

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

September 25, 2025

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, board(s), chapters, actions, and meetings is current, as well.** 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

- When starting a promulgate/repeal action on Town Hall where an existing regulation is going to be repealed and a new chapter is going to be promulgated, be sure to **add the new chapter to the action first** (before you add the regulation that is going to be repealed).
- 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, please 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). Instead, IMMEDIATELY send DPB an email so that the duplicate meeting can be removed from Town Hall and the public notification about the cancelled meeting can be deleted from the queue before it goes out at 5 pm that evening.