



# Senate of Virginia Handbook

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# The Senate of Virginia Handbook

The Senate of Virginia Handbook is designed to provide basic information on the legislative process and the operation of the Senate for Senators, legislative assistants, administrative assistants, and Senate session employees.

The information has been compiled from several sources. We welcome your suggestions for improvements. If you have any questions or concerns that are not answered in this manual, or if you need further explanation of any area, please do not hesitate to contact the Senate Clerk's Office by calling (804) 698-7400.

Susan Clarke Schaar  
Clerk of the Senate



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# Clerk of the Senate

Capitol, 3rd Floor, Room N302  
(804) 698-7400

- Support and enable the efficient, effective, and transparent performance of legislative responsibilities for the Commonwealth of Virginia with integrity, innovation, and civic-mindedness.



Susan Clarke Schaar  
Clerk of the Senate

Senate Clerk's Office  
Capitol, Third Floor, Room N302  
(804) 698-7400

# Senate Clerk's Office

Capitol, 3rd Floor, Room N302  
(804) 698-7400

- Daily administrative operations of the immediate Senate Clerk's Office
- Records management
- Clerk's schedule
- Coordinating the Page Program
- Gallery and Committee Room Reservations
- Publishing the interim weekly meeting schedule



Rose Ramsey  
Assistant Clerk



Bladen Finch  
Senate Page Program Director/  
Civics Coordinator



Laura Trumbo  
Assistant Director of the Senate  
Page Leadership Program



Portia Brown  
Administrative Assistant

# Senate Committee Operations

General Assembly Building, 3rd Floor

(804) 698-7450

- Administrative support for standing committees and legislative study groups.
- Meeting scheduling and staffing.
- Posting public notices, recording votes, and meeting attendance.



**Hobie Lehman**  
Director of Committee  
Operations  
Sergeant-at-Arms



**Lindley Starzer**  
Deputy Director of  
Committee Operations and  
Calendar Clerk



**Michael Jackson**  
Assistant Coordinator of  
Committee Operations



**Gillian Conway**  
Assistant Coordinator of  
Committee Operations

# Senate Human Resources and Fiscal

General Assembly Building, 4th Floor

(804) 698-7420

- In conjunction with the Clerk, is responsible for all financial activity of the agency to include accounts payable, payroll, financial reporting, and budget development.
- Human Resource and employee benefit functions for employees of the Senate.



Michael Adams  
Director of Human  
Resources



Jan Waldrop  
Fiscal Officer



Geneva Tulasz  
Fiscal Accountant



Jeffrey Najarro  
Fiscal Technician



Rhamsees Savage  
Human Resources Assistant

# Senate Technology

General Assembly Building, 13th Floor

(804) 698-7470

- Cares for the computers, tablets, and printers maintained by the Senate
- Provides software development, wired and wireless network services and audio/video meeting support,
- Serves as the technical liaison for the Senate



Jonathan Palmore  
Senior Assistant Clerk  
Technology



Linda Wettstone  
Senior Systems Analyst



Glenn Robertson  
Senior Systems Analyst



Maryann Horch  
Senior Systems Analyst



Kyle Blankenship  
Systems Administrator



# Senate Journal Operations

Capitol, 1st Floor, Room W149  
(804) 698-7440

- Compiling the Journal of the Senate under the direction of the Clerk of the Senate.
- Providing support to Senate chamber operations.
- Assisting the Clerk with research, and compiling of the Manual of the Senate.



Tara Perkinson  
Chief Deputy Clerk



Joanna Simmons  
Journal Clerk



Corinne Sloan  
Assistant Journal Clerk



Lynn Eitelman  
Journal Assistant

# Senate Legislative Information and Constituent Services

Capitol, 1st Floor, Room W147  
(804) 698-7410  
(888) 892-6948 toll free

- Responsible for dissemination of legislative information and other constituent services.
- Coordinating training for Legislative Assistants and Session Interns.
- Provide wayfinding and information to Capitol visitors.
- Overseeing research, civics education and educational publications and programming.



Nathan Hatfield  
Assistant Clerk LINCS



Barbara Carter  
Legislative Information Officer

# Senate Support Services

General Assembly Building, 5th Floor

(804) 698-7460

- Responsible for all procurement, members' travel, administration of the telephone system, postal services, parking, badging/security, surplus property, lease accounting, fixed assets reporting, inventory of equipment (with the exception of computer hardware/software).
- Coordination and oversight of Capitol after-hours events, movies/filming.
- Coordination of session staff and supervision of administrative assistants assigned to members during session.
- Facilities management-coordination of renovations and/or alterations of the Capitol and General Assembly Building.
- Coordinates and oversees the food services in the Capitol and General Assembly Building.



Jennifer Jones Welch  
Deputy Clerk



Melanie Newby  
Manager of Purchasing  
Services



Eric Bingham  
Facilities and Logistics Manager



Erica Drumgold  
Purchasing Officer



Madolynne Antigha  
Administrative Assistant



# The General Assembly

The legislative power of the Commonwealth of Virginia is vested by its Constitution in a General Assembly, which is composed of a Senate and a House of Delegates. There are 40 members of the Senate elected from 40 Senatorial districts for a term of four years and 100 members of the House of Delegates elected from 100 House districts for a term of two years.

## **REGULAR SESSION**

The General Assembly convenes each year on the second Wednesday in January. In the even-numbered years, the session is held for 60 days, unless extended by two-thirds vote of both houses. In the odd-numbered years, the session is held for 30 days, unless extended by two-thirds vote of both houses. Typically, the General Assembly votes to extend to 46 days. A bill can be continued for consideration from an even-numbered year to an odd-numbered year but not from an odd-numbered year to an even-numbered year.

## **RECONVENED SESSION**

The reconvened session (to consider any legislation vetoed or amended by the Governor) is held on the 6th Wednesday following adjournment of the regular or special session. No other business shall be considered at this session.

The reconvened session shall not continue longer than three days unless the session is extended, for a period not exceeding seven additional days, upon the vote of the majority of the members elected to each house.

## **JOINT ASSEMBLY**

The General Assembly shall meet in joint session at every regular session to receive the Governor's address. The joint session is held in the House Chamber at a time designated in a joint resolution on procedure. The President of the Senate takes a seat next to the Speaker of the House and the Senators sit in the back of the House Chamber. The Clerk of the Senate calls the roll of the Senate after which the House roll is taken.

## **SPECIAL SESSION**

The Governor may convene a special session when, in his opinion, the interest of the Commonwealth may require it and shall convene a special session upon application of two-thirds of the members elected to each house.

## **DAILY SESSION**

The Senate and the House of Delegates convene each day at 12 noon unless otherwise ordered.

The Lieutenant Governor, who is constitutionally the President of the Senate, calls the Senate to order. The Speaker presides over the House of Delegates.

Legislators, Senate Clerk's Office Staff, and House Clerk's Office Staff are permitted to remain on the Senate floor while the Senate is in session. Members of the written press may sit in the front of the Chamber when space permits. Unauthorized persons are not allowed on the Senate floor for 15 minutes prior to the convening of each daily session and for five minutes following the conclusion of each session. Legislative assistants are not allowed on the Senate floor while the Senate is in session.

### **ORDER OF BUSINESS (Pursuant to the Rules of the Senate)**

The following is the regular order of business:

- Call to order

- Period of devotions

- Pledge of Allegiance

- Reading of the Journal

- Morning hour

  - Communications from the House of Delegates, the Governor, and other sources

  - Recognition of visitors

  - Resolutions, petitions and bills

- Consideration of the Calendar

- Other business and announcements

- Recess or adjournment (The time that the Senate adjourns daily can be found at the end of the Senate Minutes -[lis.virginia.gov](http://lis.virginia.gov)).

### **SENATE CALENDAR**

The Senate Calendar is a daily listing of the legislation, by number and title, which is before the Senate. The legislation on the Calendar is divided by the first, second, and third constitutional readings. Pursuant to the Constitution of Virginia, a bill or resolution must be read by its title three times. Within the constitutional reading category, the Calendar is divided into two sections: Uncontested Calendar and Regular Calendar. Legislation on the Uncontested Calendar is reported from committee without abstentions or negative votes. Legislation on the Regular Calendar is reported either with abstentions and/or negative votes.

Legislation under unfinished business is legislation which is communicated from the House which requires further Senate consideration.

On the back of the Calendar is a listing of all scheduled Senate committee and subcommittee meetings. These schedules are subject to change. Announcements regarding changes are made at the end of the daily session. The list of bills and resolutions introduced in the Senate from the previous day will be printed in the back of the Daily Calendar. The House Calendar also has a list of legislation introduced in the House on the previous day along with a listing of House committee meetings.

# Statewide Officers



## Office of the Governor

Patrick Henry Building  
3rd Floor  
1111 East Broad Street  
Richmond, VA 23219  
(804) 786-2211

### **GOVERNOR**

The Governor of Virginia is elected every four years on the Tuesday succeeding the first Monday in November. The Governor is inaugurated on the Saturday following the convening of the General Assembly.

The retiring Governor addresses the Joint Assembly on the first day of the session. The incoming Governor presents his program in an address to the Joint Assembly during the first week after his inauguration.

It is the duty of the Governor to communicate all nominations and appointments made by him which require confirmation by the General Assembly, a list of reprieves or pardons granted, and messages concerning his actions on legislation to the General Assembly.

Any bill which passes both houses of the General Assembly must be presented to the Governor for consideration. Upon the Governor's signature, a bill becomes law as of July 1, unless the bill contains an emergency clause. If the bill contains an emergency clause, it becomes effective upon signature by the Governor. A bill may also specify a date for the law to become effective later than the July 1 rule. The Governor may return a bill to the General Assembly with his amendments for reconsideration or the Governor may veto the legislation.

The Governor's Office and the Cabinet Secretaries are located in the Patrick Henry Building. The Office of the Secretary of the Commonwealth is located in the Patrick Henry Building. This office serves as the keeper of the Seals of the Commonwealth and handles records of all executive acts.



## Office of the Lieutenant Governor

Oliver Hill Building  
First Floor  
102 Governor Street  
Richmond, VA 23219  
(804) 786-2078

### **LIEUTENANT GOVERNOR**

In the incidence of the Governor's disqualification, death, or resignation, the Lieutenant Governor shall become the Governor.

The Lieutenant Governor shall be the President of the Senate but shall have no vote unless there is a tie vote among the members of the Senate.



## Office of the Attorney General

Barbara Johns Building  
202 North Ninth Street  
First Floor  
Richmond, VA 23219  
(804) 786-2071

### **ATTORNEY GENERAL**

The Attorney General of the Commonwealth is elected every four years at the same time as the Governor.

The Attorney General is the chief executive officer of the Department of Law for the Commonwealth and shall render opinions when requested by the General Assembly, the Governor, or a Judge.

The Attorney General will also advise any Commonwealth's Attorney when requested.



# Officers of the Senate

President Pro Tempore  
Majority Leader  
Minority Leader  
Caucus Officers  
Clerk of the Senate  
Sergeant-at-Arms

## **PRESIDENT PRO TEMPORE**

L. Louise Lucas • (804) 698-7518 • General Assembly Building, 14th Floor

The President Pro Tempore of the Senate is elected by the Senate. The President Pro Tempore shall be a senior member of the Senate.

In the event of the absence, disability or vacancy in the office of the Lieutenant Governor, the President Pro Tempore shall carry out the duties of the Lieutenant Governor as presiding officer of the Senate.

## **MAJORITY LEADER**

Scott A. Surovell • (804) 698-7534 • General Assembly Building, 14th Floor

The Majority Leader is elected by the political party which comprises the majority membership of the Senate.

## **MINORITY LEADER**

Ryan T. McDougle • (804) 698-7526 • General Assembly Building, 14th Floor

The Minority Leader is elected by the political party which comprises the minority membership of the Senate.

## **CAUCUS OFFICERS**

Democratic Caucus Chair (Locke): (804) 698-7523

Republican Caucus Chair (Obenshain): (804) 698-7502

Caucus officers are elected by the two major political parties which comprise the membership of the Senate. Caucus officers preside over caucus meetings.

## **CLERK OF THE SENATE**

Susan Clarke Schaar • (804) 698-7400 • Capitol, Third Floor, Room N302

The Clerk of the Senate is elected by the Senate to serve for a four year term. The Clerk of the Senate shall be in charge of all records and papers of the Senate, shall refer all bills and resolutions to the appropriate Senate Committees, and serve as chief administrative officer of the Senate.

The Clerk of the Senate shall prepare the Journal of the Senate and the Senate Calendar according to the Rules of the Senate.



The Clerk of the Senate shall appoint and employ persons necessary to carry out the business of the Senate during the session and the interim. The Clerk shall have supervision of all employees of the Senate.

During the daily session, the Clerk shall keep the desk and read all constitutional readings as described in the Senate Rules.

The Clerk of the Senate is the custodian of the public seal and design of the armorial bearings of the Senate.

#### **SERGEANT-AT-ARMS**

The Sergeant-at-Arms shall be elected by the Senate and shall continue in office at the pleasure of the Committee on Rules for a term of four years.

The Sergeant-at-Arms shall clear the Senate floor 15 minutes prior to the convening of every session and shall not allow entry of unauthorized persons during the session for five minutes following the conclusion of the session.

The Sergeant-at-Arms shall direct all persons not entitled to entry on the floor to the Senate Gallery.



## Legislation

Bills  
Joint Resolutions  
Resolutions  
Drafting of Bills and Resolutions

### **BILLS**

Bills are drafts of laws presented to the General Assembly for consideration. Every bill must have a title which includes the matter contained in the bill and any portion of the law that the bill amends.

### **JOINT RESOLUTIONS**

A joint resolution is legislation that expresses the sense of the General Assembly. It makes it possible for the General Assembly to create studies, amend the Constitution, commend individuals, and handle internal housekeeping matters. A joint resolution must be agreed to by both houses.

A joint resolution is not signed by the Governor. If it is a constitutional amendment and is agreed to, it is signed by the presiding officer of each house and chapterized for placement in the Acts of Assembly.

### **RESOLUTIONS**

A Senate resolution only has to be agreed to by the Senate. It is used for internal Senate business, to change the existing Rules of the Senate, or to commend or memorialize individuals.

### **DRAFTING OF BILLS**

The Division of Legislative Services is located on the 4th floor in the General Assembly Building (804) 698-1810. This department is responsible for drafting bills and resolutions. Only members of the General Assembly may introduce legislation. Legislative Services is responsible for the proofing and accuracy of bills and resolutions. Amigo Wade is the director.



## Legislative Procedures

Senate Bills and Resolutions  
Senate Action on House Bills and Resolutions  
Enrolled Bills  
Governor's Consideration

### SENATE BILLS AND RESOLUTIONS

#### ***Introduction***

Pursuant to the Code of Virginia, any Senator or Senator-elect of the next regular session may file bills and resolutions for even-numbered year regular sessions beginning the third Monday in November of the preceding year and for odd-numbered year regular sessions beginning the third Monday in July of the preceding year. Any bill or resolution filed must be endorsed by the signature of at least one Senator or Senator-elect as a patron. The Clerk will not accept legislation for introduction if the Senate is not in session, unless otherwise directed by the Senate. Senators may also file bills electronically through an “e-file” process.

A member may introduce legislation during the “morning hour” of the session. Bills, resolutions, and petitions may be received at the Clerk’s desk at any time after the “morning hour” with the permission of the Senate. If a Senator wishes to introduce legislation after the “morning hour,” the member should wait until after the completion of the business on the Senate Calendar and before adjournment of the Senate to do so.

#### ***Referred***

Bills and resolutions are referred to Senate Committees by the Clerk of the Senate following the guidelines set forth in the Rules of the Senate. (In the House of Delegates, the Speaker refers the bills and resolutions to House Committees.)

#### ***Committee Action***

Committee actions can include reporting the bill, reporting the bill with amendments, reporting the bill with a substitute, rereferring the bill to another committee, passing the bill by indefinitely, leaving the bill in committee, or taking no action. In an even-numbered year the committee can continue the legislation to the next year.

#### ***First Constitutional Reading***

The Senate bill or resolution is read by its title the first time or the first constitutional reading may be dispensed by a recorded vote of the Senate.

### ***Second Constitutional Reading***

The Senate bill or resolution is now in its amendable state on the Senate floor. First, any amendments or substitute proposed by the committee are considered. Next, any floor amendments or substitutes are considered. After the consideration of any amendments, the bill is ordered to be engrossed.

### ***Engrossed***

This motion instructs the Clerk to prepare the bill for passage and possible communication to the House of Delegates. If the Senate has adopted amendments, they are to be incorporated into the bill as introduced. If there are no amendments, the bill as introduced will serve as the engrossed bill. If the Senate adopted a substitute, the substitute bill will serve as the engrossed legislation.

### ***Third Constitutional Reading***

After a Senate bill is engrossed, it is read a third time or the third constitutional reading may be dispensed with by a recorded vote of the Senate. Debate on the bill occurs at this time. A recorded vote is taken on the engrossed bill for final passage. Engrossed bills are communicated to the House for consideration.

### ***House Action***

If the Senate bill is amended by the House, the House amendment must be voted on by the Senate. If the House amendments or substitutes are agreed to by the Senate, the bill is ordered to be enrolled.

If the Senate does not agree to the House amendment or substitute, this action is then communicated to the House. The House may insist on its amendments and request a Committee of Conference or may recede from its amendments. (The Senate may do the same on a House bill.)

### ***Conference Committee***

The Senate Conferees shall be appointed by the Chair of the committee to which the bill was first referred (Rule 39 (a)). If the legislation originated in the Senate, the patron must be appointed as a conferee. The Speaker appoints the House conferees. The conference committee report must be agreed to by a majority of conferees of each house and then by both houses of the General Assembly.

### **SENATE ACTION ON HOUSE BILLS AND RESOLUTIONS**

The legislative procedure for considering House legislation is as follows:

1. An engrossed bill is communicated to the Senate.
2. First Constitutional reading is usually dispensed by waiving the reading of the House of Delegates communication at the beginning of the day.
3. The bill is referred to a committee by the Clerk of the Senate, according to guidelines set by the Rules of the Senate.
4. The committee acts on the bill.

5. If reported from committee, the bill is read a second time or the second reading may be dispensed by a recorded vote of the Senate.
6. The bill is read a third time or the reading is dispensed with and any amendments are considered. (*Usually the Chair of the Committee from which the House bill is reported makes the motions on the bill.*)
7. Any amendments agreed to are engrossed.
8. The bill is passed or defeated.
9. If a House bill passes the Senate with any amendments, the House votes to accept or reject the Senate amendments. If the House accepts the Senate amendments, the bill is enrolled.

If the House rejects the Senate amendments, the Senate may insist on its amendments and request a committee of conference or may recede from its amendments. The House may accede to a committee of conference. House bills in conference then follow the same procedure as that of Senate bills.

### ***Enrolled Bills***

After a bill has passed both houses, it is enrolled by the Enrolling Staff of the House of Delegates. The enrolled bill is signed by the presiding officers of both houses and presented to the Governor for consideration.

### **GOVERNOR'S CONSIDERATION**

#### ***Regular Session***

During the regular session, the Governor may return a bill to the General Assembly with a recommendation in the form of amendments or a substitute. Upon receipt by the Clerk of the Senate, these items are included in the Senate Calendar and considered by the Senate in accordance with the Constitution of Virginia, Article V, Section 6. The majority of the Governor's recommendations and vetoes are considered during the reconvened session pursuant to the Constitution of Virginia, Article IV, Section 6.

The Governor may sign, amend, or veto the bill. If the bill is signed by the Governor, it becomes a chapter and is enacted into law on July 1 following the session unless it contains an emergency clause or specifies otherwise. If it contains an emergency clause, it becomes effective as soon as it is signed. If the Governor does not act on a bill, it becomes law without a signature.

#### ***Reconvened Session—Governor's Amendments Agreed To***

If the Governor recommends amendments to the bill, this action is communicated to the house of origin. Each house may separate or divide the Governor's amendments and vote on them separately. Amendments agreed to by both houses are included in the reenrolled bill. The bill is chapterized and enacted into law.

### ***Reconvened Session—Governor’s Amendments Rejected***

If all of the amendments are rejected, then the General Assembly has the option of passing the enrolled bill. If this motion passes each house by a two-thirds vote, the bill becomes law, notwithstanding the objections of the Governor. If the motion does not receive the necessary two-thirds vote, the enrolled bill is returned to the Governor for further consideration. The Governor then has thirty days after the adjournment of the reconvened session to either sign or veto the bill. If the Governor vetoes the bill, the veto shall stand and the bill does not become law. If the Governor does not act on the bill, the bill becomes law without his signature.

### ***Reconvened Session—Governor’s Amendments Are Not Specific and Severable***

If the Governor returns the bill with amendments and either house determines the amendments are not specific and severable, the house making the determination sends the bill to committee and the process commences again. The committee may report the bill with amendments or a substitute. The body would consider the legislation as reported from the committee and, if it passes the legislation, sends it to the other house for consideration. If each house passes the legislation, the bill is sent to the Governor, otherwise the legislation dies. The Governor then has thirty days after the adjournment of the reconvened session to either sign or veto the bill. If the Governor vetoes the bill, the veto shall stand and the bill does not become law. If the Governor does not act on the bill, the bill becomes law without his signature.

### ***Reconvened Session—Governor’s Veto***

When a bill is vetoed by the Governor, the action is communicated to the house of origin. It takes a vote of two-thirds of the Senate members present, but not less than a majority of the members elected, to override a gubernatorial veto. The same vote is required in the House of Delegates.



## Senate Committees

Committee Staff  
Standing Committees  
Subcommittees  
Docket

### ***Committee Staff • (804) 698-7450 • General Assembly Building, 3rd Floor***

The Clerk of the Senate appoints such committee clerks as may be necessary after consultation with, and the approval of, the Chair of the Committee on Rules and the Chairs of the Committees. The Clerk of the Senate shall also appoint such additional committee staff as may be necessary. The clerk is responsible for the “pre-meeting” preparation which includes distributing committee dockets (dockets are set by the committee Chair) and notifying patrons of the meetings. During the meeting, the committee clerk records committee votes and reports this information to the Clerk of the Senate. Legislative Services assigns each committee a legal counsel. This person is responsible for drafting amendments and substitutes as requested by the members, is available to explain pending legislation, and performs legal research.

### ***Standing Committees***

All meetings are held in public unless the committee goes into executive session. Senate committee votes that are required to be recorded are available to the public and can be obtained on the Legislative Information System (LIS – [lis.virginia.gov](http://lis.virginia.gov)). All regularly scheduled meetings are held in the General Assembly Building and the Capitol unless otherwise posted. Assigned committee rooms are noted on charts available at the Information Desks.

### ***Subcommittees***

The Chair of any Committee may appoint subcommittees to consider a particular bill or resolution or to consider matters relative to a portion of the work of the committee. Such subcommittees shall not take final votes and shall only make recommendations to the committee. Subcommittee meetings are open to the public. The date and place of a subcommittee meeting is listed in the Senate Calendar. This information is also available at the Information Desks and on the General Assembly and Legislative Information System’s websites ([viriniageneralassembly.gov](http://viriniageneralassembly.gov) and [lis.virginia.gov](http://lis.virginia.gov))

### ***Docket***

A docket is a list of bills that will come before a committee for a particular meeting. The docket is set by the Chair. The committee clerk will compile the docket and place it online about 24 hours prior to the meeting. Copies of dockets may be obtained from the General Assembly website ([viriniageneralassembly.gov](http://viriniageneralassembly.gov))

## Senate Committees and Schedules

The current committee schedule listed below is subject to change. Any changes to this schedule or any additional meetings of a committee must be approved by the Senate Committee on Rules.

COMMITTEE	DAY	TIME	LOCATION
Agriculture, Conservation and Natural Resources	Tuesday	30 minutes after adjournment	Senate Room A, Room 305, GAB
Commerce and Labor	Monday	15 minutes after adjournment	Senate Room A, Room 305, GAB
Judiciary	Monday	8:00 a.m.	Senate Room A, Room 305, GAB
	Wednesday	30 minutes after adjournment	
Education and Health	Thursday	8:00 a.m.	Senate Room A, Room 305, GAB
Finance and Appropriations  (at Call of the Chair)	Tuesday	9:00 a.m.	Senate Room A, Room 305, GAB
	Wednesday	9:00 a.m.	
	Thursday	4:30 p.m.	
General Laws and Technology	Wednesday	30 minutes after adjournment	Senate Room B, Room 306, GAB
Local Government	Monday	9:00 a.m.	Senate Room B, Room 306, GAB
Privileges and Elections	Tuesday	15 minutes after adjournment	Senate Room B, Room 306, GAB
Rehabilitation and Social Services	Friday	8:30 a.m.	Senate Room A, Room 305, GAB
Rules	at Call of the Chair		Senate Room C, Room 311, GAB
Transportation	Thursday	15 minutes after adjournment	Senate Room B, Room 306, GAB





## Workplace Policies and Guidelines

Workplace Harrassment  
General Office Procedures  
General Rules

### WORKPLACE HARRASSMENT

#### ***Policy***

The Senate of Virginia is committed to providing a work environment free from intimidation or coercion in any form. Workplace harassment, including sexual harassment, is a form of intimidation and coercion. Further, workplace harassment is an unlawful employment behavior that could subject the Senate of Virginia, the Commonwealth, and/or the individuals who conduct or condone such behavior to liability. The Senate of Virginia intends to avoid such liability by prohibiting any form of workplace harassment, bullying, cyber-bullying, and workplace violence and by requiring that all employees and members refrain from conduct that could give rise to such allegations.

Expectations for appropriate behaviors may extend to other third parties in the workplace. The Senate of Virginia will not tolerate any form of retaliation directed against someone who, in good faith, reports prohibited behavior or participates in any investigation concerning such behavior.

#### ***Definitions***

Workplace harassment generally means offensive and/or unwelcome conduct related to sex, race, color, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or religion. Such conduct may occur through offensive comments communicated orally, graphically, or in writing, including email or other messaging systems. Not every incident of inappropriate conduct constitutes unlawful workplace harassment, but being mindful of the visibility and public trust embodied in our work, the Senate of Virginia requires its employees and members to avoid all such conduct, whether or not it rises to the level of being unlawful.

For purposes of this Policy, sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work

performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include, but is not limited to, display of graphic images, oral or written statements of a sexual nature, request(s) for sexual activity, and deliberately touching or brushing against another employee, particularly in a suggestive or sexual way.

Violations occurring outside the workplace may still be subject to the provisions of this policy, if the conduct committed has sufficient connection to the workplace or the Senate's operations, services, or reputation.

### ***Training***

Pursuant to Chapter 13.1 of Title 30 of the Code of Virginia, employees and elected officials of the Senate are required to complete Civility in the Workplace training, which includes sexual harassment training, provided by the Senate Clerk's Office within the first 90 days of employment, and again at least every two calendar years thereafter.

### ***Management Responsibilities***

Managers who participate in or tolerate workplace harassment or who knowingly fail to take appropriate corrective action regarding allegations of such behavior are themselves in violation of this Policy. Depending on the circumstances, managers and team managers who fail to take the affirmative steps described herein regarding allegations of workplace harassment may be subject to disciplinary actions as outlined in the Disciplinary Action section of this Policy.

### ***Reporting/Investigating Procedures***

*Claimant:* To initiate corrective action, the claimant (victim of workplace harassment) should report the conduct and the offending party promptly and relate all pertinent information (behavior, names, dates, places, witnesses) to his/her immediate supervisor, the next higher level of management if the accused is the claimant's immediate supervisor, or any other management personnel.

*Management:* Any manager in the Senate of Virginia, upon being informed of potential workplace harassment by the claimant, must report the incident immediately and relate all pertinent information (behavior, names, dates, places, witnesses) to the Clerk of the Senate. The Clerk or a designee and reporting manager will investigate all such reports. All parties involved (claimant, accused, and witnesses) will be given every opportunity to relate their facts, perceptions, and observations.

The claimant will be carefully interviewed, and a statement signed by the claimant will be requested. Witnesses identified by the claimant will be interviewed, and statements signed by the witnesses will be requested. Such action shall be undertaken promptly and with due regard for preserving the confi-

dentiality of all persons to the extent feasible.

When the Clerk is informed of the alleged harassment, the Clerk will notify the accused of the allegation and the Chairman of the Rules Committee. After the Clerk has received statements from the claimant and witnesses, the accused will be informed of the details of the allegations, interviewed and requested to submit a signed statement responding to the allegations. If the accused identifies witnesses, these witnesses will be interviewed, and signed statements will be requested.

If the accused is a Member of the Senate, the Clerk shall notify the Chairman of the Senate Rules Committee. If the accused is an appointee or employee of state government, the Clerk shall notify such person's supervisor or agency head. Such notice shall be confidential, to the extent feasible.

If, upon completion of the Clerk's investigation, the Clerk determines the actions of the accused fall within the definition of workplace harassment, the Clerk will place such determination in writing. If the accused is an employee of another agency or an appointee, the Clerk will provide a copy of the Clerk's determination in writing and all signed statements to the accused's agency head or supervisor. Retaliation against an employee who files a complaint, in good faith, or participates in any investigation is strictly prohibited either during the investigation or after a decision is rendered.

A written record of the incident, resultant investigation and the determination will be kept and maintained by the Senate Clerk's Office in a specifically designated file. However, facts documenting any disciplinary action will also be placed in the personnel file of the individual upon whom disciplinary action is taken.

### ***Disciplinary Action***

If the investigation reveals that workplace harassment has taken place, disciplinary action may include, but is not limited to, any of the following, alone or in conjunction:

- verbal counseling with documentation placed in the employee's personnel file,
- written warning of the infraction placed in the employee's personnel file,
- demotion,
- transfer of assignment,
- if an employee, dismissal from Senate employment,
- if a member, subject to discipline as provided in the Rules of the Senate including but not limited to public reprimand, censure or expulsion.

In some cases, suspension of the accused, with or without pay, pending the completion and outcome of the investigation may be an option.

If an employee of a State agency other than the Senate Clerk's Office or a non-legislative entity

committed the harassment, the agency director or director of the accused will determine the specific disciplinary actions. If an employee of the Senate Clerks Office committed the harassment, the Clerk will determine the disciplinary action.

### ***Further Avenues of Redress***

Workplace harassment is an important work-related problem, and it is incumbent upon management at all levels to ensure that such actions are not tolerated. Should the employee not be satisfied with management's decision, avenues of redress are available through the U.S. Equal Employment Opportunity Commission and/or the Virginia Human Rights Council.

## **GENERAL OFFICE PROCEDURES**

### ***Adjournment, time of***

The time of the adjournment of the Senate can be found at the end of the Senate minutes on the General Assembly website ([lis.virginia.gov](http://lis.virginia.gov)) Click on Senate, Minutes and the date, or on X (@vasenate).

### ***Administrative Assistants***

Administrative assistants are hired by the Clerk of the Senate. The assignments, hours of employment, and duties are determined by the Clerk of the Senate. Any time off must be cleared by the Deputy Clerk. Administrative assistants provide support for members and with legislative assistants and interns.

### ***Attire***

Professional business attire that is appropriate for the Senate must be worn at all times. It is the policy of the Senate of Virginia that all employees should be neatly and appropriately dressed at all times while engaged in the work of the Senate.

#### **BUSINESS DRESS CODE POLICY**

- Employees will dress in a manner that encourages respect for the Senate and the dignity of the individual. For example, blue jeans of any color, tank tops, t-shirts, flip flops, leggings, see-through fabrics, and tennis shoes are not appropriate attire. Skirts and dresses should be conservative in length.
- Employees must be neatly attired, well-groomed, and present a professional appearance. Fashion and styles should be conservative.
- Personal cleanliness and grooming are required.
- Please refrain from using strong perfume and cologne as it aggravates allergies in many people.
- The Senate Clerk shall be responsible for interpretation of these policies. Team managers have the responsibility to enforce these guidelines up to and including requesting an employee to return home for proper attire.

### ***Certificates***

The Senate may express its commendation or condolence throughout the year in the form of a printed certificate. A request for a certificate may be filed at any time during the calendar year with the Senate Clerk's Office. The Certificate Request Form can be accessed through "Certificate Request" in the "Forms" section on the Senate Portal, or a hard copy can be obtained from the Senate Clerk's Office.

### ***Chamber Desks***

All requests for placing items on the Senate Chamber desks must be made in writing to the Senate Clerk's Office 24 hours in advance and approved by the Chair of the Senate Committee on Rules. Items must be sponsored by a member of the Senate and contain the name of the sponsor. There must be at least 42 items. Food products must be packaged. The Senate staff will distribute items approved for the desks. Floral and balloon arrangements will not be allowed in the Chamber. These items may be delivered to the Senators' offices in the General Assembly Building.

### ***Calendars***

The Calendar is the daily printed agenda of business for each house. They are printed off-site and are scheduled to be delivered to the Capitol by 7:30 a.m. Senate staff will deliver two Senate Calendars and one House Calendar to Senators' offices by 8:00 a.m. Daily Calendars are uploaded on the previous evening and may be accessed from the Senate Portal under "Current Session" section and "Daily Floor Calendars."

### ***Committee Clerks***

Committee clerks are responsible for keeping the records of the Senate standing committees and subcommittees during the session. The Senate committee clerks are located in the General Assembly Building, 3rd Floor. If you need to know if your Senator's bill or resolution is on a committee's docket, you should check the Legislation Information System (LIS) or contact the committee clerk for that committee by calling (804) 698-7450.

Committee roll call votes on reported bills and resolutions in Senate committees should be obtained from the LIS Bill Status System ([lis.virginia.gov](http://lis.virginia.gov)).

House committee clerks have offices on the 2nd floor of the General Assembly Building (804) 698-1540.

## **General Guidelines**

- Furniture is not to be removed from a member's office without the approval of the Clerk of the Senate.
- Furniture is not to be rearranged or moved in or out of a meeting room or its annexes without the approval of the Clerk of the Senate.
- Signs, artwork, or any type of political/partisan paraphernalia are NOT displayed in the hallways outside of a Senator's office, unless approved by the Senate Clerk.
- Committees and subcommittees take priority over other meetings. Reservations for a group may be cancelled if a room is required for a committee/subcommittee meeting.
- Food or beverage service in Senate meeting rooms in the Capitol must be approved by the Clerk. Upon approval, catering must be provided by Meriwether Godsey **(804) 698-7692**.
- During the interim, contact the Senate Clerk's Office (804 698-7400) to reserve all Capitol Rooms, the Senate Committee Rooms and Subcommittee Rooms as well as the Briefing Room.
- During session, contact the Senate Clerk's Office to reserve Capitol Rooms, Senate Committee Rooms and the Briefing Room (for press conferences).
- Groups, lobbyists, and other persons may not use a Senate committee or conference room without prior approval by the Clerk of the Senate.

## **Copy Centers**

Copiers are available for Senators' and staff use only. The copiers are located in the General Assembly Building Copy Centers on the 5th and 6th floor. For large copy jobs, please contact Support Services at (804) 698-7460. There is a 15-cent per copy fee for persons not employed by the Senate (lobbyists, constituents, etc.). Payment must be made upon receipt of copies. Checks are made payable to the Treasurer of Virginia. Credit cards are also accepted.

If you see **anyone** who is not a Senate employee operating these copiers, please report it to Support Services **(804) 698-7460**.

## **Emergencies**

**The Capitol Police must be notified FIRST** in an emergency situation in order to provide proper access to the area. The Capitol Police will contact the appropriate agency to handle the emergency.

**! In the event of an emergency (medical, fire, etc.), implement the following steps (in order):**

**1. CALL CAPITOL POLICE  
Dispatch: (804) 786-4357**

**General Assembly Building:  
(804) 698-1900**

**Capitol: (804) 698-1902**

**2. CALL SENATE CLERK'S  
OFFICE: (804) 698-7400.**

Notify the **Senate Clerk's Office SECOND: (804) 698-7400.**

In the event of an evacuation, an intercom announcement, fire alarm, or the floor wardens will notify you. Everyone must leave the buildings! You will receive instructions from the building wardens at these locations:

- **General Assembly Building** - Use the stairs to exit the building. Proceed to the front of the Capitol Portico (not on the Portico).
- **Capitol** -The north and east exits are available for use in an emergency. Proceed to Women's Monument after exiting the building.

### **VSCAN (Virginia State Capitol Alert Network)**

When an incident or emergency occurs, authorized senders can notify you using VSCAN. This is your personal connection to updates, instructions on where to go, what to do, or what not to do, who to contact and other information. You can be notified via multiple contact methods such as email accounts (home, work, etc), cell phone, pager, or hand held device (smart phone).

The following examples are just some of the types of alerts that you may receive via VSCAN that are impacting the Capitol District:

- Severe Weather
- Critical Incidents
- Fire (Structure)
- Hazmat Situations
- Evacuation or Shelter in Place Information
- Other Important Information

**To register, go to [dcp.virginia.gov](http://dcp.virginia.gov), Services, VSCAN alert sign up.** There is a mobile App available on the iPhone and Android platforms called Everbridge you can download this application as it offers many options such as sending photos, messages, and geographical details in addition it allows communication under adverse network conditions.

### ***Identification Badges***

Identification badges are required to be worn by all staff. Badges are required for entrance into all state buildings. Employees and interns should contact Senate Support Services at (804) 698-7460 to obtain a badge. Badges are not transferable to anyone.

### ***Information Desks***

- General Assembly Building, 1st Floor Lobby: (804) 698-7893
- Capitol First Floor, Room W147: (804) 698-7410

### ***Lobbyists***

Lobbyists, by statute, must register with the Virginia Conflict of Interest and Ethics Advisory Council whether or not they receive remuneration for their work.

Information relating to lobbyists can be obtained at  
<http://ethics.dls.virginia.gov/lobbyists.asp>.

### ***Maintenance***

Please call Support Services **(804) 698-7460**, if repairs are needed on Senate equipment (including fax machines and transcription equipment provided by the Senate Clerk's Office), lighting, or furnishings.

Computer and printer repairs and requests for toner cartridges for printers should be directed to Senate Technology by calling **(804) 698-7470**.

Unauthorized requests for service will not be accepted by the Department of General Services. Requests for service and repairs for any equipment or maintenance must be made through Support Services **(804) 698-7460**. This includes hanging pictures. Please do not use tape for hanging posters, etc.

### ***Office Equipment***

The Senate Clerk's Office will provide each Senator's office with the following:

- Up to \$2,000 reimbursement account for legislative IT equipment (per year)
- One desk computer system with printer – Administrative Assistant's workstation

Each legislative assistant's office may have a maximum of two computers and two printers. Computer and printer equipment should be brought to the office the week before session begins to allow appropriate time for installation by Information Systems staff.

Due to the electrical demands in the General Assembly Building during Session, the following electrical equipment must be approved by the Senate Clerk's Office before it may be used in an office: copiers, coffeemakers, fans, lamps, and refrigerators. For assistance, please call (804) 698-7460.

### ***Overtime***

Session staff may not work beyond their scheduled hours.



### ***Post Office***

The Senate Post Office is located on the 5th floor of the General Assembly Building. The Post Office will be open Monday through Friday, 8:00 a.m. to 5:00 p.m.

Pursuant to Senate Rules, postage costs are the responsibility of each member and will be billed accordingly. Postage will be tracked weekly. Members will be invoiced for the full amount of postage used at the end of session.

Mail will be picked up and delivered no less than twice daily to the Senate offices. Mail may be brought to the Post Office. The Post Office will seal and put the proper postage on the outgoing mail. In order to save postage, mail that is to be sent to State agencies within the Richmond area should be enclosed in a brown interoffice envelope. If you are not sure if an agency is in the Richmond area, please check your Commonwealth of Virginia (website) (<https://www.virginia.gov/>). To send mail to other Senators or Delegates housed in the General Assembly Building, place a red dot on the upper right-hand corner of the envelope.

If you have any questions regarding the mail service for the Senate, please contact the Senate Post Office by calling (804) 698-7466.

### ***Recycling***

The Senate encourages recycling. In your recycling containers, you may place the following: color paper, white paper, newspaper, magazines, and envelopes. Aluminum cans and plastic bottles may be placed in the appropriate recycling bin located in the General Assembly Building elevator lobby on the 5th and 6th floors near the freight elevator. If you have any questions regarding recycling, please call Support Services at (804) 698-7460.

### ***Rental Equipment***

Please advise Senate Support Services of any equipment rented from vendors (refrigerators, typewriters, etc.) and submitted to the Support Services Office (804) 698-7460. Please be sure to include the names of the rental agent and the delivery and pick-up dates.

### ***Roll Call Votes***

Senate floor votes on legislation may be obtained by accessing the Senate Electronic Calendar. If you do not have access, contact Legislative Information and Constituent Services by calling (804) 698-7410 (Capitol, 1st Floor, Room W147). Roll call votes are available after session on LIS.

### ***Senate Seal***

**Pursuant to § 30-15.1:1 of the Code of Virginia**, use of the Senate Seal is prohibited except by

current and former members of the Senate. Please refer all inquiries to the Clerk of the Senate by calling (804) 698-7400.

### ***Printed Stationery***

Printed stationery should be ordered when a Senator’s inventory contains one box. There is a two week turn-around time for printing stationery. Please notify Support Services **(804) 698-7460** of large mailings as soon as possible.

Each member is limited to 5,000 sheets per fiscal (July-June) year. All quantities over that amount will be invoiced to the member. Note cards and monarch stationery imprinted with the Senate seal are available for purchase.

Senate stationery can only be used by elected members of the Senate. Personal use of Senate stationery by the staff is not permitted. **Please remove all stationery from printers and place it in a secure location at the end of each work day.**

### ***Electronic Stationery***

Electronic stationery (Senate Seal and State Seal) are available to members for legislative use. The guidelines, as approved by the Chair of Senate Committee on Rules, are located on the Senate Portal.

### ***Supplies***

Standard office supplies issued by the Senate should remain in the member’s General Assembly Building Office until the following year. Each office is furnished with basic office supplies, i.e., tape dispenser, stapler, etc. If a member should require additional paper, etc., please submit a supply request via the Senate Portal as directed here. Supplies will be filled as soon as possible. If you haven’t received your order within one business day, please call Senate Support Services at (804) 698-7460.

#### **Order Office Supplies Online**

From the Portal page-

- Click “Forms and Manuals” under the title “Capitol and General Assembly”
- Click on “Supply Request”
- Fill out the online form
- Click on the submit button.
- Your request is sent to Support Services.

### ***Text Telephone Communications***

The Virginia General Assembly provides TTY (text telephone) for people who are deaf, hard of hearing, or speech-impaired who use the telephone to communicate, by allowing them to type messages back and forth to one another instead of talking and listening.

Constituents may contact the Virginia General Assembly via TTY at:

**(804) 698-7419-Local**

**(866) 267-1474-Long Distance**

In addition, Virginia Relay, a communications service that was established for people who are deaf, hard of hearing, deaf-blind, and/or people with speech disabilities and for hearing people as well is also available to the public. It enables standard telephone users to communicate with deaf, hard of hearing, deaf-blind, or speech-disabled people who use a TTY (text telephone).

Virginia Relay works by connecting calls between a person with a hearing or speech disability using a TTY and a person who can hear using a standard telephone. The person using a TTY types his or her conversation and the message is read to the other party by a Communications Assistant (CA). The CA then relays the exact words of the person who can hear by typing them back to the TTY user. The TTY user reads or hears the text of the conversation as the CA types it.

**A Communications Assistant may be reached by dialing 1 (800) 828-1140.**

Calls made through Virginia Relay are strictly confidential. It is illegal for a Communications Assistant (CA) to disclose the nature, content, or any information regarding conversations. Once the call ends, the conversation is automatically deleted.

There are no charges for calls made within the Commonwealth of Virginia. The state recovers intra-state costs through a 16-cent surcharge (per telephone line) that is applied to the telephone bills of all telephone customers.

# Senate Finance and Appropriations Committee Staff

General Assembly Building, 13th Floor  
(804) 698-7480  
<https://sfac.virginia.gov>

General Assembly Building, 13th Floor  
201 N. 9th Street  
Richmond, VA 23219

The Finance & Appropriations Committee is the only Senate standing committee authorized to have a full-time staff. The staff, appointed by the Chair of Finance & Appropriations, provides research and analysis of fiscal, budget, and taxation matters to the Senate Finance & Appropriations Committee and the other members of the Senate.



April Kees, Director  
Staff Direction, Legislation, Tax Policy, Debt/Bonds, Revenues, Capital Outlay  
[akees@sfac.virginia.gov](mailto:akees@sfac.virginia.gov)



Wendy Kang  
Legislative Fiscal Analyst  
Public Education, Higher Education  
[wkang@sfac.virginia.gov](mailto:wkang@sfac.virginia.gov)



Melissa Mayes  
Office Manager  
Office Operations, Legislation  
[mmayes@sfac.virginia.gov](mailto:mmayes@sfac.virginia.gov)



Anya Pfeiffer  
Associate Legislative Fiscal Analyst  
General Project Assignments, Legislation  
[apfeiffer@sfac.virginia.gov](mailto:apfeiffer@sfac.virginia.gov)



**Catherine Robertson (“Catie”)**  
Legislative Fiscal Analyst  
Public Safety, Veterans Affairs, Judicial, Compensation Board, Claims Subcommittee  
[crobertson@sfac.virginia.gov](mailto:crobertson@sfac.virginia.gov)



**Kendra Brown Shifflett**  
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Transportation, Natural Resources, Agriculture & Forestry, Labor, Economic Development  
[kshifflett@sfac.virginia.gov](mailto:kshifflett@sfac.virginia.gov)



**Mike Tweedy**  
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Health and Human Resources, General Government, Compensation, Retirement, Legislative Agencies  
[mtweedy@sfac.virginia.gov](mailto:mtweedy@sfac.virginia.gov)



**Tyler Williams**  
Legislative Fiscal Analyst  
Tax Policy and Legislation, Revenues, Other Education, Virginia Lottery, Capital Outlay  
[twilliams@sfac.virginia.gov](mailto:twilliams@sfac.virginia.gov)



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# Legislative Agencies

# Clerk of the House of Delegates

Capitol, 3rd Floor

(804) 698-1619

<https://viriniageneralassembly.gov>

P. O. Box 406

Richmond, VA 23218

The Clerk of the House of Delegates serves as the administrative officer of the House of Delegates. In addition, the Clerk of the House is designated by the Code of Virginia, Section 30-14, as the Keeper of the Rolls. In this capacity, the Clerk is charged with preparing all bills for the Governor's signature and preserving, printing and binding all acts of the General Assembly. The Clerk is also responsible for compiling the cumulative index, which contains the subject index of legislation.



The Honorable G. Paul Nardo  
Clerk of the House of Delegates  
[gpnardo@house.virginia.gov](mailto:gpnardo@house.virginia.gov)

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## Division of Legislative Services (DLS)

General Assembly Building, 4th Floor

(804) 698-1810

<https://dls.virginia.gov>

General Assembly Building, 4th Floor

201 North 9th Street

Richmond, VA 23219

This agency provides services to the General Assembly, including drafting of legislation, research support for committees of the General Assembly, legislative studies and legislative commissions and studies. Also see Code Sections 30-28.12 through 30-28.18.



Amigo Wade  
Director  
[awade@dls.virginia.gov](mailto:awade@dls.virginia.gov)

# Division of Legislative Automated Systems (DLAS)

Old City Hall, Suite 210

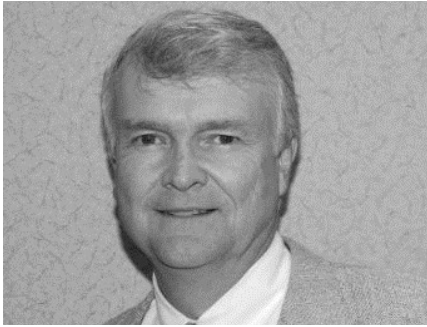
(804) 786-1895

<https://dlas.virginia.gov>

LIS website: <https://lis.virginia.gov>

1001 East Broad Street, Suite 210

Richmond, VA 23219



Dave Burhop

Director of Division of Legislative  
Automated Systems

[dburhop@dlas.virginia.gov](mailto:dburhop@dlas.virginia.gov)

The Division operates the automated data processing center, performs some computing and programming services for the House of Delegates, Senate, and the Division of Legislative Services. The Division is responsible for contracting for the bill and daily calendar printing. Also see Code Sections 30-34.11 through 30-34.15.

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## Auditor of Public Accounts (APA)

James Monroe Building, 8th Floor

101 North 14th Street

(804) 225-3350

<https://www.apa.virginia.gov>

P.O. Box 1295

Richmond, VA 23218-1295



Staci A. Henshaw, CPA

Auditor of Public Accounts

[staci.henshaw@apa.virginia.gov](mailto:staci.henshaw@apa.virginia.gov)

This office audits accounts of officers, institutions, and agencies handling state and certain public funds; reports on financial statements and deficiencies in accounting practices; devises systems of bookkeeping and accounting for county, city, and town officials and agencies. Also see Code Sections 30-130 through 30-142.



# Joint Legislative Audit and Review Commission (JLARC)

Truist Building, Suite 2101  
919 East Main Street  
804-786-1258  
<https://jlarc.virginia.gov>

919 East Main Street, Suite 2101  
Richmond, VA 23219



Hal E. Greer  
Director of JLARC  
[hgreer@jlarc.virginia.gov](mailto:hgreer@jlarc.virginia.gov)

The Commission is charged with conducting continuous legislative review and evaluation of effectiveness and efficiency of state programs. As a result of these reviews, it makes reports to the General Assembly on its findings and recommendations concerning economical, efficient agency operation, amelioration of agency services, and elimination of duplicated or ineffective functions of state agencies. The Commission may also undertake special legislative review projects by assignment or joint resolution. Also see Code Sections 30-56 through 30-63.

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## Joint Commission on Health Care

411 East Franklin Street, Suite 505  
(804) 786-5445  
<https://jchc.virginia.gov>

411 East Franklin Street, Suite 505  
Richmond, VA 23219



Jen Piver-Renna, PhD  
Acting Executive Director  
[jpiver-renna@jchc.virginia.gov](mailto:jpiver-renna@jchc.virginia.gov)

The Commission is charged with studying, reporting, and making recommendations on all areas of health care provision, regulation, insurance, liability, licensing, and delivery of services. Also see Code Sections 30-168 through 30-170.

# Division of Capitol Police (DCP)

Old City Hall

Capitol West Entrance Office: (804) 698-1902

General Assembly Building: (804) 698-1900

Main Dispatch: (804) 786-2568 / (804) 786-5035

804-786-4357 (Emergency only)

<https://dcp.virginia.gov>

P.O. Box 1138

Richmond, VA 23218

The Capitol Police exercise all police powers, duties and functions within Capitol Square and the General Assembly Building. The Capitol Police should be advised of all security and medical emergencies. The Capitol Police can also provide emergency medical treatment. Also see Code Section 30-34.2:1.

The Division of Capitol Police is a multi-faceted agency with varied responsibilities. The division is frequently called upon to provide police services to state agencies, state employees and elected officials.

The Division of Capitol Police is a legislative agency responsible for:

- General law enforcement for the Capitol Complex and properties assigned to the agency in Richmond, Va.
- Protective services for the governor and Virginia's first family while they are in residence at the Executive Mansion.
- Protective services and details for the lieutenant governor, attorney general, the justices of Virginia's Supreme Court and members of the Virginia General Assembly.
- Special-event assignments and security details throughout the Commonwealth.



Colonel John T. McKee  
Chief

[jmckee@dcp.virginia.gov](mailto:jmckee@dcp.virginia.gov)



# Legislative Commissions

# Virginia State Crime Commission

Patrick Henry Building, B036

(804) 225-4534

<https://vscc.virginia.gov>

1111 E. Broad Street

Richmond, VA 23219

Kristin Howard

Executive Director

[khoward@vscc.virginia.gov](mailto:khoward@vscc.virginia.gov)

The Commission studies, reports and makes recommendations in all areas of public safety and protection; ascertains causes of crime; and recommends ways to reduce and prevent crime. Also see Code Sections 30-156 through 30-164.

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## Commission on the Virginia Alcohol Safety Action Program

1111 East Main Street, Suite 801

(804) 786-5895

<https://vasap.virginia.gov/>

1111 East Main Street, Suite 801

Richmond, VA 23219



Angela D. Coleman

Executive Director

[angela.coleman@vasap.virginia.gov](mailto:angela.coleman@vasap.virginia.gov)

The Commission establishes and assures the maintenance of minimum standards and criteria for program operations; oversees performance, accounting, auditing, public information, and administrative procedures for the various local alcohol safety action programs, driver alcohol rehabilitation programs, and other alcohol rehabilitation programs; is responsible for overseeing the administration of the state-wide VASAP system and reports directly to the Secretary of Transportation. Also see Code Section 18.2-271.2.

# Commission on Youth

Pocahontas Building, 11th Floor

(804) 371-2481

<https://vcoy.virginia.gov>

821 East Broad Street, Suite 140

Richmond, VA 23219

The Commission studies and provides recommendations addressing the needs of and services to the Commonwealth's youth and their families; encourages the development of uniform policies and services to youth; and provides a forum for continuing review and study of such services. Also see Code Sections 30-174 through 30-177.



Amy M. Atkinson  
Executive Director  
[aatkinson@vcoy.virginia.gov](mailto:aatkinson@vcoy.virginia.gov)

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## Virginia Code Commission

General Assembly Building, 4th Floor

(804) 698-1810

<https://codecommission.dls.virginia.gov>

201 North 9th Street

Richmond, VA 23219

Holly Trice

Registrar of Regulations

[htrice@dls.virginia.gov](mailto:htrice@dls.virginia.gov)

The Commission was founded in 1946 to recodify and publish the Code of Virginia. The Commission now codifies acts of the General Assembly and revises portions of the Code of Virginia as needed. Also see Code Section 30-145 through 30-155.

# Behavioral Health Commission

411 E. Franklin St., Suite 505

(804) 967-3977

<https://bhc.virginia.gov>

411 E. Franklin St., Suite 505

Richmond, Virginia 23219

The Behavioral Health Commission (BHC) was established in 2021 as a new standing commission of the Virginia General Assembly to study and make recommendations for the improvement of behavioral health services and the behavioral health service system in the Commonwealth. The Commission is composed of 12 state legislators charged with encouraging the adoption of policies that will provide Virginians with access to a full continuum of high-quality and efficient behavioral health services. The BHC also provides ongoing oversight of behavioral health services and the behavioral health service system in the Commonwealth by monitoring and evaluating established programs, services, delivery and payment structures, and the implementation of new services and initiatives in the state. The Commission is charged with developing recommendations for improving such programs, services, structures, and implementation.



Nathalie Molliet-Ribet  
Executive Director  
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# Glossary

**ACTS OF ASSEMBLY:** Those bills passed by the General Assembly and signed by the Governor. An act is given a number which represents the numerical sequence in which the bill was signed. This number refers to the “chapter” of the Acts of Assembly, i.e., Senate Bill 79 became Chapter 23 of the Acts of Assembly, being the twenty-third bill signed into law by the Governor in 1982. All Acts are bound, after the session, into volumes referred to as the Acts of Assembly. Joint resolutions amending the Constitution of Virginia are also assigned a Chapter number and placed in the Acts of Assembly. The Acts of Assembly may be found in the Clerk’s Offices (i.e., the offices of the Clerk of the Senate and of the Clerk of the House of Delegates), State Library, and made available to Public Libraries.

**ADJOURNMENT SINE DIE:** The final adjournment of a legislative session.

## **AMENDMENT:**

A change made to a bill in committee or on the floor of the chamber to alter the contents of the bill as introduced. Amendments may be made in one of two ways:

1. **LINE-BY-LINE AMENDMENTS:** Cites bill line numbers and specific changes to be made on particular lines. These are not usually printed for general distribution but can be found on the computerized bill status system. The General Assembly’s computerized bill status system is known as the Legislative Information System and is maintained by the Division of Legislative Automated Systems.
2. **AMENDMENT IN THE NATURE OF A SUBSTITUTE:** A completely redrafted bill incorporating the changes made in the bill. This method is commonly used when the changes are lengthy. (Also referred to as a Substitute).

**APPORTIONMENT:** Determination by law of the number of representatives which a state, county, or city may send to a legislative body. In Virginia, reapportionment occurs every ten years in the year following the taking of the U.S. Census.

**APPROPRIATION:** The act of appropriating a sum of money to be expended for a public purpose and in a manner determined by law.

**BICAMERAL:** Having two houses in a legislature.

**BIENNIUM:** A two-year period for which appropriations are made in most state legislatures.

**BILL:** A proposal to amend, repeal, or add sections of the Code of Virginia or *Acts of Assembly*.

**BY REQUEST:** Legislation can only be introduced by a member of the General Assembly. A bill or resolution introduced by request indicates that a constituent requested a member to introduce it and the member has no specific interest in the bill.

**CALENDAR:** Daily printed agenda of business for each house.

**CHAPTER:** A bill passed by the General Assembly, signed by the Governor, and which has been assigned a Chapter number for placement into the Acts of Assembly.

**CHARTER BILL:** A proposal relating to the powers of cities, towns, and a few select counties specifically granted by the General Assembly. Charters and changes to them are not codified and can only be found in the Acts of Assembly.

**CLERK:** Chief administrative officer elected by the body, providing operations, and administrative support to the Senate or the House of Delegates. The Clerk of the House serves as Keeper of the Rolls of the Commonwealth and prepares the Acts of Assembly.

**CODE OF VIRGINIA:** A compilation of the Laws of the Commonwealth. The Code is arranged alphabetically by subject. Each subject heading is referred to as a title (i.e., Administration of Government generally is Title 2.2).

**COMMITTEE:** A group of legislators from the Senate or House of Delegates organized for the purpose of deciding upon the appropriate disposition of a bill or resolution.

**COMMITTEE OF CONFERENCE:** A group of legislators, usually six, although the number may be increased, taken equally from the Senate and House of Delegates, which meets to resolve the differences between the versions of a specific bill as passed by their respective bodies.

**COMMITTEE ACTION:** Alternative dispositions are available to a committee when it acts upon a measure.

**CONTINUED (CARRY OVER):** Action which removes the measure from consideration during an even-year session and provides for its reconsideration at the next regular session of the Assembly. No bills may be carried over in odd-numbered years.

**DOCKET:** A list prepared by the committee clerk of all bills pending before a standing committee or subcommittee for that day's meeting.

**EFFECTIVE DATE:** The date upon which an Act becomes law. All bills signed by the Governor become law on July 1, unless there is an emergency clause in the bill or the bill contains an effective date later than July 1.

**EMERGENCY CLAUSE:** Specifies a date other than July 1 for legislation to be effective. The effective date of legislation with an emergency clause is the date when signed by the Governor.

**ENGROSSED BILL:** A reprinted bill which has passed the second reading in its body of origin

and which includes amendments adopted by that body. All bills on third reading are technically engrossed; however, only those with amendments are reprinted.

**ENROLLED BILL:** The final printed version of a bill as passed by both the Senate and the House of Delegates, signed by the Speaker of the House and the President of the Senate (the Lieutenant Governor) and transmitted to the Governor for his consideration.

**INTERIM:** The period between legislative sessions.

**INTRODUCTION:** The offering of a bill or resolution by a member or members in their respective houses, accomplished by handing the proposed legislation to the Clerk of the respective house, who numbers it in the order in which it is received.

**ITEM VETO:** The power which the Governor possesses to veto items in the appropriation bill without affecting any other provisions of such bill.

**JOINT COMMITTEE:** A committee composed of members of both the Senate and the House of Delegates to consider similar legislation which has been introduced in both houses.

**JOINT RESOLUTION:** One which is initiated in either house but which must have the concurrence of the other house. Such a resolution is captioned as Senate Joint Resolution or House Joint Resolution, depending upon the house of origin.

**JOURNAL:** The official record of a legislative house, kept by the Clerk and published as directed by that house. The Journal contains minutes of the introduction and reference of bills, reports of committees, motions, votes, and other actions, but does not report debates. This publication is printed and made available to public libraries.



**NO ACTION:** The committee takes no formal action on a measure.

**OPEN SESSION:** A committee meeting open to public attendance. Under the Freedom of Information Act, executive sessions may be used only for special reasons as set forth in the Act, i.e., to discuss personnel matters.

**PASSED BY INDEFINITELY (PBI):** An unfavorable committee action to kill a measure, known as PBI. However, a bill may be passed by indefinitely at one committee meeting and reconsidered by the committee at the next meeting upon a motion made by a member who voted on the prevailing side to PBI the bill. If enough votes are changed, the bill may be reactivated and sent to the floor.

**PATRON:** A member of the General Assembly who signs his name to the jacket copy of the bill, thereby indicating his support. The chief patron is primarily responsible for the introduction and handling of the measure. The chief patron is the first name listed on the printed bill. A bill may have two Senate chief patrons at the time the bill is offered for introduction. The second chief patron signs their name after the first chief patron on the jacket cover of the bill. The other members who sign the bill are referred to as co-patrons. To become a co-patron after the bill is introduced, a Senator must complete a co-patron add form. The form must be submitted even on bills in to which the member's bill has been incorporated during the legislative process.

**PREFILING:** Procedure which permits any member of the General Assembly to file bills he/she intends to introduce before the day the session commences. Pursuant to the Code of Virginia, any Senator/Delegate or Senator/Delegate-elect of the next regular session may file bills and resolutions for even-numbered year regular sessions beginning the third Monday in November of the preceding year and for odd-numbered year regular sessions beginning the third Monday in July of the preceding year. Any bill or resolution

filed must be endorsed by the handwritten signature of at least one Senator/Delegate or Senator/Delegate-elect as a patron. A member who was not re-elected to the next regular session of the General Assembly may not prefile legislation.

**QUORUM:** The number of members who must be present in a deliberative body before business may be transacted. Twenty-one members constitute a quorum in the Senate. Fifty-one members constitute a quorum in the House of Delegates.

**READING:** Action by the Senate or House of Delegates upon a measure that has been reported by a standing committee: First Reading, Second Reading, and Third Reading. The Constitution of Virginia requires that a bill, prior to its passage, be read by its title or its title be printed in a daily calendar on three different calendar days in each house. This requirement, and other Constitutional requirements for the enactment into law of a bill, are all aimed in principle at the like objective of more deliberate consideration of legislation. The Rules of each house, expressing its particular preference, set out other specific requirements regarding the relation of these readings and other parliamentary procedures.

**REFERRED:** Action by which a standing committee receives legislation to consider.

**REREFERRED:** Action on a measure taken by a committee of the Senate or House which sends that measure to another committee for consideration.

**REPORTED:** Favorable committee action on a measure which sends it to the Senate or House floor for consideration.

**RESOLUTION:** A formal expression of a request, mandate, order, constitutional amendment, opinion, sense, feeling, or sentiment of one or both houses of the General Assembly. It may also direct that an interim legislative study be conducted by a special legislative study commission, a subcommittee or joint subcommittee of one or more

standing committees, or request such a study by a state agency. A resolution does not have the force of law and does not require the signature of the Governor. There is a statutory requirement for a joint resolution amending the Constitution of Virginia to be enrolled and signed by the presiding officer of each house, chapterized, and placed in the Acts of Assembly. The Rules of the Senate also make certain requirements for the readings of the title of a resolution.

**RULES:** Rules of procedure for conducting business adopted by each house of the General Assembly, this rule-making power being provided by the Constitution of Virginia. The Rules of the Senate are adopted at the commencement of the first regular session of the General Assembly after the election of the Senate and are in force for the succeeding four years unless amended or suspended as provided by the Rules. The Rules of the House are adopted at the commencement of the first regular session of the General Assembly after the election of the House and are in force for the succeeding two years unless amended or suspended as provided by the Rules.

**SENATE RESOLUTION OR HOUSE RESOLUTION:** A resolution which does not go beyond the bounds of its respective house and which deals with its internal affairs or interests alone.

**STANDING COMMITTEE:** One of ten permanent committees in the Senate or one of 14 permanent committees in the House of Delegates. The Committee on Rules of the Senate is a permanent committee, as established by the Rules of the Senate, but it is not considered a standing committee. Standing committees are charged with considering all legislation within certain subjects. In addition to considering legislation, the Committee on Rules of the Senate is also charged with certain duties regarding the operations of the Senate.

**SPEAKER:** The presiding officer of the House of Delegates who conducts the business of the

House in accordance with the rules. The Speaker is elected by the House in even-numbered years for a term of two years. All acts and joint resolutions proposing amendments to the Constitution shall be signed by the Speaker as well as writs and warrants issued by order of the House and attested by the Clerk of the House.

**SUBCOMMITTEE:** A group of legislators who are members of a standing committee, selected by the committee Chair to consider certain categories of bills. Subcommittees make recommendations to the full committee.

**SUBSTITUTE:** See AMENDMENT.

**VETO:** The return of a bill to the legislative house in which it originated, unsigned and with objections in writing by the Governor whose signature is necessary to complete the enactment of a law. The number of votes required to override a gubernatorial veto is two-thirds of the members elected to each house.

**VOICE VOTE:** A vote taken by voice and not by roll call of members of a legislative house on a motion in which the presiding officer, judging from the volume of sound, announces the result.



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