

# 2024 Session

## Commending and Memorial Resolutions

### Important Information

#### **BASICS:**

- Commending and Memorial Resolutions are drafted by the Division of Legislative Services (DLS).
- Your Senator's office will provide the information needed to draft the resolutions for DLS.
- All factual information (dates, name spelling, colleges, memberships, etc.) is based on the information submitted by your office to DLS.
- The Senate Journal Office proofs resolutions for formatting, spelling, and grammar only.

#### **DEADLINES:**

- Requesting and introducing Senate Joint Resolutions (SJR): To be determined after Session starts.
- Requesting and introducing Senate Resolutions (SRs): To be determined after Session starts.

#### **OTHER:**

- What if it is after the deadline?
  - Contact Tara Perkinson ([tperkinson@senate.virginia.gov](mailto:tperkinson@senate.virginia.gov)) for information on how to proceed.
- Corrections or updates to a resolution **BEFORE** it's been introduced:
  - Contact the drafter of the resolution (found in efile) or call DLS (804) 698-1810.
- Corrections or updates to a resolution **AFTER** it's been introduced:
  - No amendment is required. These changes can be made administratively.
  - Contact Lynn Eitelman in the Senate Journal Office at (804) 698-7440 or [leitelman@senate.virginia.gov](mailto:leitelman@senate.virginia.gov).
- Corrections or updates to a resolution **AFTER** it's passed:
  - Contact Lynn Eitelman in the Senate Journal Office at (804) 698-7440 or [leitelman@senate.virginia.gov](mailto:leitelman@senate.virginia.gov) or Rose Ramsey at (804) 698-7400 or [rramsey@senate.virginia.gov](mailto:rramsey@senate.virginia.gov)

➤ **See other side for Commending and Memorial Resolution FAQs...**

# Commending and Memorial Resolutions FAQs Updated for 2024 Session

**1. *Is there a limit to the number of commending and memorial resolutions a Senator may introduce?***

Currently the limit on the introduction of commending and memorial resolutions is not known but we will let you know once that information is available.

**2. *What are the deadlines for requesting and introducing commending and memorial joint resolutions?***

The deadline for requesting and introducing commending and memorial joint resolutions is not yet known, but we will let you know when that information becomes available. We strongly encourage that the requests and introductions be made as early as possible during the Session.

**3. *If I have a correction to a resolution after it is introduced, do I need to have an amendment prepared?***

No, an amendment is not required. Corrections to resolutions after they are introduced are made administratively by the Clerk's staff. Please contact Lynn Eitelman in the Senate Journal Office at (804) 698-7440 or [leitelman@senate.virginia.gov](mailto:leitelman@senate.virginia.gov) with your content revision as soon as you become aware of the need for a correction.

**4. *Who do I contact about the presentation copy and getting the resolution framed?***

Contact Rose Ramsey in the Senate Clerk's Office at (804) 698-7400 or [r Ramsey@senate.virginia.gov](mailto:r Ramsey@senate.virginia.gov) .

**5. *Can a co-patron be added to the presentation copy after the resolution has passed?***

Yes, the Senator or Delegate needs to fill out a co-patron form and return it to the Senate Chamber. The name of the Senator or Delegate will appear on the presentation copy, but will not be reflected on LIS. Contact Rose Ramsey to add a Member to the presentation copy of a resolution after passage at (804) 698-7400 or [r Ramsey@senate.virginia.gov](mailto:r Ramsey@senate.virginia.gov).

**6. *Who do I contact about expediting a commending or memorial resolution?***

Contact Tara Perkinson ([tperkinson@senate.virginia.gov](mailto:tperkinson@senate.virginia.gov) ) or Rose Ramsey ([r Ramsey@senate.virginia.gov](mailto:r Ramsey@senate.virginia.gov) ) regarding the need to expedite the resolution. If it is a **joint resolution** please contact the **Delegate** who will expedite the resolution on the House floor.

**\*\* Please contact the Senate Journal Office at (804) 698-7440 with any additional questions.**

## **Introduction of Legislation Frequently Asked Questions**

### ***1. When does prefiling end?***

Prefiling ends at 10:00 a.m. on Wednesday, January 10, 2024 (the first day of Session).

### ***2. What legislation is required to be filed by 5:00 p.m. on the first day of Session?***

- Study SJRs
- VRS bills

### ***3. Is there a limit on the introduction of bills?***

The limit is 21. (This is a combination of prefiled and regular introduction bills.)

Only 35 bill draft requests may be made to DLS by a Member. All requests for drafts of legislation to be prefiled to DLS ended on November 30, 2023 at 5:00 p.m.

Of those 35 drafts only 21 may be introduced.

Members will still, in the event of emergency, be able to request introduction by unanimous consent.

Bills and study resolutions that are requested by a commission/subcommittee do not count toward your limits. Please make a note to us in the comment box before you send to the Clerk.

A study resolution NOT requested by a commission or subcommittee does count toward your bill introduction limit and drafting requests.

Resolutions that designate special days, create studies, or are constitutional amendments that go before a Senate Committee do count toward your bill introduction limit and drafting requests.

### ***4. What is the limit on the introduction of bills after prefiling?***

The limit is 6.

### ***5. Is there a limit on the introduction of commending and memorial resolutions?***

Currently the limit on the introduction of commending and memorial resolutions is not known but we'll let you know once that information is available.

*If you have any questions, please contact Tara Perkinson ([tperkinson@senate.virginia.gov](mailto:tperkinson@senate.virginia.gov)) or Joanna Simmons ([jsimmons@senate.virginia.gov](mailto:jsimmons@senate.virginia.gov)).*

For Senate Clerk's Office Use Only  
Date/Time Received: \_\_\_\_\_  
**Co** Or **Chief Co** (circle one) INITIAL: \_\_\_\_\_



## Senate Co-Patron Form

Pursuant to Senate Rule 26 (f), I hereby request that my name be  
Check the appropriate box: Added  Removed

Senate Bill No. \_\_\_\_\_ Senate Joint Resolution No. \_\_\_\_\_ Senate Resolution No. \_\_\_\_\_

Aird \_\_\_\_\_

McGuire \_\_\_\_\_

Bagby \_\_\_\_\_

McPike \_\_\_\_\_

Boysko \_\_\_\_\_

Obenshain \_\_\_\_\_

Carroll Foy \_\_\_\_\_

Peake \_\_\_\_\_

Craig \_\_\_\_\_

Pekarsky \_\_\_\_\_

Deeds \_\_\_\_\_

Perry \_\_\_\_\_

DeSteph \_\_\_\_\_

Pillion \_\_\_\_\_

Diggs \_\_\_\_\_

Reeves \_\_\_\_\_

Durant \_\_\_\_\_

Roem \_\_\_\_\_

Ebbin \_\_\_\_\_

Rouse \_\_\_\_\_

Favola \_\_\_\_\_

Ruff \_\_\_\_\_

French \_\_\_\_\_

Salim \_\_\_\_\_

Hackworth \_\_\_\_\_

Stanley \_\_\_\_\_

Hashmi \_\_\_\_\_

Stuart \_\_\_\_\_

Head \_\_\_\_\_

Sturtevant \_\_\_\_\_

Jordan \_\_\_\_\_

Subramanyam \_\_\_\_\_

Locke \_\_\_\_\_

Suetterlein \_\_\_\_\_

Lucas \_\_\_\_\_

Surovell \_\_\_\_\_

Marsden \_\_\_\_\_

VanValkenburg \_\_\_\_\_

McDougle \_\_\_\_\_

Williams Graves \_\_\_\_\_

**Return to the Senate Chamber**

## **Co-Patrons Frequently Asked Questions**

### ***1. What are the different types of co-patronage?***

**Chief Patron** – The Legislator who is the primary sponsor of the legislation is the chief patron. Their name will appear first on the list of patrons.

**Second Chief Patrons** – This type of patronage is rare. Second chief patrons must sign onto the legislation electronically before it is submitted to the Clerk. Only Senators may be second chief patrons. There is no limit on the number of second chief patrons, but if there are more than two second chiefs the order of the names must be indicated in the comment box when you send the legislation to the Clerk.

**Chief Co-patrons** – Only 3 chief co-patrons are allowed on each piece of legislation. Senators and Delegates may be chief co-patrons. House chief co-patrons must be confirmed by the Senate chief patron.

**Co-patrons** – Senators and Delegates may be co-patrons of Senate bills and joint resolutions. Only Senators may be co-patrons of Senate resolutions. For Senate legislation, permission of the chief patron is not needed to add on. (This is different from the House.) Chiefs, second chiefs, chief co-patrons, and incorporated chief co-patrons by default cannot also be co-patrons. A Legislator can only be listed in one category of patronage.

**Incorporated Chief Co-patrons** – A patronage opportunity is created when two bills are merged by a Senate committee (incorporated). Incorporated chief co-patrons can only be Senators. Patronage is not automatically transferred from one bill to another when merged. A form to add on will only be distributed by the Senate committee clerk.

### ***2. How do I add on as a co-patron electronically?***

You may add on through the e-filing system or through your patron page on LIS. If you have any questions before introduction of legislation, please contact Stephanie Kerns with DLS at (804) 698-1828. If you have any questions after introduction of legislation, please contact Corinne Sloan at [csloan@senate.virginia.gov](mailto:csloan@senate.virginia.gov).

**3. *When is the deadline for adding or removing a Legislator as a co-patron?***

Currently the add deadline is before the final vote on passage in the house of origin. If the bill or joint resolution is not reported from committee, then the deadline is prior to the last action on such legislation (normally treated as the crossover deadline).

The deadline for removing co-patrons is not yet known but we'll let you know once that information becomes available. (The deadline date is usually towards the end of Session.)

For commending and memorial resolutions, the deadline to add on is an hour after adjournment in the second house that passes the legislation.

**4. *Where are the co-patron forms located online?***

On the Senate Portal scroll all the way down to **Forms and Manuals**, the links to the printable forms are listed under **Co-Patron Forms**

- Co-patron Forms (Listing of Senators). These are the forms for Senators to sign onto Senate legislation.
- Co-patron Forms (Listing of Delegates). These are the forms for Delegates to sign onto Senate legislation.
- Co-patron Form (House Form with a listing of Senators). This is the form for Senators to sign onto House legislation. This form must be delivered to the House Chamber.

**5. *Who may turn in a hard copy of a Senate co-patron form?***

A Legislator, legislative assistant, intern, or page may turn in a hard copy as long as the form has been signed by the Legislator.

**6. *Where do I turn in hard copies of Senate co-patron forms?***

Forms adding or removing Senators and Delegates to Senate legislation are to be delivered to the Senate Chamber.

Forms adding or removing Senators to House legislation are to be delivered to the House Chamber.

**7. *May I email a co-patron form?***

No, co-patron forms must be delivered with an original signature.

***8. Is co-patron status automatically assigned when my Senator's legislation is incorporated into another Senator's legislation by a committee?***

No. A form to add on will be distributed to the Senators by the Senate committee clerk.

Please contact Corinne Sloan at [csloan@senate.virginia.gov](mailto:csloan@senate.virginia.gov) or the Senate Journal Office at (804) 698-7440 with any additional questions.

**CHAMBER OPERATIONS/JOURNAL**  
**First Floor of the Capitol (Entrance through LINCS Office)**  
**(804) 698-7440**

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1. Please let us know if you need to file a hard copy bill instead of electronically.
2. Co-patron forms (Contact Corinne Sloan with questions.)

Co-patron forms for Senate and House legislation will be available on the Senate portal, scroll all the way down to **Forms and Manuals**. During the Session, deliver co-patron forms for Senate legislation to the Senate Chamber and co-patron forms for House legislation to the House Chamber.

3. Tara Perkinson or Corinne Sloan will call you when:
  - a.) Your Senator is not present for the roll call vote at the beginning of the day.
  - b.) Your Senator has a bill on the Unfinished Business section of the Senate Calendar.
  - c.) Your Senator needs to sign a judicial nomination form.
4. Please email floor amendments and floor substitutes to the Senate Chamber desk staff as soon as you can.
5. Lynn Eitelman will call you with any questions on memorial or commending resolutions. Contact Rose Ramsey (rramsey@senate.virginia.gov) regarding presentation copies and framing preferences.
6. Please complete your Senator's biographical information for the Senate Manual and Faces of the Senate. Please contact Lynn Eitelman if you have any questions.