas Health Care Association, Ernest Cunningham)

1:30 p.m. – 4:30 p.m. AFTERNOON GROUP SESSION - (HOUSE CHAMBER)

- The Freshman's Viewpoint – Representatives' James L. Word and Jane English.
- Legislative Service Compensation/Reimbursements for Expenses Incurred  
(Tim Massanelli, Parliamentarian)
- Legislator's Insurance and Retirement Benefits –  
Office of the State Auditor (Pat Stuart and Vito Chiechi)  
Employee Benefits Division, DF&A (Jason Lee, Executive Director)  
Public Employees Retirement System (Gail H. Stone, Executive Director)

5:30 p.m. RECEPTION AND DINNER – CAPITOL HILL BUILDING (Arkansas Railroads, Joe Bell)

## **TUESDAY, DECEMBER 7, 2010**

7:00 a.m. - 8:00 a.m. BREAKFAST – CAPITOL HILL BUILDING (Associated General Contractors, Preston Bynum and Tommy Fish)

8:00 a.m. SIGN-IN/COFFEE (HOUSE MEMBERS' SEMI-PRIVATE WORK AREA)

9:00 a.m. - Noon MORNING GROUP SESSION – (HOUSE CHAMBER)  
Speaker-designate Robert S. Moore, Jr., presiding

### INFORMATION AND ASSISTANCE – WHERE TO GET HELP

- The Legislative Council And Bureau Of Legislative Research
  - A. Review of Organization and Duties of Legislative Council and Review of  
Organization and Services of the Bureau of Legislative Research  
(Director, David Ferguson and Assistant Directors' Marty Garrity, Kim Arnall,  
and Richard Wilson)

- B. Legal and Bill Drafting Services (Marty Garrity, Assistant Director, Legal Services)
- C. Fiscal Services (Kim Arnall, Assistant Director, Fiscal Services)
- D. Research Services (Richard Wilson, Assistant Director, Research Services)

- Questions and Answers (Announce Member Composite Photo Schedule)

Noon – 1:30 p.m. LUNCH – CAPITOL HILL BUILDING  
(Stephens Investment Holdings, LLC, Warren Stephens, Frank Thomas, Bob Smith, Don Allen, Henry Hodges and Preston Bynum)

1:30 p.m. – 4:30 p.m. ROTATING CONCURRENT SESSIONS

- MOCK COMMITTEE MEETING (Room 151) (Tim Massanelli and Amber Mooney)  
– Representative Gregg Reep, presiding
- Ethics and Policies (Room 149) (Bill H. Stovall, III, & Buddy Johnson)  
(Graham F. Sloan, Executive Director, Arkansas Ethics Commission)
- House Staff - (Room 149)  
(Bill H. Stovall, III/Buddy Johnson)

5:30 p.m. RECEPTION AND DINNER - LITTLE ROCK CLUB  
(Entergy, Tom Kennedy and Paul Means) - Agency Director's -group 1  
(Reminder Member Composite Photo Schedule)

### **WEDNESDAY, DECEMBER 8, 2010**

7:00 a.m. BREAKFAST – CAPITOL HILL BUILDING  
(Independent Insurance Agents of Arkansas, Lynn Zeno, and Arkansas Hospital Association, Bo Ryall)

8:00 a.m. SIGN-IN/COFFEE (HOUSE MEMBERS' SEMI-PRIVATE WORK AREA)

9:00 a.m. – Noon MORNING GROUP SESSION – (HOUSE CHAMBER)  
Speaker-designate Robert S. Moore, Jr., presiding

- MOCK LEGISLATIVE SESSION
- Questions and Answers

Noon – 1:30 p.m. LUNCH – CAPITOL HILL BUILDING (Arkansas Telephone Association)

1:30 p.m. – 4:30 p.m. AFTERNOON GROUP SESSION - (HOUSE CHAMBER)

- Constituent Relations/Services - (Bill H. Stovall, III, Chief of Staff)
- Lobbyists – Katie Burns and Ron Fuller
- The Legislative Joint Auditing Committee  
Review of Organization and Duties of Legislative Joint Auditing Committee and the Organization and Services of the Division of Legislative Audit  
(Roger Norman, Legislative Auditor)

1:30 p.m. - 5:00 p.m. MEMBER COMPOSITE PHOTOGRAPHS  
(Concurrent session; photo schedule to be announced)

5:30 p.m. RECEPTION AND DINNER – CAPITOL HILL BUILDING  
(Mullenix and Associates, Ted Mullenix and Julie Grinder)  
- Agency Director's -group 2  
(Reminder Member Composite Photo Schedule)

## **THURSDAY, DECEMBER 9, 2010**

7:00 a.m. - 8:00 a.m. BREAKFAST – CAPITOL HILL BUILDING  
(Arkansas Forestry Association, Max Braswell; Arkansas Timber Producers Association, Larry Bocarossa; Arkansas Forest and Paper Council, Brent Stevenson)

8:00 a.m. SIGN-IN/COFFEE - HOUSE MEMBERS' SEMI-PRIVATE WORK AREA  
MEMBER COMPOSITE PHOTOGRAPHS (Concurrent Photo schedule to be announced)

10:00 a.m. – Noon MORNING GROUP SESSION – (HOUSE CHAMBER)  
Speaker-designate Robert S. Moore, Jr., presiding

- Health/Human Services Overview (Mary Leath/John Selig)
- Correction/Community Correction Overview (Ray Hobbs/David Eberhard)
- Public Education/Higher Education Overview (Dr. Tom Kimbrell/Dr. Jim Purcell)
- Questions and Answers

Noon – 1:30 p.m.. LUNCH – CAPITOL HILL BUILDING  
(Arkansas Bankers Association, Ken D. Hammonds, Charles Miller)

1:30 p.m. – 5:30 p.m. AFTERNOON GROUP SESSION - (HOUSE CHAMBER)

- Communications Services – (Bill H. Stovall, III, Chief of Staff, and Amanda Manatt Story, Communications Officer)

1:30 p.m. – 5:00 p.m. MEMBER COMPOSITE PHOTOGRAPHS  
(Concurrent Photo schedule to be announced)

5:30 p.m. RECEPTION AND DINNER - THE POULTRY FEDERATION BUILDING  
(The Poultry Federation, Marvin Childers)  
Agency Director's -group 3  
(Reminder Member Composite Photo Schedule)

## **FRIDAY, DECEMBER 10, 2010**

7:00 a.m. - 8:00 a.m. BREAKFAST – CAPITOL HILL BUILDING - (Arkansas Beverage Association, Dennis Farmer; Society of Association Executives, Mary Dandurand; and Arkansas Society of Professional Lobbyists, Laura Hawkins)

8:00 a.m. SIGN-IN/COFFEE--HOUSE MEMBERS' SEMI-PRIVATE WORK AREA  
MEMBER COMPOSITE PHOTOGRAPHS (Concurrent Photo schedule to be announced)

10:00 a.m. – Noon MORNING GROUP SESSION – (HOUSE CHAMBER)  
Speaker-designate Robert S. Moore, Jr., presiding

QUESTIONS AND ANSWERS (House Staff)  
INFORMATION SYSTEMS FOLLOW-UP (Jim Schratz)

Orientation adjourned