

### THIRD FLOOR

## Arkansas Senate

Suite 320

**501-682-2902 (In-Session)**

501-682-6107 (Out-of-Session)

**The Arkansas Senate** is located at the **south end of the third floor**. The Senate Gallery, available to the public, is located on the fourth floor. Guides are stationed outside the Senate chamber during session.

While Senators are often in the Senate chamber, their offices are scattered throughout the south end of the Capitol.

If you'd like to speak with a legislator, ask a guide to send a note into the chamber. If the senator is inside and is free to speak, he or she should step outside to visit with you.

The Senate generally convenes at 1:30 PM each afternoon unless otherwise specified. A live audio stream is available on the Senate website.

**Note: The Senate seldom meets on Friday.**

**Learn more at [arkansas.gov/senate](http://arkansas.gov/senate).**

#### SENATE FAST FACTS

- **35 Members:** 26 Republicans, 9 Democrats
- **President Pro Tem:** Jonathan Dismang (R-Searcy)
- **Majority Leader:** Jim Hendren (R-Gravette)
- **Majority Whip:** Jimmy Hickey, Jr. (R-Texarkana)
- **Minority Leader:** Keith Ingram (D-West Memphis)
- **Minority Whip:** Will Bond (D-Little Rock)

#### CONTACT GOVERNOR HUTCHINSON

The Governor's office is found on the north end of the second floor. You can also call his office at 501-682-2345, tweet at him (@AsaHutchinson), or use the contact form found at [governor.arkansas.gov](http://governor.arkansas.gov). **Always be polite.**

Are you on Twitter? Use the #ARleg and #ARpx tags.

### BE POLITE, BRIEF, AND TO THE POINT

## Keys for Communicating

**Legislators are very busy during session.** If the one with whom you want to speak isn't free, don't worry; just be patient, and don't get discouraged. Here are a few tips:

- **Let the legislator(s) know you're coming** with a phone call or email (or both!) in advance. Include your name, phone number, and the reason you're coming.
- **Be aware of the times committees and the House and Senate meet.** It can be tougher to speak with a legislator during these times, but you might catch legislators on their way in or out of a meeting. These times are also great opportunities to watch legislators in action.
- **Above all, be polite, be brief, and get to your point.** Legislators are more likely to listen, and they'll appreciate your concern for their time.
- **If you're concerned about a specific bill, know the bill number** (ex. HB1001, SB1). If possible, have a copy of the bill with you.
- **Leave them with something.** A card, a note, a one-page brief about your position. Include your contact information.
- **Follow up.** Call, send a note, or email. Restate your name and concern, and thank the legislator for his or her time. Make sure legislators know you'll continue to follow their actions on the issue.
- **Stay in frequent, regular contact.** If legislators vote with you, thank them. If they don't, politely express your disappointment.
- **Always be polite and show respect.**

Handwritten notes are a great way to communicate.

### 2017 FIRST EDITION

# Determined Constituent

GUIDE TO THE ARKANSAS STATE CAPITOL

**The 91st General Assembly begins the 2017 Regular Session on January 9.** The session will likely run through early April. During session, the Arkansas House of Representatives generally meets Monday through Friday. The Arkansas Senate generally meets Monday through Thursday.

**The Capitol is located at 500 Woodlane Street, Little Rock, AR 72201.** It's less than a three-hour drive for most all Arkansans. The Capitol is open from 8:00 AM to 5:00 PM weekdays. **Parking and other information is available at [sos.arkansas.gov](http://sos.arkansas.gov).**

## Finding Your Way Around

All visitors must go through security. **Elevators** are found on the east side of each floor. **Public Wi-Fi** is available throughout most of the Capitol. (Look for "Capitol Public Access").

- **Basement:** Capitol Café, restrooms
- **First Floor:** ATM, Capitol Police, and press offices (east lobby), gift shop and post office (rotunda), restrooms, House and Senate committee rooms, Commissioner of State Lands
- **Second Floor:** Senate committee rooms, Governor, Auditor, Treasurer, Lieutenant Governor, Secretary of State
- **Third Floor:** House and Senate chambers, Senate committee room, snack stand (east side)
- **Fourth Floor:** House and Senate galleries

Find a schedule and more at [www.arkleg.state.ar.us](http://www.arkleg.state.ar.us).

### THIRD FLOOR

## Arkansas House

Suite 350

**501-682-6211 (In-Session)**

501-682-7771 (Out-of-Session)

**The Arkansas House of Representatives** is located on the **north end of the third floor.**

The House Gallery, available to the public, is located on the fourth floor. Visitors must sign in to see staff. During session, look for a “Red Coat” guide if you need help.

While House members are often in the House chamber, their individual offices are scattered throughout the Capitol.

If you’d like to speak with a legislator, ask a Red Coat to send a note into the chamber. If the legislator is inside and is free to speak, he or she should step outside to visit with you.

The House generally convenes at 1:30 PM each afternoon unless otherwise specified. A live video stream is available on the House website.

**Learn more at [arkansashouse.org](http://arkansashouse.org).**

#### HOUSE FAST FACTS

- **100 Members:** 76 Republicans, 24 Democrats
- **Speaker:** Jeremy Gillam (R-Judsonia)
- **Speaker Pro-Tempore:** Jon Eubanks (R-Paris)
- **Majority Leader:** Mathew Pitsch (R-Fort Smith)
- **Majority Whip:** John Payton (R-Wilburn)
- **Minority Leader:** Michael John Gray (D-Augusta)
- **Minority Whip:** David Whitaker (D-Fayetteville)

#### SEND A MESSAGE TO MEMBERS

Call the **in-session phone numbers** for the chambers to leave a message for a legislator, and a note is left on his or her desk. A stack of them can send a real message.

Are your state rep and senator on Twitter?

### FIRST FLOOR AND “BIG MAC” B

## House Standing Committees

The House has 10 standing committees split into five “A” and five “B” committees. Unless otherwise specified, “A” committees meet at 10:00 AM Tuesday and Thursday, while “B” committees meet at 10:00 AM Wednesday and Friday. Note that committees can meet at other times, particularly near the end of session.

**If you wish to speak at a committee hearing, you must sign in.** Ask staff for guidance.

Eight House committees meet on the north end of the first floor of the Capitol. Two committees meet in Room B on the fifth floor of the Multi-Agency Complex located immediately to the west of the Capitol. The building is referred to as “Big MAC”. The House live-streams its committee meetings on the House website.

#### HOUSE STANDING “A” COMMITTEES

Education	Rm 138
Judiciary	Rm 149
Revenue and Taxation	Rm 151
Public Health, Welfare, and Labor	Rm 130
Public Transportation	“Big MAC” B

#### HOUSE STANDING “B” COMMITTEES

Aging, Children and Youth, Legislative, and Military Affairs	Rm 130
Agriculture, Forestry, and Economic Development	Rm 138
City, County, and Local Affairs	“Big MAC” B
Insurance and Commerce	Rm 149
State Agencies and Governmental Affairs	Rm 151

Always check the schedule before traveling!

### FIRST, SECOND, AND THIRD FLOORS

## Senate Standing Committees

Senate standing committees differ from the House. In addition to four “A” and four “B” committees, there’s one “C” committee. Unless otherwise specified, “A” committees meet at 10:00 AM Wednesday and Friday. “B” committees meet at 10:00 AM Tuesday and Thursday, while the “C” committee meets at noon Monday. Committees can (and often do) meet at other times, particularly near the end of session. **Note: The Senate seldom meets on Friday during session.**

**If you wish to speak at a committee hearing, you must sign in.** Ask staff for guidance.

All Senate committees meet on the south end of the Capitol. Two committees meet in the Old Supreme Court room (OSC) on the second floor.

#### SENATE STANDING “A” COMMITTEES

Education	Rm 207
Judiciary	Rm 171
Revenue and Tax	OSC
Public Health, Welfare, and Labor	Rm 272

#### SENATE STANDING “B” COMMITTEES

Agriculture, Forestry, and Economic Development	Rm 309
City, County, and Local Affairs	Rm 272
Insurance and Commerce	Rm 171
State Agencies and Governmental Affairs	OSC

#### SENATE STANDING “C” COMMITTEES

Transportation, Technology, and Legislative Affairs	Rm 309
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