



COMMONWEALTH OF VIRGINIA
DIVISION OF LEGISLATIVE SERVICES

NEW MEMBER ORIENTATION

Amigo Wade, Director

Meg Lamb, Deputy Director

Stephanie Kerns, Senior Operations Coordinator

2024 Session

Outline

DLS Mission

Services Provided

Bill Draft Requests

Staffing

Important Dates



Mission

Provide nonpartisan legal and general research services

- Members of the General Assembly
- Standing committees

Division services are confidential



Services Provided

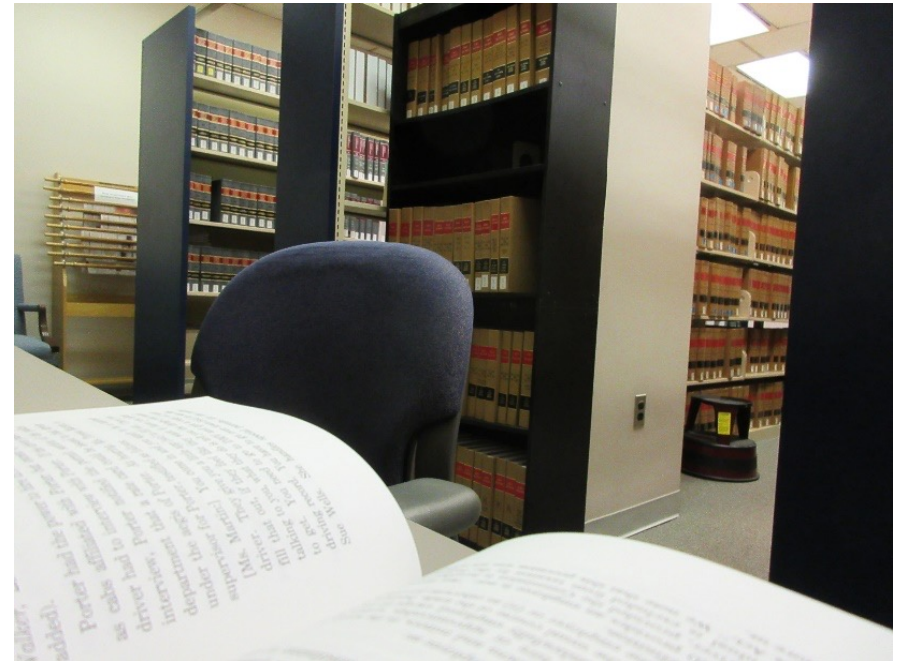
Drafting legislation

Legal and research support and policy analysis

Legislative reference center

Central repository of regulations

FOIA opinions and training



Bill Draft Requests

What makes a “good” bill draft request?

Examples of Bill Draft Requests

“Good” requests contain enough information that the drafter is able to identify what the legislator wants the bill to do

- “Designate the Chincoteague pony the state pony”
- “Please change the law so that fentanyl testing strips are not considered to be drug paraphernalia”

Requests that do not contain enough information make it difficult for the drafter to determine the legislator’s intent for the bill

- “Soccer goals”
- “Dependent deduction”
- “Change process for school board candidates”

Bill Draft Requests

What happens after you submit your bill request?

Bill Draft Requests

Bill drafting system is a 24 hour system; original requests made through members' Patron Report, accessible through LIS website

The sooner requests are made, the more time drafters will have to work with you to address issues prior to introduction and the committee process

Provide as much information as possible in initial request; attach documents, provide contact information for additional assistance



VIRGINIA'S LEGISLATIVE INFORMATION SYSTEM

SEARCH SITE

enter keyword here

QUICK LINKS

OTHER SESSIONS

LOBBYIST in a BOX
Free bill tracking service

VIRGINIA LAW PORTAL

[Code of Virginia](#)

[Virginia Administrative Code](#)

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2020 SPECIAL SESSION I

Convened August 18, 2020

Bills & Resolutions: *Status of individual bills and related information*

General Assembly Members: *Member sponsored legislation*

Standing Committees: *Legislation referred to committee*

State Budget: *Budget bills, committees and summaries*

Daily Floor Calendars: *Legislative agendas*

Communications: *Legislation communicated between houses*

House Minutes / Senate Minutes: *Record of floor sessions*

Meetings: *House and Senate committee meeting schedule*

Statistics: *Session statistics*

Lobbyist-in-a-Box: *Subscription-based bill tracking service*

Cumulative Index: *Subject index of bills and resolutions*

House Video: *House session video*

Senate Video: *Senate session video*

Please log in...

Registered users: Please enter your User ID and Password...

User ID: **Password:**

new password? **re-enter:**

Press your **back button** to cancel.

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Kerns, Stephanie drafting for member ()

[View Patron Report](#) | [Email Patron Report](#) | [Print Original Request](#)

Once this request is submitted, it cannot be modified online. Contact the Division of Legislative Services for assistance.

Pursuant to Va. Code § 30-28.18, I request that the Division of Legislative Services prepare a:

Bill Single-house Resolution Joint Resolution

Subject: 

This is not an active session for making a request. [Click here to return.](#)

Please describe your request:

Please attach documents that may further explain your request.

| | Selected File | Description of Attachment |
|------------------------|---|---------------------------|
| Attach Documents here: | <input type="text"/> <input type="button" value="Browse..."/> | <input type="text"/> |
| Attach Documents here: | <input type="text"/> <input type="button" value="Browse..."/> | <input type="text"/> |
| Attach Documents here: | <input type="text"/> <input type="button" value="Browse..."/> | <input type="text"/> |

Individual to contact for additional information, if different from requester:

Name

Telephone

Email

Unless you check the box below, the Division of Legislative Services will not share the nature of your request with any person other than the Division of Legislative Automated Systems pursuant to § 30-34.14 and the Virginia Criminal Sentencing Commission pursuant to § 30-19.1:4.

DLS may share the nature of your request with any person who is asked to assist with the drafting of the legislation pursuant to subdivision A2 of § 30-28.18

Staffing

26 attorneys staff the 25 standing committees of the General Assembly

- Serve as legal counsel to all 140 members, standing committees, permanent commissions, and interim legislative study committees, subcommittees and commissions
- Provide subject matter expertise
- Legal research and constitutional analysis provided by attorneys on bill requests and general inquiries
- Prepare all legislation, including substitutes and amendments, for members and committee

Important Dates

November 30, 2023; 5:00 PM – All prefield draft requests to be received by DLS

December 29, 2023; Midnight – DLS to return all prefiled drafts to members for review

January 5, 2024; 5:00 PM – All requests for drafts and redrafts of study bills to DLS; all requests for redrafts for prefiled bills to DLS

January 9, 2024; 12:00 PM – All drafts of legislation to be prefiled available to members

January 10, 2024; 10:00 AM – All prefiled legislation must be introduced with the Clerks office