

Virginia Regulatory Town Hall: Action Items, Tips, and Reminders

June 28, 2024

Action Items

- Please make sure that your list of agency's users on Town Hall is up-to-date. This list can be viewed by logging on <https://townhall.virginia.gov/L/statelogin.cfm>, looking for the Agency Functions drop down list at the top of the left menu bar, clicking the drop down list, and selecting "Manage users."
- Make sure the contact information for your agency, boards, chapters, actions, and meetings are correct. Note: The contact information displayed for a chapter, action, or stage may default to the contact information listed at a higher level on the site, e.g., for a board or agency, so you may want to look at these pages first and if it's incorrect there, make the necessary updates, and then often the contact information will show up accurately on the chapter, action and stage information pages.

Tips and Reminders

- Don't forget to take final action to conclude your guidance document public comment forums, otherwise you won't be able to update those guidance documents in the future.
- If you ever post a duplicate meeting by mistake, do not cancel the extra meeting (because then one meeting will show as "on" but the other appearing right next to it on the meetings calendar will show as cancelled and cause confusion) but send DPB an email so the duplicate meeting can be removed from Town Hall.
- When starting a promulgate/repeal action on Town Hall where an existing regulation is going to be repealed and a new chapter is going to promulgated, be sure to add the *new* chapter to the action **first** (before you add the regulation that is going to be repealed).
- When a state user has not logged into their Town Hall account in a year or more, their account is automatically deactivated. You can reactivate it by clicking this button at the bottom of their user account page:

FIX
Reactivate / Unlock / Reenable