

**RULES OF THE**  
**Criminal Justice Task Force on Offender Court Costs & Collections**  
**As Established by Act 1048 of 2021**

- 1. Purpose.** The purpose of these Rules is to form a basis for the Task Force's operations and to inform the members and the Public of the Task Force's procedures so they may properly utilize the Task Force's services and assist in studying the methods used to assess, collect, and record fines, fees, restitution, and other financial obligations of persons in the criminal justice system.
- 2. Parliamentary Procedure.** Except as otherwise specified by these Rules, the proceedings of the Task Force shall be governed Robert's Rules of Order Newly Revised 12<sup>th</sup> Edition.
- 3. Order of Business.**
  - (a) The regular order of business for meetings of the Task Force shall be as follows:
    - (1) Call to order by Chair;
    - (2) Roll call;
    - (3) Approval of minutes;
    - (4) Report of the Subcommittees;
    - (5) Review of communications;
    - (6) Business carried over from previous Task Force meetings;
    - (7) New business;
    - (8) Supplemental agenda items; and
    - (9) Adjournment.
  - (b) Items to be considered on an agenda, other than reports of Task Force subcommittees, shall be submitted no later than five (5) days prior to a scheduled meeting date in order to be placed on the Task Force agenda. Items received less than five (5) days before a scheduled meeting of the Task Force shall be accompanied by a request for placement on a supplemental agenda and a statement as to why the item cannot wait to be heard at the next regularly scheduled meeting of the Task Force. Placement on a supplemental agenda is subject to the approval of the Task Force Chair, and the items may only be considered by the Task Force upon a vote to suspend the rules. Otherwise, the items will be added to the agenda of the next meeting of the Task Force.
  - (c) An item may be taken up out of the order set forth herein by an affirmative vote of a majority of the members present.
- 4. Officers.**
  - (a) The Task Force shall have from among its membership a Chair selected from the legislative members of the Task Force and other officers as it deems appropriate to carry out the business of the Task Force.
  - (b) Pursuant to Act 1048 of 2021, section (h) of the temporary legislation which created the Task Force, the Department of Corrections (DOC) shall provide staff, meeting space, and materials for the Task Force. The DOC will keep minutes, provide

materials, schedule meetings, and assist the Task Force in carrying out its purpose and business.

## **5. Task Force Meetings.**

(a) Regular meetings of the Task Force shall be held during the same week in which meetings of the Arkansas Legislative Council and its subcommittees occur. These meetings typically occur during the third week of every month.

(b) DOC staff will coordinate meeting dates and notify members of scheduled meetings.

(c) The Chair may cancel any regular meeting date upon three (3) days' notice to the members.

(c) Special meetings may be called, at such additional times as may be deemed desirable, by the Chair upon six (6) days' notice thereof, upon vote by the Task Force at a meeting of the Task Force, or by written request of a majority of the members of the Task Force.

(d) All meetings of the Task Force shall be open to the public.

## **6. Task Force Subcommittees.**

(a) **Subcommittees.** The Task Force shall establish by a majority of its membership, any such subcommittees as are necessary to carry out the purpose and business of the Task Force:

### **(b) Subcommittee Membership.**

(1) Any subcommittee created by the Task Force shall be made up of no less than five (5) members of the Task Force.

(c) **Ex Officio Non-Voting Member of Subcommittees.** The Chair of the Task Force shall serve as an ex officio member of any established subcommittee.

### **(d) Chairs of Subcommittees.**

(1) No member shall serve as chair of more than one (1) subcommittee.

(2) The chairs of subcommittees of the Task Force shall serve at the pleasure of the Chair of the Task Force.

### **(e) Meetings of Subcommittees.**

(1) Scheduled meetings of subcommittees shall be considered open meetings.

(2) The Chair of a subcommittee or a majority of the members of a subcommittee shall have the authority to call a subcommittee meeting if there is sufficient work to warrant the meeting.

(3) The Chair of a subcommittee shall notify the Office of the Secretary of Corrections when scheduling a meeting to ensure proper notifications are made.

(4) Participation in discussion at subcommittee meetings shall be in the following priority:

(A) Members of the subcommittee;

(B) Alternate members of the subcommittee, if applicable; and

(C) Other Task Force members in attendance.

### **(f) Powers of Subcommittees.**

(1) A subcommittee shall consider only those matters that have been duly referred to it by the full Task Force.

(2) A subcommittee shall not embark upon any study unless the study shall have been directed by the Task Force.

- (g) **Application of Rules to Subcommittees.** The Rules of the Task Force, as set forth herein, shall apply to the proceedings of the Subcommittees of the Task Force and shall control over any rules adopted by a Subcommittee that may conflict with these rules.

## 7. **Quorum and Action.**

(a)(1) **Task Force Meeting.** Ten (10) members of the Task Force shall constitute a quorum for the transaction of all business. A quorum is the minimum number of members necessary to conduct business. As the number of members present exceeds the minimum for a quorum, the number present becomes the quorum. (e.g. If a majority of the members is 10, but 16 members are present, then 16 is the quorum.)

(2) An affirmative vote of a majority of the members present shall be required for the passage of a motion or other Task Force Action. A majority of the members present, when the members present represent less than a quorum may not effectively take action.

(b) **Task Force Subcommittee Meeting.** A majority of the membership of a subcommittee shall constitute a quorum. An affirmative vote of a majority of the members present of a subcommittee shall be necessary for action on any matter before the subcommittee.

## 8. **Voting.**

(a) **Voice Vote.** Voting on motions before the Task Force shall be done by a voice vote.

(b) **Motion to Expunge.** The record on any action taken by the Task Force may be expunged by a two-thirds (2/3) vote of the total membership of the Task Force.

(c) **Second to Motions Required.** Action may only be taken by the Task Force after a motion and a second have been recognized by the Chair.

(d) **Substitute Motions.** A substitute motion to a main motion may be made and shall be considered prior to consideration of the main motion. A substitute to the substitute motion shall be allowed and considered prior to consideration of the original substitute motion and the main motion. However, a substitute motion to the third degree shall never be permitted.

(e) **Objections.** An objection to consideration or to the Chair's ruling must be made immediately following the motion or ruling. It may be made when another has the floor but must be made before debate or voting has begun, and before any action has been taken.

(f) **Roll Call.** A roll call shall be conducted by the Chair upon demand of three (3) members.

9. **Agenda.** On or before six (6) days prior to the date of any meeting of the Task Force, the DOC shall prepare and make available to each member of the Task Force the agenda or program to be considered at the meeting.

10. **Reports of Subcommittees.** Each Task Force subcommittee shall consider any matter referred to it and shall report to the full Task Force with respect thereto at the earliest possible date.

**11. Report of the Task Force.**

- (a) The Task Force shall prepare and submit a report of its findings to:
  - (1) The Cochairs of the Legislative Council;
  - (2) The Chair of the House Committee on Judiciary; and
  - (3) The Chair of the Senate Judiciary Committee.
- (b) The DOC shall assist in preparation and distribution of the Task Force Report.
- (c) A copy of the Report shall be provided to each Task Force Member and shall be available to a member of the General Assembly, the Governor, and other persons as may be designated by the Task Force, upon request to the Office of the Secretary of the DOC.
- (d) The Report is due by October 31, 2022.
- (e) After the Report has been submitted to all relevant parties, the DOC shall publish the Report online at <https://doc.arkansas.gov/>.

**12. Task Force Rules.**

- (a) The rules of the Task Force may be adopted by an affirmative vote of a majority of the members present.
- (b) The rules of the Task Force may be amended by an affirmative vote of a majority of the members present. Amendments to the rules may only be made after six (6) days' written notice of intent thereof.
- (c) The rules of the Task Force may be suspended by an affirmative vote of two-thirds (2/3) of a quorum.
- (d) Unless suspended, amended, or changed by law, these rules shall continue in full force and effect as the rules for the Task Force during all future meetings.

**13. Task Force Legislative Members.** Legislative Members of the Task Force shall be authorized to draw per diem and mileage for any meetings attended concerning Task Force business pursuant to legislative rules and applicable State law.

**14. Expiration of Task Force.** The Task Force shall expire on December 31, 2022.