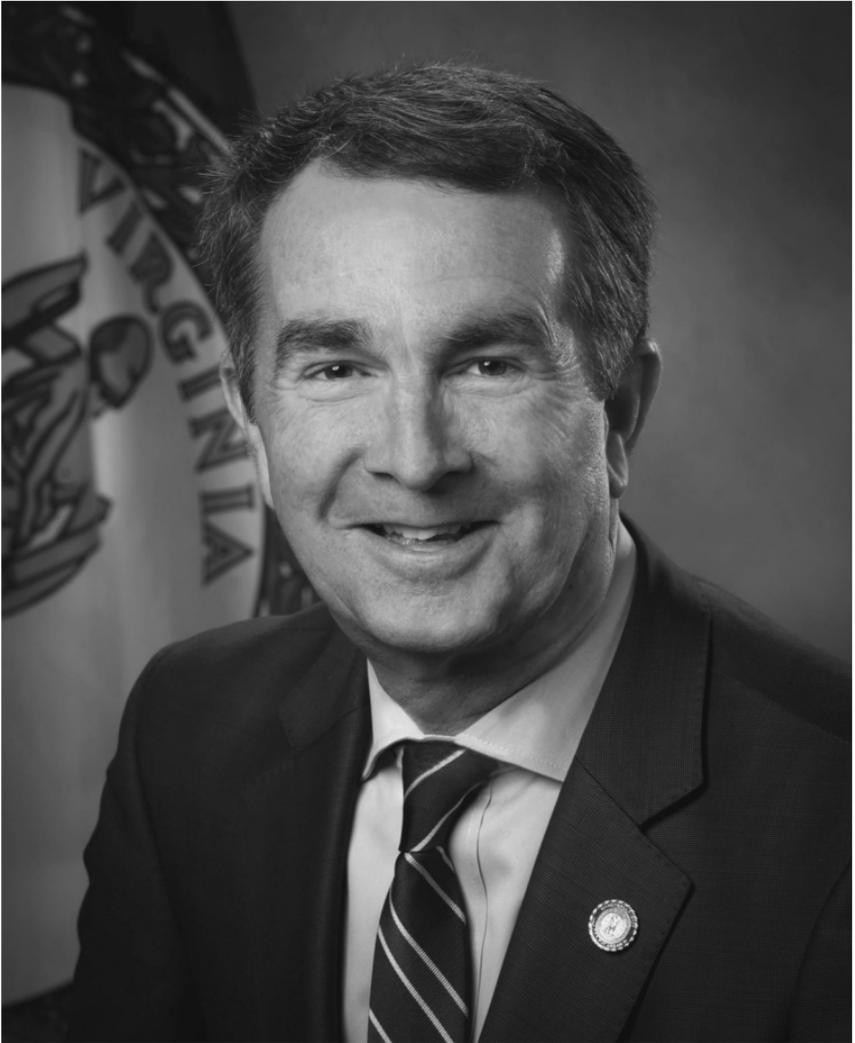


VIRGINIA GOVERNMENT IN BRIEF

2018-2022



VIRGINIA GOVERNMENT IN BRIEF



Governor

Ralph S. Northam

INTRODUCTION

The following publication provides a short and concise description of Virginia's state and local governments. Specifically, this publication is designed to:

- describe the organization and mission of the various branches of state and local governments;
- outline the duties and responsibilities of major state and local agencies; and
- introduce special purpose districts and authorities that transcend traditional state and/or local jurisdictional lines.



Lieutenant Governor
Justin E. Fairfax

This handbook is an informational document on Virginia's state and local governments. Since periodic changes take place in the institutional structure of state and local governments, the handbook is revised once every four years.

Included in this publication are brief sections describing the nature and function of Virginia's legislative and judicial processes. These sections help the reader to understand the interrelationship among the legislative, judicial, and executive branches of government.



Attorney General
Mark R. Herring

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STATE GOVERNMENT

Since its adoption in 1776, the Constitution of Virginia has undergone many changes due to the economic, technological, political, and legal developments in the Commonwealth. The Constitution has continued to serve as the political base upon which Virginia's state and local governments are built. The two major components of the Constitution are the provisions for the three separate and distinct branches of state government and the election process for all statewide elected officers, legislators, local governing body members, and local constitutional officers.

The Election System

The Constitution of Virginia states requirements for voter registration and methods of voting as well as qualifications for elective office; the Constitution also requires the appointment of county and city electoral boards, general registrars, and officers of election.

Voter Registration

To be eligible to vote, a person must be a native or naturalized citizen of the United States, a resident of the Commonwealth and of the precinct in which he/she offers to vote, and at least 18 years of age by the day of the next ensuing general election. The individual may apply online at the Department of Elections' website: www.elections.virginia.gov, in person at the general registrar's office of his/her county or city, by mail application, and simultaneously when applying for a driver's license at the Department of Motor Vehicles, or at other designated registration sites.

Voter registration is closed 22 days before every primary or general election to allow time for

the work necessary to prepare the registration lists for use in each precinct polling place on election day. Voter registration applications sent by mail must be postmarked no later than the last day of registration.

Department of Elections

www.elections.virginia.gov

The Commissioner of Elections is appointed by the Governor and serves as the Chief State Election Official of the Commonwealth. The Department of Elections supervises and coordinates the work of county and city electoral boards and registrars to ensure uniformity in registration and election proceedings in accordance with the law. The Department also maintains an automated central record-keeping system of all voters registered in the Commonwealth.

The State Board of Elections is the policy-making branch of election administration in the Commonwealth, and works in concert with the Department of Elections. The Board makes election administration regulations. The Board is composed of three members appointed by the Governor from the qualified voters of the Commonwealth, subject to confirmation by the General Assembly. The Governor designates one member as the Secretary. The members are appointed for a term of four years. By law, a majority of the Board members are from the political party which cast the highest number of votes in the last preceding gubernatorial election.

Electoral Board

The local electoral board of each county or city is composed of three members; one appointed each year by the Circuit Court for a three-year term. The members represent each of the two political parties whose candidates, at the general election for the next Governor

preceding their appointment, received the highest and the next highest number of votes. Each local electoral board elects one member to the position of Chair and another to the position of Secretary. These persons must represent different political parties. The local electoral board is responsible for the proper conduct of all elections held in its county or city. This board also appoints a general registrar and the officers of election for its county or city.

General Registrar/Director of Elections

The General Registrar is appointed by each local electoral board for a four-year term during which he/she may not hold any other elective or appointive office, and must be a qualified voter of the county or city for which he/she is appointed. Duties of the general registrar include maintaining a public office for the registration of voters and keeping current and accurate records of all persons registered to vote in the county or city. In the Commonwealth, the General Registrar may also be referred to as the Director of Elections.

Officers of Election

Officers of election for each precinct are appointed by the electoral board for a one-year term and must be qualified voters, and must complete a training and certification process. In appointing the officers of election, as equal representation as possible is given to each of the two political parties. The officers conduct the election at their respective polling places and count the votes.

The Election Process

Any person qualified to hold the office, other than a candidate for a party nomination or a party nominee, may become a candidate in any general or special election by filing notice of his/her candidacy and presenting petitions signed by the number of qualified voters specified by law for the office for which he/she offers. A candidate for any elective office in the Commonwealth must also file a statement, under oath, of his/her qualifications to hold the office he/she is seeking and other statements or disclosures required by law. Each party determines its own method of selecting party candidates for each office.

All candidates for nomination or for election to any office in the Commonwealth must appoint a campaign treasurer, designate a campaign depository, and may designate only one campaign committee to receive all contributions and to make all expenditures for or on behalf of the candidate. Exceptions to this include any town offices in towns with a population of less than 25,000 (unless the town has adopted an ordinance requiring compliance with campaign finance disclosure requirements) and directors of soil and water conservation districts. The candidate and his/her campaign treasurer must keep detailed and accurate accounts and file reports and statements of contributions and expenditures. Candidates for President, Vice President, and the United States Congress must also comply with federal requirements.

The law specifies that for national, state, and county elected officials the General Election is held on the Tuesday following the first Monday in November and primary elections the second Tuesday in June. For most city and town officials, the General Election is held the first Tuesday in May, and the primaries are held the first Tuesday in March. Some cities and towns may

follow the June/November schedule. Special elections are sometimes held to fill vacancies created by the resignation, death or disqualification of an elected officer.

The polling places are open from 6:00 a.m. to 7:00 p.m. on each election day. Before the opening of the polls, the appointed officers of election assemble at each polling place to prepare for the election. Each political party or independent candidate is permitted to send at least one representative to observe the setup, election, and counting and to interpose a challenge if necessary.

Each voter is checked by the officers of election at the polling place to ensure that he/she is registered to vote in the precinct and has presented an acceptable ID. After verification, the voter is handed a ballot to mark in secret or, where voting machines are used, the voter enters the machine to cast his/her vote in secret. With the exception of primary elections, a voter may write in for any office the name of a person of his/her choice whose name does not appear on the ballot. However, write-in votes for President and Vice President are only counted for candidates who have filed declarations with the State Board of Elections ten days before the election.

Only the voters, persons assisting voters, election officials, news media, and authorized representatives are allowed to come within 40 feet of any entrance to the polling place. A voter may be accompanied into the voting booth by his/her child age 15 or younger. In addition to overseeing the proper conduct of the election, the officers of election are authorized by law to preserve order at the polls.

Voters who are unable to go to the polls on election day may qualify to vote by absentee ballot, either by mail or in person at the registrar's office, or in some localities a satellite absentee voting location. Voted absentee ballots must be received by 7:00 p.m. on

election day to be counted. After all the ballots have been counted and the results are determined, the total votes cast for each candidate are entered on a Statement of Results and signed by all the officers of election. By noon on the Friday following the election, the local electoral board meets to ascertain the results for the county or city from the Statement of Results. The total votes cast for each person are then entered on an official abstract which is filed with the State Board of Elections. For November elections, the State Board meets on the fourth Monday of November to canvass the votes and certify the results of the election.

If an election results in a tie, the winner is determined by lot. The State Board of Elections draws lots for national or state officers and the local electoral board draws lots for its county, city, or town officers. After the official canvass or lot determination, certificates are issued to the successful candidates who must take and subscribe the oath of office required by the Constitution of Virginia before assuming office.

THE LEGISLATIVE DEPARTMENT

The Legislative Department is composed of the General Assembly and its supporting commissions and divisions.

The General Assembly

The General Assembly, officially the name of the State Legislature, dates from the establishment of the House of Burgesses at Jamestown in 1619. Now, the General Assembly is composed of a Senate and a House of Delegates which has the power to: • *levy taxes* • *enact laws not specifically prohibited by the state or federal constitution* • *confirm the Governor's appointments of state agency heads and board members* • *approve the budget* • *elect State Supreme Court Justices, Court of Appeals, Circuit and District Court Judges and the members of the Judicial Inquiry and Review Commission* • *and elect the Auditor of Public Accounts, the commissioners of the State Corporation Commission, and members of the Virginia Workers' Compensation Commission.*

The General Assembly meets annually, beginning on the second Wednesday in January, for 60 days in even-numbered years and for 30 days in odd-numbered years, with an option to extend the annual session for a maximum of 30 days.

The present Constitution, which became effective in 1971, provides that the House of Delegates shall contain 90 to 100 members and the Senate shall have 33 to 40 members. Both houses presently have maximum membership. The terms of office are four years for members of the Senate and two years for the House members. All members of the General Assembly are elected by qualified voters within their respective Senatorial or House of Delegates districts. A member may not hold any other public office and cannot be

elected by the General Assembly to any civil office of profits in the state during the term for which he/she was elected. Neither can the members increase their own salaries during the term for which they were elected.

Organization of the House

At the beginning of the General Assembly's session in even-numbered years, the House of Delegates organizes in accordance with the following procedures: • *the Clerk of the House calls the members-elect to order and administers the oath of office to the members* • *the Speaker of the House is elected from the membership and the oath of office is administered by a Justice of the Supreme Court with the Clerk presiding* • *the House, with the Speaker presiding, elects a Clerk whose oath of office is also administered by a Justice of the Supreme Court* • *the House elects a Sergeant-at-Arms whose oath of office is administered by the Clerk* • *the House adopts its Rules of procedure* • *the House appoints additional personnel, pages, and doorkeepers* • *the House informs the Senate, by resolution, that it is organized and ready to proceed with the discharge of its functions* • *the majority and minority parties elect their floor leaders to assist the Speaker in the conduct of the business of the House* • *the Speaker assigns members to the various 14 standing committees* • *and bills and resolutions are referred to the standing committees for discussion and study.*

Organization of the Senate

The procedure of organization of the Senate is similar to that of the House, except that it occurs once every four years. Listed below are some of the significant aspects of organization in the Senate: • *the Lieutenant Governor serves as the President of the Senate* • *the President pro tempore is a senior member elected by the Senate for a four-year term to serve in the absence of the Lieutenant Governor* • *the Clerk of the Senate is elected by the Senate, is custodian of the public seal and shall be in charge of all records and papers of the Senate* • *it is the duty of the Clerk to refer all bills and resolutions to the appropriate standing committee* • *there are 10 standing committees and a Committee on Rules in the Senate composed of 15-17 members each* • *the Senate elects a Sergeant-at-Arms and pages and appoints messengers.*

The Joint Assembly

The Constitution of Virginia requires that at every regular session the Governor report to the General Assembly on the condition of the Commonwealth. Customarily, this is done immediately following the organization of the session at a Joint Assembly of the House and Senate. The General Assembly adopts a joint resolution naming a committee to advise the Governor that the Assembly is organized and ready to receive his message. The Joint Assembly is held in the Chamber of the House of Delegates and is presided over by the Speaker of the House.

Legislative Agencies

Auditor of Public Accounts

In 1927, the Constitution of Virginia established the Office of the Auditor of Public Accounts. In addition to auditing agencies that handle state funds, this agency: • *approves accounting systems developed for state agencies and institutions for adequacy of audit trails and*

financial control • prescribes systems of accounting for local governmental offices • provides specifications to be followed by accounting firms in their audits of counties and cities • and prepares annual, comparative costs reports of counties and cities.

Division of Capitol Police

The Division of Capitol Police was established in 1618 to protect the Governor. In 1890, an Act of the General Assembly added the protection and security of members and staff of the General Assembly to its duties. The Capitol Police operates within Capitol Square and, when assigned, on property owned or controlled by the Commonwealth or its agencies, departments, institutions, or commissions.

Division of Legislative Services

The Division of Legislative Services was created in 1973 to provide general staff services to the General Assembly. The Division is authorized to: • *draft and prepare legislation for introduction into either house of the General Assembly • serve as legal, research, and secretarial staff to all legislative study commissions and standing committees.*

Division of Legislative Automated Systems

The Division of Legislative Automated Systems, established by an Act of the General Assembly in 1980, provides data processing operations, systems and programming, photo composition, and publication management services for the General Assembly.

Legislative Commissions

Joint Legislative Audit and Review Commission

Authority: Title 30, Chapters 7 and 8, Code of Virginia.

Capitol Square Preservation Council

Authority: Title 30, Chapter 28, Code of Virginia.

Chesapeake Bay Commission

Authority: Title 30, Chapter 36, Code of Virginia.

Virginia Code Commission

Authority: Title 30, Chapter 15, Code of Virginia.

Virginia State Crime Commission

Authority: Title 30, Chapter 16, Code of Virginia.

Freedom of Information Advisory Council

Authority: Title 30, Chapter 21, Code of Virginia.

Joint Commission on Health Care

Authority: Title 30, Chapter 18, Code of Virginia.

Joint Commission on Technology and Science

Authority: Title 30, Chapter 11, Code of Virginia.

Commission on Virginia Alcohol Safety Action Program

Authority: Title 18.2, Chapter 7, Code of Virginia.

Commission on Youth

Authority: Title 30, Chapter 20, Code of Virginia.

2018 - 2022



**State Capitol Building
Richmond, Virginia
Spring, 2014**

THE JUDICIAL DEPARTMENT

The mission of Virginia's judicial system is to assure that disputes are resolved justly, promptly, and economically. The present judicial system consists of four levels of courts: the Supreme Court of Virginia, the Court of Appeals of Virginia, the circuit courts, and the district courts. In addition, magistrates serve as judicial officers with authority to issue various types of processes. The trial courts are organized into 31 judicial circuits and 32 similar judicial districts.

The Supreme Court

The Supreme Court of Virginia is the highest court in the judicial system of the Commonwealth, and one of the oldest continuous judicial bodies in the United States. Although the Supreme Court possesses both original and appellate jurisdiction, its primary function is to review decisions of lower courts, including the Court of Appeals, from which appeals have been allowed. Virginia does not allow an appeal to the Supreme Court as a matter of right except in cases involving the State Corporation Commission, certain disciplinary actions regarding attorneys, and review of the death penalty. The Supreme Court has original jurisdiction in cases of habeas corpus (ordering one holding custody to produce the detained person before the Court for the purpose of determining whether such custody is proper), mandamus (ordering the holder of an office to perform his duty), prohibition (ordering a public official to stop an action), and actual innocence (based on the results of scientific testing of human biological evidence). The Supreme Court also has original jurisdiction in matters filed by the Judicial Inquiry and Review Commission relating to the censure, retirement, and removal of judges.

The Supreme Court consists of seven judges, each of whom has the title of Justice. The Justices are elected by the joint vote of the two houses of the General Assembly for twelve-year terms. The Chief Justice of the Supreme Court, chosen by a majority vote of the justices for a term of four years, serves as the administrative head of Virginia's Judicial System. Assisting with the administration of the judicial branch is the Office of the Executive Secretary to the Supreme Court, who is the court administrator for the Commonwealth and provides administrative assistance to the courts of the Commonwealth and to Virginia's magistrates.

The Court of Appeals

The Court of Appeals of Virginia was established January 1, 1985. It is an intermediate appellate court, created in order to increase appellate capacity and expedite the appellate process. The Court of Appeals provides appellate review of final decisions of the circuit courts in domestic relations matters, appeals from decisions of administrative agencies, traffic infractions, and criminal cases, except where a sentence of death has been imposed. It also hears appeals of final decisions of the Virginia Workers' Compensation Commission. While appeals in criminal and traffic infraction cases, final decisions on applications for concealed weapons permits and certain preliminary rulings in felony cases are presented by a petition for appeal, other appeals to the Court of Appeals are a matter of right.

The Court of Appeals consists of eleven judges, elected by the General Assembly for a term of eight years. The court sits in panels of three judges at such locations as the chief judge designates so as to provide convenient access to the various geographic areas of the Commonwealth.

The Circuit Courts

Circuit courts are trial courts of general jurisdiction in Virginia and have authority to try a full range of cases both civil and criminal. In addition, circuit courts have appellate jurisdiction over appeals from the district courts in civil and criminal cases as well as appeals from certain administrative agencies. The Virginia circuit court system is comprised of 31 judicial circuits with 120 separate circuit courts, one in every county and city of the Commonwealth. Circuit court judges are elected by the General Assembly for eight-year terms.

The District Courts

In 1973, the unified district court system was created by the General Assembly to replace the municipal and county courts and regional juvenile and domestic relations courts. Within the 32 judicial districts in the Commonwealth, every city and county has a general district court and juvenile and domestic relations district court. District courts are courts not of record and are subordinate to the circuit courts. District court judges are elected by the General Assembly for six-year terms.

General district courts hear cases involving misdemeanors, traffic infractions, and all civil cases involving \$4,500 or less. The general district court has concurrent jurisdiction with the circuit court in claims involving more than \$4,500 and up to \$25,000. Cases are heard by a judge without a jury. General district courts also conduct preliminary hearings for individuals charged with a felony.

Juvenile and domestic relations district courts hear cases involving child abuse and neglect, delinquency, crimes by one family or household member against another, and civil cases involving families in general, including protective orders, custody, visitation, and support. Juvenile and domestic relations district

courts differ from other courts in their duty to protect the confidentiality and privacy of juveniles and their families who have legal matters before the court.

The Magistrate System

A principal function of the magistrate is to provide an independent, unbiased review of complaints brought to the office by law enforcement officers and citizens. Magistrate duties include issuing various types of processes such as arrest warrants, summonses, bonds, search warrants, subpoenas, emergency mental and medical custody orders, temporary mental and medical detention orders, emergency protective orders, and other civil processes. The Executive Secretary of the Supreme Court of Virginia appoints, supervises and provides training to magistrates. Magistrate offices are located throughout Virginia, including at least one in each of Virginia's 32 judicial districts.

The Judicial Inquiry and Review Commission

The Judicial Inquiry and Review Commission is established by the Constitution of Virginia to investigate allegations of judicial misconduct or the serious mental or physical disability of a judge. The Commission is authorized to investigate the justices of the Supreme Court and all judges of the Commonwealth as well as members of the State Corporation Commission, the Virginia Workers' Compensation Commission, special justices, substitute judges, and retired judges who have been recalled to service. The Commission may file a formal complaint with the Supreme Court against judges for violations of any canon of judicial conduct, failure to perform their judicial duties, or misconduct in office.

The Commission is comprised of seven members who are elected by the General Assembly and serve four-year terms: one circuit court judge, one general district court judge, one juvenile and domestic relations district

court judge, two lawyers, and two members of the public who are not lawyers.

Virginia State Bar

In 1938, the Virginia State Bar was established by the General Assembly as an administrative agency of the Supreme Court of Virginia. The mission of the Virginia State Bar is to regulate the legal profession of Virginia; to advance the availability and quality of legal services provided to the people of Virginia; and to assist in improving the legal profession and the judicial system. All persons licensed to practice law in Virginia are required to be members of, and are regulated by, the Virginia State Bar.

Virginia Board of Bar Examiners

In 1919, the Virginia Board of Bar Examiners was created by the General Assembly to examine applicants for admission to the Virginia State Bar. The Board is comprised of five attorneys who are residents of the Commonwealth, each appointed for a five-year term by the Supreme Court of Virginia.

Virginia Criminal Sentencing Commission

In 1994, the General Assembly created the Virginia Criminal Sentencing Commission within the judicial branch as an agency of the Supreme Court of Virginia to ensure the imposition of appropriate and just criminal penalties. The Commission assists the judiciary in the imposition of sentences by establishing a system of discretionary guidelines. The Commission is comprised of 17 members: six judges or justices who regularly hear criminal cases and one person who is not an active member of the judiciary appointed by the Chief

Justice of the Supreme Court of Virginia; the chairmen of the House and Senate Committees for Courts of Justice; two persons appointed by the Speaker of the House of Delegates; one person appointed by the Senate Committee on Rules; four persons appointed by the Governor; and the Attorney General of the Commonwealth.



Virginia Flag

THE EXECUTIVE DEPARTMENT

The Executive Department is composed of statewide elected officers, Governor's Secretaries, and state agencies. Each state agency in the Executive Department is assigned to and reports through a Secretary.

Statewide Elected Officers

The Governor

The Governor is the chief executive officer in Virginia. Under the Constitution, he/she is elected for a four-year term, cannot serve two consecutive terms, and must be a citizen of the United States, a resident of and a registered voter in the Commonwealth for five years immediately preceding his/her election, at least 30 years of age, and a resident in Richmond during his/her term of office. Among his/her responsibilities and duties, the Governor is responsible for the execution of state laws, for the preparation of the biennial budget, and for the appointment of executive agency heads and members of over 300 boards, commissions, and advisory councils. He/she may recommend legislation to the General Assembly and veto any bill approved by the legislature. He/ she may also grant reprieves and pardons to persons convicted of crimes.

The Lieutenant Governor

The Lieutenant Governor is elected at the same time and for the same term as the Governor. In addition to being the President of the Senate, he/she succeeds to the Office of the Governor in case of the Governor's death, failure to qualify, resignation, removal, or inability to serve. The Lieutenant Governor presides over the Senate and may only vote to break a tie. No limit is placed on the terms of the Lieutenant Governor.

The Attorney General

The Attorney General, serving as the chief executive of the Department of Law, is elected to represent the state or any of its agencies in civil or criminal cases before the courts. He/she also provides official opinions on the application or provisions of state laws upon the written request of the Governor, legislators, judges, and certain elected or appointed state or local officials. His/her four-year term runs concurrently with that of the Governor and Lieutenant Governor and no restriction is placed on successive terms.

Governor's Secretaries

Due to the size and complexity of state government, the General Assembly, in 1972, created the Office of the Governor's Secretaries to assist the Governor in managing the operations of 139 agencies.

Currently, there are 12 Secretaries. Each Secretary is responsible for providing overall supervision and direction to the agencies which report to him/her. By law, they also have the power to resolve conflicts between their agencies, direct preparation of their budgets, and hold heads of agencies under their direction accountable for effective and efficient performance. They hold their offices at the pleasure of the Governor for a term coincident with his/hers, or until such time as the next Governor may appoint his/her successors. The following sections give brief descriptions of major executive branch agencies by Secretarial areas.

Secretary of Administration

The **Compensation Board** reviews and approves the annual budgets submitted by constitutional officers and reimburses localities for the state's share of authorized salaries and expenses of constitutional officers and their employees.

The **Department of General Services** is an intra-governmental service organization that administers the

capital outlay budget; provides services to state agencies and local government such as procurement and fleet services.

The **Department of Human Resource Management** is the central state agency responsible for administering, developing, and overseeing the state's human resource management system. Areas specifically included are: compensation and policy, equal employment, health benefits, workers' compensation, employee information, and training.

The **State Board of Elections** coordinates and supervises the work of local electoral boards, registrars, and election officials to obtain uniformity in practices and proceedings in all elections.

Secretary of Agriculture and Forestry

The **Department of Agriculture and Consumer Services** promotes the broad economic development of Virginia's agricultural industry and administers laws for the protection and needs of all consumers.

The **Department of Forestry** supervises and directs all forest interests and matters pertaining to forestry within the Commonwealth.

Secretary of Commerce and Trade

The **Board of Accountancy** regulates businesses and individuals who practice public accountancy or who provide assurances about Financial Statements, which can only be provided by Certified Public Accountants. The 2001 General Assembly passed legislation granting the Board of Accountancy autonomy from the Department of Professional and Occupational Regulation.

The **Department of Small Business and Supplier Diversity** serves as the liaison between the Commonwealth's existing business and state government in order to promote the development of Virginia's economy. The department provides for the training and retraining of individuals for specific

employment opportunities at new or expanding business facilities and develops and implements programs to assist small businesses in the Commonwealth.

The **Virginia Economic Development Partnership** was created by the General Assembly in 1995 to encourage, stimulate, and support the development and expansion of the economy of the Commonwealth by marketing Virginia as a location for new and expanded basic employment and capital investment, as well as a source for goods and services for export.

The **Virginia Employment Commission** assists all members of the labor force to become gainfully and productively employed, provides testing and counseling, compiles labor market information, and administers training programs. The commission also administers the unemployment insurance benefit program for the Commonwealth.

The **Department of Housing and Community Development** provides community services assistance, policy analysis and research in the fields of community planning and management and housing and economic development and provides for building and fire safety regulations.

The **Virginia Housing Development Authority** provides low and moderate income persons and families with financing and other assistance for safe and sanitary housing and energy saving improvements.

The **Department of Labor and Industry** provides for the safety, health, and welfare of employees in the state in both the public and private sectors.

The **Department of Mines, Minerals, and Energy** provides interpretation and enforcement of federal and state laws governing extraction of coal, oil, and other minerals and enhances the development and conservation of energy and mineral resources.

The **Department of Professional and Occupational Regulation** protects the public health, safety, and welfare through the enforcement of standards

of conduct and practice in business and the professions in compliance with the Governor's program for balanced regulation.

The **Virginia Racing Commission** controls horse racing in the Commonwealth and issues regulations under which such racing and pari-mutuel wagering are to occur.

The **Virginia Resources Authority** encourages the investment of both public and private funds and makes loans available to local governments to finance water and sewer projects.

The **Virginia Tourism Corporation** markets and supports the expansion of the Commonwealth's domestic and international tourism economy. The VTC also supports and promotes the Commonwealth's growing film and video production industry.

The **Tobacco Indemnification and Community Revitalization Commission** is a 31-member body created by the 1999 General Assembly. The Commission makes payments to farmers to compensate for the decline of tobacco quotas and to promote economic growth and development in tobacco-dependent communities.

Secretary of the Commonwealth

The **Secretary of the Commonwealth** is the administrative office of the Office of the Governor. It recommends and processes gubernatorial appointments to over 4,000 positions in the executive branch. It facilitates pardons granted by the Governor, extraditions, clemencies, restorations of rights and service of process for civil litigation. It administers the laws governing disclosure of economic interests of public officials and regulates lobbyists. It authenticates foreign adoption documents, appoints notaries public, serves as the custodian of official documents and as the official keeper of the seals of the Commonwealth. The Secretary of the Commonwealth compiles and publishes an annual report containing the names of the members of all state

agencies, boards and commissions, local governments and the judicial branch and other important information about Virginia.

Secretary of Education

The **Virginia Commission for the Arts** encourages interest and supports excellence in the arts and humanities.

The **Virginia Community College System** controls, administers, and supervises twenty-three community colleges established by the state in selected communities throughout the Commonwealth and has primary responsibility for workforce training at the post-secondary to associate degree levels.

The **Department of Education** provides technical assistance to school divisions, distributes funds appropriated by the General Assembly, and administers laws and regulations governing the operation of public schools in the Commonwealth.

The **State Council of Higher Education for Virginia** functions as a coordinating agency for all state-supported institutions of higher education and serves in an advisory capacity to the Governor, General Assembly, and state institutions.

The **Higher Education Centers and Institutes** is composed of the following:

Southwest Virginia Higher Education Center coordinates and delivers in the western region of Virginia undergraduate and graduate courses and degree programs offered by the University of Virginia College at Wise, the University of Virginia, Virginia Polytechnic Institute and State University, Old Dominion University, and other institutions of higher education.

Southern Virginia Higher Education Center (HEC) provides comprehensive training to all sectors of the community and the Southside region of Virginia through partnerships with 10 colleges and universities. Programs are offered on site in South Boston, Virginia.

Colleges and universities represented at the Center include: Danville Community College, Central Virginia Community College, Southside Virginia Community College, Longwood University, Old Dominion University, Virginia Tech, Ferrum College, Mary Baldwin College, Cambridge College and University of North Carolina at Chapel Hill. Programmatic offerings range from GED training to Ph.D. level instruction.

New College Institute was established by the 2006 Virginia General Assembly to provide academic degrees beyond the associate degree level in the Martinsville-Henry County area. The Institute will contract with public and independent colleges and universities to offer the degrees.

Institute for Advanced Learning and Research (IALR) is a regional research, technology, and education center whose role as a catalyst for economic and community transformation is accomplished through strategic research, advanced learning programs, advanced networking and technology, commercial opportunity development, and community outreach. Central to this goal of transformation is research and education. The four strategic research centers, led by Virginia Tech, are the Institute for Sustainable and Renewable Resources (ISRR), Advanced and Applied Polymer Processing Institute (AAPPI), Joint Unmanned Systems Testing, Experimentation, and Research Site (JOUSTER), and the Virginia Institute for Performance Engineering and Research (VIPER). From these centers will grow academic programs in both the undergraduate and graduate levels through the IALR's academic partners, Virginia Tech, Averett University, Danville Community College, Old Dominion University, Longwood University, University of Virginia, Virginia Commonwealth University, and other Virginia colleges and universities. Through these efforts, the Institute is fostering the development of a new economic base, attracting and developing an innovation economy workforce, leveraging leading edge information

technology, and promoting Southside as a destination location.

Roanoke Higher Education Authority is a political subdivision of the Commonwealth of Virginia, formed in 1998 to stimulate economic development in the Greater Roanoke region by expanding access to higher education and workforce training. The Authority operates the Roanoke Higher Education Center in which seventeen (17) member colleges, universities and workforce training organizations offer a wide range of adult and continuing education and degree-granting programs, including undergraduate, graduate, and professional programs, through partnerships with the Commonwealth's public and private institutions, agencies and the business community. In 2001, the Virginia General Assembly designated the Roanoke Higher Education Authority an educational institution, placing it under the purview of the Commonwealth's Secretary of Education.

Jefferson Science Associates JSA, LLC, is the managing and operating contractor of the Thomas Jefferson National Accelerator Facility (Jefferson Lab) for the U.S. Department of Energy's Office of Science. This nuclear physics user facility enables the international user community to conduct outstanding scientific research. JSA is a partnership between the Southeastern Universities Research Association, Inc., (SURA) and PAE Applied Technologies.

VSU Agricultural Research Station focuses on: developing production systems that conserve natural resources; crop diversity and alternative crops; economically competitive and sustainable small-scale agricultural systems; bio-based energy production to improve food safety and quality; value-added plant and animal products. The Agricultural Research Station will fulfill this mission in cooperation with the academic programs, extension service, U.S. Department of Agriculture, and other federal and state agencies and the private sector.

Virginia Institute of Marine Science (VIMS) has a three-part mission to conduct interdisciplinary research in coastal ocean and estuarine science, educate students and citizens, and provide advisory service to policy makers, industry, and the public. VIMS provides these services to Virginia, the nation, and the world. The School of Marine Science (SMS) at VIMS is the graduate school in marine science for the College of William & Mary. Chartered in 1940, VIMS is currently among the largest marine research and education centers in the United States.

Virginia Cooperative Extension is an educational outreach program of Virginia's land-grant universities: Virginia Tech and Virginia State University, and a part of the National Institute for Food and Agriculture, an agency of the United States Department of Agriculture. Extension programs are delivered through a network of faculty at two universities, 107 county and city offices, 11 agricultural research and Extension centers, and six 4-H educational centers. Our system incorporates the expertise of faculty in the Virginia Tech College of Agriculture and Life Sciences, College of Natural Resources and Environment, Virginia-Maryland Regional College of Veterinary Medicine, and the Virginia Agricultural Experiment Station; as well as the School of Agriculture at Virginia State University.

The Virginia General Assembly established the ***Virginia Agricultural Experiment Station (VAES)*** on March 1, 1886, in anticipation of the Federal Hatch Act of the 1887. Today, the research projects and activities of the Virginia Agricultural Experiment Station (VAES) encompass the work of over 350 scientists in five colleges on the campus of Virginia Tech: Agriculture and Life Sciences; Natural Resources and Environment; Liberal Arts and Human Sciences; College of Science;

and Veterinary Medicine. The VAES research network also includes 11 field stations located throughout the state. These field stations are known as Agricultural Research and Extension Centers (AREC) and emphasize the close working relationships between the VAES and Virginia Cooperative Extension (VCE).

The **Jamestown-Yorktown Foundation** administers, develops, and maintains Jamestown Festival Park and the Yorktown Victory Center as permanent commemorative shrines.

The **Library of Virginia** serves as a general reference and research library for the general public, houses the archives of Virginia, supervises the state public library program, and administers state and federal funds for the public library program.

The **Virginia Museum of Fine Arts** acquires and displays art objects; develops and delivers art instruction programs; and delivers professional theatrical performances.

The **Frontier Culture Museum of Virginia** is maintained as an outdoor museum in order to commemorate the contributions made by the pioneers and colonial frontiersmen and women of the 18th and 19th centuries to the creation and development of the United States of America.

Gunston Hall is a National Historic Landmark owned by the Commonwealth of Virginia and administered by a Board of Regents appointed from The NSCDA. Mason's home, constructed between 1755 and 1759, is an outstanding example of Georgian architecture.

The **Science Museum of Virginia** preserves, promotes, and exhibits the natural and man-made resources of the Commonwealth in order to stimulate interest and develop a better understanding of the sciences among Virginia's citizens.

The **State Universities and Colleges** - The state supports 15 four-year universities and colleges and 2 two-year colleges in Virginia. These institutions provide a

variety of graduate and undergraduate education programs:

Christopher Newport University

University of Virginia College at Wise

George Mason University

James Madison University

Longwood University

University of Mary Washington

Norfolk State University

Old Dominion University

Radford University

University of Virginia

Virginia Commonwealth University

Virginia Institute of Marine Science

Virginia Military Institute

Virginia Polytechnic Institute and State University

Virginia State University

The College of William and Mary

Richard Bland College (two-year) – affiliate of The

College of William and Mary

Virginia Community Colleges

Secretary of Finance

The **Department of Accounts (DOA)** operates the state's centralized automated accounting, payroll and fixed assets systems, and prepares the Commonwealth's official financial statements. It ensures that all funds for state agencies and institutions are accounted for and spent according to state and federal laws and accepted accounting principles.

The **Department of Planning and Budget (DPB)** develops and administers the state budget, which allocates money for state agencies and institutions. The agency also conducts policy analyses and evaluations of state programs and services, and oversees the Commonwealth's strategic planning and performance measurement efforts. In addition, the Department analyzes proposed state legislation, reviews regulations for need and clarity, and prepares economic impact

statements on regulations.

The **Department of Taxation** collects taxes and deposits them with the state treasury, and administers the tax laws for individuals and corporations.

The **Department of the Treasury** manages cash in the state treasury and makes payments based on authorizations from the Comptroller; it also issues and manages the state's debt.

Secretary of Health and Human Resources

The **Assistive Technology Loan Fund Authority** offers low interest loans for a variety of special equipment to eligible applicants. The interest rate is normally well below normal market rates, and loans are available with no down payment and longer terms which reduces monthly payments. These low interest loans are made through our financial partner (SunTrust), are guaranteed through our financial partner, or are direct loans made by the Assistive Technology Loan Fund Authority.

The **Department for the Blind and Vision Impaired (DBVI)** is guided by their mission: to enable blind, visually impaired, and deafblind individuals to achieve their maximum level of employment, education, and personal independence. To assist individuals in achieving economic independence, the Department provides vocational assessments and training, job development, placement and follow-up. Residential and home instruction is provided in independent living, orientation and mobility, counseling, Braille, and training in the use of various adaptive technologies. DBVI collaborates with public school systems to assist in the education of blind, deafblind and visually impaired students. The Department also provides employment options for blind persons through the Business Enterprises and Virginia Industries for the Blind and its satellite store operations.

The **Department for the Deaf and Hard of Hearing (VDDHH)** operates with the full understanding

that communication is the most critical issue facing persons who are deaf or hard of hearing. VDDHH works to reduce the communication barriers between persons who are deaf or hard of hearing and their families and the professionals who serve them. The foundation of all programs at VDDHH is communication - both as a service (through interpreters, technology and other modes) and as a means of sharing information for public awareness (through training and education).

The **Virginia Board for People With Disabilities (VBPD)** serves as the Developmental Disabilities Planning Council for addressing the needs of people with developmental disabilities as established under the federal "Developmental Disabilities Assistance and Bill of Rights Act" and the state "Virginians with Disabilities Act." The Board provides opportunities for people with disabilities and family members to participate in planning and evaluating the delivery of disability services.

The **Department of Behavioral Health and Developmental Services (DBHDS)** provides leadership in the direction and development of public mental health, intellectual disability and substance abuse services. This leadership involves: obtaining and allocating resources to Community Services Boards (CSBs) and state facilities in an effective and efficient manner; monitoring field operations; providing technical assistance and consultation; promoting client advocacy; systems planning; regulating and licensing programs and maintaining relationships with other human resource agencies.

The **Department of Health (VDH)** operates by their mission to achieve and maintain optimum personal and community health by emphasizing health promotion, disease prevention, and environmental protection.

The **Department of Health Professions (DHP)** works to assure the safe and competent delivery of health care to the citizens of the Commonwealth of Virginia through the process of examining, licensing and

disciplining health care practitioners governed by one of the 13 state health care boards.

The **Department of Medical Assistance Services (DMAS)** strives to provide a system of high quality comprehensive health services to qualifying Virginians and their families. DMAS works to ensure that program integrity is maintained in the array of preventive, acute and long-term care services it provides, and that fraud, abuse, and waste are detected and eliminated to the maximum extent possible. DMAS encourages beneficiaries to take responsibility for improving their health outcomes and achieve greater self-sufficiency.

The **Department for Aging and Rehabilitative Services** focuses on improving the response to seniors and Virginians with disabilities who need some aid in maintaining their options for independence, safety and employment. DARS provides and advocates for the highest quality of services to help older Virginians and those with disabilities maximize and secure their employment, independence and full inclusion into society and guide the Commonwealth in preparing for an aging population. At the state level, this agency works with its community partners to enhance effectiveness in strategic planning, budgeting, program monitoring and evaluation, and training and technical support.

The **Department of Social Services (DSS)** operates under their mission: to serve Virginia's citizens in need by providing services that nurture human dignity; creating and maintaining a stable environment for the children and families in Virginia; promoting responsible parenting; establishing the infrastructure that allows for the delivery of services at the local level; and fostering independence.

The **Office of Children's Services Act (CSA)** operates under a 1993 Virginia Law that provided for the pooling of eight specific funding streams used to purchase services for high-risk youth. These funds are returned to the localities with a required state/local

match and are managed by local interagency teams. The purpose of the act is to provide high quality, child centered, family focused, cost effective, community-based services to high-risk youth and their families.

The **Virginia Foundation for Healthy Youth (VFHY)**, formerly known as the Virginia Tobacco Settlement Foundation, was established by the Virginia General Assembly to reduce and prevent youth tobacco use and childhood obesity. VFHY promotes healthy living habits to children and teens in Virginia through a variety of methods, including: classroom programs; a multimedia youth marketing campaign; cutting-edge research; and funding enforcement of Virginia's tobacco-access laws.

Secretary of Natural Resources

The **Department of Conservation and Recreation** works with Virginians to conserve, protect, and enhance their lands and improve the quality of the Chesapeake Bay and our rivers and streams, promotes the stewardship and enjoyment of natural, cultural and outdoor recreational resources, and insures the safety of Virginia's dams.

The **Department of Environmental Quality (DEQ)** is dedicated to protecting Virginia's environment and promoting the health and well-being of the citizens of the Commonwealth. We accomplish this by planning and implementing environmental programs, and by resolving issues efficiently, openly, fairly and consistently.

The **Department of Game and Inland Fisheries** mission is: to manage Virginia's wildlife and inland fish to maintain optimum populations of all species to serve the needs of the Commonwealth; To provide opportunity for all to enjoy wildlife, inland fish, boating and related outdoor recreation and to work diligently to safeguard the rights of the people to hunt, fish and harvest game as provided for in the Constitution of Virginia; To promote safety for persons and property

in connection with boating, hunting and fishing; To provide educational outreach programs and materials that foster an awareness of and appreciation for Virginia's fish and wildlife resources, their habitats, and hunting, fishing, and boating opportunities.

The **Department of Historic Resources** mission is to foster, encourage, and support the identification, stewardship, and use of Virginia's significant historic, architectural, archaeological and cultural resources.

The **Marine Resources Commission** serves as stewards of Virginia's marine and aquatic resources, and protectors of its tidal waters and homelands, for present and future generations.

The **Virginia Museum of Natural History** interprets Virginia's natural heritage within a global context in ways that are relevant to all citizens of the Commonwealth.

Secretary of Public Safety

The **Department of Alcoholic Beverage Control** is responsible for the distribution of alcoholic beverages, the enforcement of the laws of the Commonwealth pertaining to alcoholic beverages and youth access to tobacco and provides excellent customer service in its over 320 stores in convenient locations throughout the Commonwealth.

The **Commonwealth's Attorneys' Services Council** is an executive branch state agency responsible for providing and coordinating training, education and services for Virginia's prosecutors. The 120 elected Commonwealth's Attorneys and their approximately 650 Assistants statewide depend on Council-sponsored training programs to meet the annual continuing legal education (MCLE) requirements mandated by the Virginia State Bar to maintain their licenses to practice law.

The **Department of Corrections** is a model correctional agency that leads the nation in providing

primary public safety services; specifically the confinement of 33,000 offenders with the lowest escape rate, and the supervision of over 58,000 offenders in the community with a three year recidivism rate below 29%. The Department is also an innovative leader through the application of cutting edge research-based programs to improve offender transition success. These outstanding results are made possible by the employees of the Department who are committed to the highest professional standards and excellence in public service.

The **Department of Criminal Justice Services** provides comprehensive planning and state-of-the-art technical and support services for the criminal justice system to improve and promote public safety in the Commonwealth. The Department of Criminal Justice Services is charged with planning and carrying out programs and initiatives to improve the functioning and effectiveness of the criminal justice system as a whole. The mission of the **Board of Towing and Recovery Operators** is to protect the public by setting standards of qualifications, training, and experience for those who seek to represent themselves to the public as towing and recovery professionals and promoting high standards of professional performance for those engaged in the practice of towing and recovery.

The **Department of Emergency Management** protects the lives and property of Virginia's citizens from emergencies and disasters through emergency preparedness, mitigation, response and recovery efforts. The Department of Emergency Management coordinates the state's emergency response efforts by working with local, state and federal partners, as well as private, nonprofit and volunteer organizations.

The **Virginia Department of Fire Programs (VDFFP)** strives to be the internationally recognized and trusted leader in providing fire and emergency services support to communities throughout Virginia. It delivers funding, professional development, public fire and life safety education, research, operational support,

advocacy, and technical assistance. The Virginia Department of Fire Programs provides programs and services to the citizens of all Virginia towns, cities and counties and more than 770 fire departments and about 40,000 firefighters.

The **Department of Forensic Science (DFS)** is a nationally accredited forensic laboratory system serving all state and local law enforcement agencies, medical examiners, and Commonwealth's Attorneys in Virginia. The department's examiners provide technical assistance and training, evaluate and analyze evidence, interpret results, and provide expert testimony related to the full spectrum of physical evidence recovered from crime scenes.

The **Department of Juvenile Justice** protects the public through a balanced approach of accountability and comprehensive services that prevents and reduces juvenile delinquency through partnerships with families, schools, communities, law enforcement, and others, while providing opportunities for delinquent youth to become responsible and productive citizens. The Department is responsible for the operation of Court Service Units that work with the judiciary and the Correctional Centers that provide physical security as well discipline and treatment for wards committed to their care by the judiciary.

The **Department of Military Affairs** plans, coordinates, maintains situational awareness and employ forces for homeland security and homeland defense in order to respond to any incidents with the Commonwealth. On order of the Governor, the Department of Military Affairs will provide capabilities to assist civil authorities in protecting life and property, preserving peace, order and public safety. The Virginia Defense Force, the Virginia Air National Guard and the Virginia Army National Guard all fall under the Department of Military Affairs.

The **Virginia Parole Board** is responsible for determining who is to be released on discretionary

parole. As such, Board members make decisions that significantly affect those released and the public.

The **Department of State Police**, independent yet supportive of other law enforcement and criminal justice agencies, provides high quality, statewide law enforcement services to the people of Virginia and our visitors. With 75 years of service to the citizens of the Commonwealth, the men and women of this statewide agency strive to fulfill their public safety mission while improving the quality of life for those living, working and visiting in Virginia.

Secretary of Technology

The Secretary of Technology advises the Governor regarding the growth of information technology to enhance the position of Virginia businesses and the efficient and effective use of information technology in state government so that our citizens reap the benefits of the global digital economy.

The **Center for Innovative Technology**, established in 1984 through the Innovative Technology Authority Act, is a nonprofit corporation created to foster economic growth in the Commonwealth by linking business with technology assistance resources and university research.

The **Virginia Information Technologies Agency** develops a blueprint for state government information technology planning and decision-making; provides, manages, and coordinates services related to management analysis, ADP systems development, management information systems, computer and systems programming services and systems engineering assistance and telecommunications; and operates state computer services and plans, policies, and standards. Agency activities support plans and programs for strengthening the technology resources of the Commonwealth's high technology industry sectors as well as the effective utilization of information technology in support of state agencies and institutions

of higher education.

Secretary of Transportation

The **Department of Aviation** promotes aviation within the Commonwealth by administering and enforcing state aviation laws; planning and implementation of a statewide aviation system; licensing aircraft, airports, and landing areas; collecting fees; and advocating aviation at the state and national levels.

The **Department of Motor Vehicles** collects motor vehicle taxes and develops and administers the Commonwealth's motor vehicle titling and licensing laws, the driver licensing laws, the transportation safety laws, and other driver improvement and safety programs.

The **Department of Rail and Public Transportation** advocates and funds freight rail, passenger rail, transit rail services, local and regional bus operations, para-transit services, ride sharing services, and passenger ferries.

The **Department of Transportation** administers the state's transportation system; establishes, locates, classifies, names, constructs, and maintains state highways; and plans for future transportation needs in a multi-modal environment.

The **Motor Vehicle Dealers Board** is responsible for the licensing, regulation, and oversight of Virginia's new and used motor vehicle dealers and salespersons. The Board promotes the best interests of both the automotive consumer and dealer body.

The **Virginia Port Authority** is the state's lead agency for international transportation and maritime commerce, charged with operating and marketing the marine terminal facilities through which the shipping trade takes place. The agency owns four general cargo terminals - Norfolk International Terminals, Portsmouth Marine Terminal, Newport News Marine Terminal, and the Virginia Inland Port in Front Royal - which are operated by its affiliate, Virginia International

Terminals, Inc.

Virginia's **Office of Transportation Public-Private Partnerships (OTP3)** is responsible for developing and implementing a statewide program for project delivery via the Public-Private Transportation Act (PPTA) of 1995. The OTP3 works in conjunction with the Secretary of Transportation, Virginia Department of Transportation, Department of Rail and Public Transportation, Department of Aviation Department of Motor Vehicles, Commercial Space Flight Authority, and the Virginia Port Authority and focuses on the development of public-private projects across all modes of transportation.

The **Virginia Commercial Space Flight Authority (VCSFA)** was created in 1995, with the mission of promoting commercial space activity, economic development and aerospace research within the Commonwealth of Virginia. VCSFA began its lease at Wallops Island in 1997 and continually expanded the Mid-Atlantic Regional Spaceport (MARS) facilities to its present day state, with two launch facilities (one mid-class and one small-class launch facility), as well as access to support infrastructure facilities through agreements with NASA, such as vehicle and payload processing integration facilities, support instrumentation and emergency facilities.

Secretary of Veterans Affairs & Homeland Security

The **Department of Veterans Services** serves Virginia's veterans and their beneficiaries by ensuring they receive the benefits, support, quality care, and recognition they have earned through service and sacrifice. The Department operates 20 benefit services offices where representatives assist veterans and their family members in filing claims for VA and state benefits. The agency operates two cemeteries for veterans and a long-term care facility offering nursing and domiciliary care for veterans. The Department also certifies that post-secondary educational institutions

meet G.I. Bill funding and eligibility requirements, enabling veterans and family members to pursue educational opportunities.

The **Virginia War Memorial** is the Commonwealth of Virginia's monument to honor the memory of Virginia's men and women who demonstrated a willingness to serve and fight to defend our way of life from World War II to the present; and through its Education Center to serves as the Center of Excellence for the Commonwealth in education of Virginian's experience of war from the birth of our nation to the present. In its educational mission, the Virginia War Memorial will project a variety of internal and outreach programs, artifacts, research materials, Virginians at War documentaries, exhibitions, seminars, and ceremonies will be used to instill a living memorial to all citizens and citizen-warriors of the nation's commitment to freedom.

The **Virginia Military Advisory Council (VMAC)** was established to maintain a cooperative and constructive relationship between the Commonwealth and the leadership of the Armed Forces of the United States. VMAC's mission also extends to the military commanders stationed in the Commonwealth, where they work together to encourage regular communication on continued military facility viability, the exploration of privatization opportunities and issues affecting preparedness, public safety and security.

The **Secure Commonwealth Panel** is established as an advisory board in the executive branch of state government. The panel monitors and assesses the implementation of statewide prevention, preparedness, response, and recovery initiatives. Where necessary, the panel also reviews, evaluates, and makes recommendations relating to the emergency preparedness of government at all levels in the Commonwealth.

Governor Bob McDonnell issued Executive Order #60 on March 1, 2013 establishing the

Commission on Military Installation and Defense Activities. This Commission was formed in response to the necessity to address the impact that indiscriminant defense budget cuts as a result of the sequestration will have on the economic well-being of the citizens and businesses of Virginia. The Commission consists of the Secretaries of Commerce and Trade, Finance, Public Safety and four (4) citizen members who are retired flag and general officers. The Commission is directed to be proactive in identifying the appropriate strategies to retain the military and federal facilities located in the Commonwealth, to identify other operations and facilities that can be located within Virginia, and to address the best response to the anticipated mandated federal budget reductions contained in the Budget Control Act of 2011 and the National Defense Authorization Act for FY 2013.

The **State Interoperability Executive Committee (SIEC)** serves as the steering group for the effort and provides guidance and recommendations to the Commonwealth Interoperability Coordinator's Office (CICO) for the Commonwealth Preparedness Working Group (CPWG) and Governor's Office. At least quarterly, the SIEC reviews the overall progress of the effort and approves goals and priorities.

The **Board of Veterans Services** is responsible for formulating policies, developing procedures, reviewing agency budget submissions, and making recommendations for the efficient and effective delivery of veterans' services. It also studies topics affecting the welfare of Virginia's veterans.

The **Joint Leadership Council** consists of representatives of the majority of veterans service organizations in the Commonwealth. It advises the Department of Veteran Services on matters of concern to veterans and their families. The Council is active in identifying veterans' needs and advocating in support of veterans issues that may be remedied through

appropriate legislation or by other means.

The **Veterans Services Foundation** Board of Trustees is responsible for oversight and administration of the Veterans Services Fund, distribution of funds to veterans services and programs, and seeking additional sources of revenue and other resources to support the viability of the Fund. Government resources alone cannot fully meet the needs of Virginia's veterans, and the Commonwealth anticipates that Virginia citizens will want to help our veterans. The Foundation is available to receive contributions to support veterans services. It is an independent state agency that supports the **Department of Veterans Services**. **The Foundation is eligible to receive tax-deductible donations under Internal Revenue Service Section 170 (c) and Code of Virginia Section 2.2-2719. Contributions are placed in the Veterans Services Fund and cannot revert to the Commonwealth's General Fund.**

The **Fort Monroe Authority** is a political subdivision of the Commonwealth of Virginia, created to preserve, protect and manage Fort Monroe, Old Point Comfort, on the Chesapeake Bay. The Authority will be governed by an 11 member Board of Trustees with the Secretary of Veterans Affairs and Homeland Security serving as an ex officio nonvoting member.

Assistant to the Governor for Commonwealth Preparedness

The **Assistant to the Governor** serves in the cabinet level position and heads the Office of Commonwealth Preparedness. The mission of the office is to work with and through others, including the private sector, to promote security and preparedness measures. The office assures proper coordination and resource allocation between agencies of state government with responsibilities for security. This office will serve as a direct liaison between the Governor and Virginia's local governments and first responders on issues of emergency preparedness. It will help to educate the public on

homeland security issues and respond to inquiries for support and guidance. The office is the point of contact in Virginia with the White House Office of Homeland Security.

The Senior Advisor to the Governor for Workforce

The Governor's Senior Advisor for Workforce develops a strategic plan for the statewide delivery of workforce development and training programs. The Workforce Office also ensures that program efforts are implemented in a coordinated and efficient manner across state government. A key partner is the Governor's Workforce Council, which helps coordinate the Virginia Workforce Network.

Virginia Liaison Office

The **Virginia Liaison Office** monitors and tracks the development of federal legislation of interest to the state, keeps the state congressional delegation informed about the Governor's priorities, and influences the making of federal agency rules and regulations by keeping federal officials informed of the Commonwealth's position.



Bell Tower
State Capitol Grounds
Richmond, Virginia

INDEPENDENT AGENCIES

Between 1902 and 1918, two independent agencies were created in the state government: the State Corporation Commission and the Virginia Industrial Commission (subsequently renamed the Virginia Workers' Compensation Commission). Since that time the General Assembly established the following independent agencies: the Virginia Retirement System, Virginia Lottery Department, the Virginia College Savings Plan and the Virginia Office for Protection and Advocacy. By law, these agencies exercise legislative, judicial, and executive powers.

Virginia Commonwealth University Health System Authority

First established by an Act of the General Assembly in 1996, the Authority is charged by statute with the missions of operating its hospitals as teaching hospitals for the benefit of the health sciences schools of VCU, providing high quality patient care and providing a site for medical and biomedical research, all of which missions are required to be performed in close affiliation with the Office of the Vice President for VCU Health Sciences. VCU's vice president for health sciences also serves as the CEO of the VCU Health System Authority, and VCU's president also serves as the president of the VCU Health System and chair of the Authority's board of directors.

State Corporation Commission

Established by the 1902 Constitution of Virginia, the **State Corporation Commission** is vested with regulatory authority over many business and economic interests in Virginia. The Commission's authority ranges from setting rates charged by large investor-owned utilities to serving as the central filing agency for corporations in Virginia.

First established to oversee railroad and telephone industries in Virginia, the SCC's jurisdiction now includes utilities, insurance, state-chartered financial institutions, securities and retail franchising, as well as rail service and track safety. It is the state's central filing office for corporations, limited partnerships, limited liability companies, general partnerships, and Uniform Commercial Code liens.

The three-member Commission acts as a court of record, holds formal hearings when warranted, and conducts investigations relating to enforcement of certain laws and Commission regulations.

Virginia College Savings Plan

The Board of the **Virginia College Savings Plan** was created to enhance the accessibility and affordability of higher education for all citizens of the Commonwealth. The board shall administer the fund and shall develop and implement a program for the prepayment of undergraduate tuition at a fixed, guaranteed level for application at a two-year or four-year public institution of higher education in the Commonwealth.

Virginia Retirement System

The **Virginia Retirement System** administers the Virginia Retirement System, State Police Officers' Retirement System, Group Life Insurance Program, and the federal- state agreement for Social Security coverage for state and local public employees in the Commonwealth.

Virginia Workers' Compensation Commission

In 1918, the General Assembly passed the Workmens' Compensation Act and authorized the establishment of the Commission to administer the act. The primary task of the Commission is to hear and investigate compensation claims of victims of industrial injuries and violent crimes. The Commission also

determines the amounts of compensation to be awarded to accident/crime victims.

Virginia Lottery Department

In 1987, the General Assembly approved the State Lottery Law, which provided for the operation of a state lottery and the creation of a **Virginia Lottery Department**. This legislation became effective on December 1, 1987, based upon approval of a majority of the voters in a referendum held on November 3, 1987. The major activity of the Virginia Lottery Department is to operate and administer a state lottery involving the sale of lottery tickets to the citizens of the state.

Virginia Office for Protection and Advocacy

The former Department for Rights of Virginians with Disabilities ceased to exist as an executive branch State agency in 2002, and was replaced by a newly created independent State agency, the **Virginia Office for Protection and Advocacy (VOPA)**. The agency operates under the authority of both Federal and State statutes. It helps with disability-related problems like abuse, neglect, and discrimination and also helps people with disabilities obtain services and treatment.

2018 - 2022



Dogwood
Virginia State Flower

LOCAL GOVERNMENT

Virginia has 38 independent cities, 95 counties and 191 incorporated towns. Those local governments vary as to type or form of organization and responsibilities. A brief description of each of these forms of government follows.

County Government

The Commonwealth's 95 counties have two distinct governmental capacities. As units of local government, they adopt and enforce local ordinances and provide services for their residents. As political subdivisions of the state, they assist in the local implementation of state laws and programs.

Forms of County Government

Virginia counties are permitted to establish one of several forms of government for the conduct of their affairs. Those various forms of county government are as follows:

Traditional Form

The type of county government utilized by most Virginia counties throughout this century is commonly referred to as the "traditional form" of county government. Under this form of government, an elected Board of Supervisors is responsible generally for the legislative and administrative affairs of the county. Under this form of county government, however, the voters also elect five other officers who are responsible for the conduct and administration of various aspects of the county's affairs. Since these officers – Commissioner of the Revenue, Treasurer, Clerk of the Circuit Court, Commonwealth's Attorney and Sheriff - are identified by title in Virginia's Constitution, they are commonly referred to as "constitutional officers." Due to the expanding activities of county government in recent

decades, virtually all Virginia county Boards of Supervisors still operating under the traditional form now appoint a County Administrator to assist in the daily administration of county affairs.

County Executive Form

In an endeavor to permit the State's more rapidly developing counties to adopt a form of government better suited for their needs, the General Assembly enacted in 1932 the Optional Forms Act which permitted counties to adopt, by referendum, one of two new forms of government. One of the options permitted by the 1932 enactment was the establishment of the County Executive Form. Under this form of government, the appointed position of County Executive is established and given an increased administrative authority. A major feature of this form of government involves the abolition of the offices of Commissioner of the Revenue and Treasurer, with the duties of those offices placed upon a Director of Finance who serves under the administrative management of the County Executive. Also, under this form of government the County Executive is statutorily directed to make recommendations to the Board of Supervisors for persons to head the major administrative departments which he/she oversees. At the current time, only two counties (Albemarle and Prince William) are organized under the County Executive Form.

County Manager Form

The County Manager Form was the second alternative form of county government authorized by the Optional Forms Act of 1932. While this form is quite similar to the County Executive Form, the County Manager is given stronger administrative authority. In particular, the appointed County Manager has the statutory authority to appoint all of the department heads who serve in his/her administration. Also, under the County Manager Form, the offices of Commissioner of the Revenue and Treasurer are abolished, with their

duties being transferred to a Director of Finance who is appointed by the County Manager. Only Henrico County utilizes this form of government.

County Board Form

The 1940 Session of the General Assembly authorized Virginia counties to adopt, by referendum, an organization of county government known as the County Board Form. This type of county government closely parallels the traditional form. Unlike the traditional form, however, the County Board Form requires the county's appointment of a County Administrator. The County Board Form also calls for one member of the Board of Supervisors to be elected at large, with the other members elected from various election districts of the county. Four counties (Carroll, *Grayson*, Russell, and Scott) currently utilize the County Board Form alternative.

Urban County Executive Form

In response to the continued development and urbanization of some Virginia counties, the 1960 Session of the General Assembly authorized certain counties in the state, by referendum, to establish a type of county governmental organization known as the Urban County Executive Form. In order to adopt the appointed Urban County Executive Form, a county is required to have a population of more than 90,000. While this form of government is similar to the County Executive Form, it is intended specifically to meet the needs of heavily populated and urbanized areas. This form of government is designed to facilitate the provisions of varying levels of urban services throughout different portions of the county. In addition, no new municipalities may be established within the jurisdiction of any county having adopted the Urban County Executive Form. Some of the other major characteristics of this form of county government are as follows:

- Towns located within the county are permitted to

abandon their charters and be administered by the county on the same basis as the unincorporated areas of the county, depending on the choice of the town residents;

- The Chairman of the Board of Supervisors is elected at large by the county voters;
- The Director of Finance is appointed to perform the duties of the Commissioner of the Revenue and Treasurer;
- Constitutional officers, such as the Sheriff, County Clerk, and Commonwealth's Attorney continue to be elected by the voters.

Only Fairfax County is currently organized under the Urban County Executive Form.

County Manager Plan

In 1930 the General Assembly authorized qualifying counties to adopt, by referendum, the County Manager Plan. This type of government, which should not be confused with the County Manager Form, was made available only to a county with a population density of at least 500 persons per square mile. This governmental form is specifically intended for densely populated and small counties. Counties adopting the County Manager Plan are exempt from annexation by adjacent cities unless the annexation of the entire county is approved by referendum of the county voters. This government is similar to the County Manager Form. Only Arlington County utilizes the County Manager Plan.

County Charters

As a result of legislation enacted in 1985, any county in Virginia is statutorily authorized to seek a county charter which would establish a form of government specifically tailored to that locality's needs. Under the 1985 legislation, county charters may contain any of the powers set forth in the Code of Virginia for inclusion in city or town charters. County charters may

be requested from the General Assembly pursuant to a referendum by the county electorate or subsequent to a public hearing by the Board of Supervisors on the issue. Only three counties (Chesterfield, Roanoke, and James City) currently function under charters.

Organization of County Government

Virginia's 95 counties are governed by Boards of Supervisors, constitutional officers, and various appointed officials. A brief description of the responsibilities of the major officials follows.

The Board of Supervisors

The Board of Supervisors constitutes the governing body of each Virginia County. In this capacity, the elected members of a Board of Supervisors are responsible for establishing local public policy, raising local resources for the support of public programs, and acting through its appointed administrative officials to oversee the conduct of the county affairs. Under general law, the number of supervisors in Virginia's counties may vary between 3 and 11. Members of the Boards of Supervisors may be elected from the county at large, from single member districts, or from a combination of such arrangements. Unless a separate form of government provides otherwise, the Board of Supervisors of each county selects one of its members as chair at its first meeting each new year.

The Code of Virginia states that the county Board of Supervisors shall have power to:

- prepare and approve the county budget;
- levy taxes and appropriate funds;
- audit claims against the county;
- issue warrants in settlement of all claims and accounts;
- construct and maintain county buildings;
- approve and enforce the county's comprehensive

- plan and land use control ordinances;
- make and enforce ordinances for the health, safety, and welfare of county residents, as authorized by law;
- and
- provide for the care and treatment of indigent and physically handicapped county citizens.

In the majority of instances where a county has an appointed chief executive including a County Administrator, a County Executive, or a County Manager, such officials are responsible for assisting the Board of Supervisors in its planning for the conduct of these activities and for implementing the Board's policies and decisions regarding them.

Tie Breaker

The governing body of each county may designate a tie breaker, whose duty it shall be to cast the deciding vote in case of a tie. The designation of the tie breaker shall be by election by the voters of the county from the county at large. Every tie breaker shall serve for a period of four years from the date of his/her election and every tie breaker so elected shall serve the same term as a member of the governing body. No person shall be elected or serve as tie breaker who is not a resident of the county, who is not qualified to hold office as supervisor or who is an employee or officer of the county. Tie breakers heretofore appointed or elected shall continue in office until the expiration of the respective terms. Vacancies in the position of tie breaker shall be filled in the same manner as vacancies in the governing body. A tie vote would defeat the motion, resolution, or issue voted upon by the board in such counties that do not designate a Tie Breaker. School Board Tie Breakers must be elected in the same manner as the members of the School Board.

Constitutional Officers

As the name implies, Virginia's Constitution makes certain offices responsible for overseeing particular statutory responsibilities.

Clerk of the Circuit Court

The Clerk of the Circuit Court is elected by the qualified voters in the county for an eight-year term and serves as the chief administrative officer of court operations. The Clerk is responsible for managing and keeping records of court proceedings; collecting fines; recording and keeping land records and transfer of land ownership records such as deeds and mortgages; the custody of subdivision plats and land tract maps; the sale of hunting, fishing, and marriage licenses; and administering oaths.

County Treasurer

The County Treasurer is elected by the qualified voters in the county for a four-year term and is responsible for the collection, custody, and disbursement of county funds. This official is also responsible for the custody of certain state funds which flow through the county offices. Under several optional forms of government, the Treasurer is replaced by an appointed Director of Finance.

Commissioner of the Revenue

The Commissioner of the Revenue is elected by the qualified voters in the county for a four-year term and is charged with assessing local taxes including the preparation of the real estate and personal property tax books and tax bills. For example, the Commissioner may also assess taxes on merchant capital, business, and professional occupation license and certain machinery and tools. Under several optional forms of government the Commissioner of the Revenue is replaced by an appointed Director of Finance.

Commonwealth's Attorneys

The Commonwealth's Attorney is elected by the qualified voters in the county for a four-year term and is the state's attorney for the prosecution of local criminal offenses. The Board of Supervisors may employ a County Attorney to represent the Board in civil cases and to prosecute violations of county ordinances.

Sheriff

The Sheriff is elected by the qualified voters in the county for a four-year term. He/She and the deputies are responsible for the protection of the lives and property of county residents. The Sheriff serves all warrants of arrest and summonses for witnesses and jurors, acts as bailiff at sessions of the Circuit and District Court, maintains order at meetings of the Board of Supervisors, and supervises the county jail and its inmates. It should be noted that the Sheriff is the chief law enforcement officer in counties which do not have police departments. He is relieved of law enforcement activities in counties where police departments have been established. As of 2013, 86 of 95 county Sheriffs serve as the chief local law enforcement officer (only nine counties maintain police departments).

Appointed County Officials

In addition to the chief executive or county administrator, a number of appointed officials, boards, commissions, and advisory agencies serve each county. A brief description of a selected set of these entities follows. County administrators are appointed by the Board of Supervisors.

County School Board and School Superintendent

Public education in Virginia is provided through geographic districts known as school divisions which, with a few exceptions, coincide with the boundaries of the state's counties and cities. Counties, cities and two

towns, West Point and Colonial Beach, support school districts. The Constitution of Virginia places the responsibility for the supervision of schools in each school division with a School Board. Prior to 1994 in counties operating under the traditional form of government, School Boards were either chosen by a School Board Selection Commission, appointed by the Circuit Court of the County, or, if authorized by county voters in a referendum, by the Board of Supervisors. In all instances where counties functioned under one of the other forms of county government, School Board members were appointed by the Board of Supervisors.

As a result of legislation adopted by the General Assembly in 1992, counties were authorized to establish, by referendum, a process whereby School Board members would be elected by the voters. A majority of counties have approved such an arrangement, with the first election of School Boards held in 1994. The number of School Board members varies with each school division. The School Board is responsible for the appointment of a division School Superintendent from a list of persons certified to be eligible for such a position by the State Board of Education. The School Superintendent is responsible for a variety of administrative and instructional functions, including the employment of teachers and the supervision of educational programs. All school divisions in Virginia are expected to meet certain standards of educational quality which are established biennially by the State Board of Education, subject to review and approval by the General Assembly.

Planning Commission

Every county in Virginia is required to have a Planning Commission advising the Board of Supervisors about its physical development including land use planning. The Commissions consists of between 5 and 15 members and are appointed by the Board of Supervisors. One member of the Commission may be a

member of the Board of Supervisors, and one member may be an official serving in the administrative branch of county government. At least one half of the members of a Planning Commission must be property owners. Members of Planning Commissions serve four-year terms. Among the duties statutorily assigned to local Planning Commissions are those requiring the preparation of a comprehensive plan and a subdivision ordinance for review and approval by the Board of Supervisors.

Board of Zoning Appeals

Every county which enacts a zoning ordinance for purposes of regulating its physical development is required to have a Board of Zoning Appeals comprised of five or seven residents of the county. The members of the Board of Zoning Appeals, who serve five-year terms, typically are appointed by the Circuit Court of the county. A few Boards of Supervisors appoint the members of the local Board of Zoning Appeals. The Board of Zoning Appeals is required to hear and decide appeals made by the county residents from decisions of county officials (e.g., zoning administrators) enforcing the terms of zoning ordinances. In instances where the Board of Zoning Appeals decides that the strict application of the terms of a zoning ordinance will result in unnecessary hardship, it may grant a variance to the property owner.

Board of Social Services

Every county in Virginia is required to have a Board of Social Services (which may be entitled the Board of Public Welfare) whose members are designated by the Board of Supervisors. The Board of Social Services is responsible for the administration of various public welfare programs conducted within the county. The Board of Social Services may be comprised, at the discretion of the Board of Supervisors, of three or more county residents. Alternatively, under the Urban County

Executive Form, the Board of Supervisors may designate the officer in charge of the administration of social service programs in the county as the “Board of Social Services.” Where this is done, the Board of Supervisors is required to appoint a committee to serve in an advisory capacity to that officer. Under the County Manager Plan, the Board of Supervisors is permitted to abolish the Board of Social Services and delegate its duties, authority, and powers to the county manager or any other officer of the county.

Board of Assessors

The determination of the value of real property in counties is generally undertaken by the Commissioner of the Revenue, by a professional assessor, or a Board of Assessors appointed by the Board of Supervisors. The Board of Assessors is also authorized to review requests by property owners for reconsideration of the assessed value assigned to their property. Many localities also maintain Boards of Equalization. Boards of Equalization consider taxpayer appeals. Depending upon the locality, Boards of Equalization are appointed by the Board of Supervisors or the Circuit Court.

The reassessment of property for local tax purposes is Constitutionally mandated and may be accomplished annually or less frequently in accordance with the law. For example, Counties having a population of 50,000 or less may conduct general reassessments of their real property at five or six-year intervals.

Medical Examiner

The Chief Medical Examiner for the Commonwealth of Virginia is required to appoint one or more medical examiners for service in each county. The local medical examiners must be licensed to practice medicine and must be selected from a list of nominees prepared by the medical society of the county in which the officer will serve. A county medical examiner is responsible for investigating the cause of death in instances where the cause is suspected of being other

than natural. The determination of the county medical examiner in each case is presented to the State's Chief Medical Examiner and to the Commonwealth's Attorney in the county.

Extension Agents

Extension Agents are assigned to counties. The Agents are appointed by the Cooperative Extension Service of Virginia Polytechnic Institute and State University typically in cooperation with the Board of Supervisors. They provide the county residents with information and practical methods in the areas of agriculture, business, industry, home economics, and resource development.

Game Wardens

State Game Wardens, appointed by the state's Commission of Game and Inland Fisheries, are charged with enforcing the state's game, inland fishing, and boating laws. They are authorized to arrest persons who are in the act of violating the state game laws and to search for game taken unlawfully.

In addition, the County Board of Supervisors may enact local animal ordinances and appoint an Animal Warden to enforce the requirements.

Transportation and Public Works

The state is responsible for maintaining local county roads, however, counties may elect to maintain their local roads. To date, only two counties maintain their local roads (Arlington and Henrico). Unlike counties, cities and specific towns maintain their local roads.

Public water and sewer service are available in most counties, either provided directly by county government or through a public service authority.

Circuit and District Judges and Magistrates

These officials and their duties are described in the Judicial Department section.

CITY AND TOWN GOVERNMENTS

The Commonwealth of Virginia has 38 cities and 191 towns, giving the state a total of 229 municipalities. These municipalities, like their counterparts in other states, were established essentially to provide urban services to densely populated areas in need of such. Virginia cities, however, are distinct from cities in other states in that they are independent governmental entities. No county authority or taxing power extends within the boundaries of a Virginia city. Due to this situation, cities in Virginia are also required to serve like counties as administrative subdivisions of the state for the implementation of state programs and policies. Virginia towns, on the other hand, are governmentally part of the county in which they are located. Thus, towns exist primarily for the provision of urban services to their residents and do not have, in general, responsibility for the administration of state programs. The current Virginia Constitution, which became effective in 1971, while recognizing as “towns” all communities previously incorporated as such, requires that all new towns must have a minimum population of 1,000 persons and become a town through the process established by law. The Constitution, while recognizing as “cities” all communities previously incorporated as such, requires that all new cities must have a population of at least 5,000 persons and become a city in the manner provided by law. The Constitution, however, authorizes the General Assembly to increase by general law the population minimum required for town or city status. The Constitution also explicitly recognizes Virginia’s distinct system of city-county separation by defining a city as an “independent incorporated community.” Virginia law permits towns that reach a population of 5,000 persons to seek city status. The process by which a town becomes a city requires judicial review of the fiscal capacity of the municipality, the impact of the proposed transition on the affected county, and other state concerns. The transition of a town to city

status also requires approval by the town electorate in a referendum. The laws of the Commonwealth do not mandate that a town must become a city when it attains the population of 5,000 persons. Many Virginia towns have populations well in excess of that threshold.

While all Virginia municipalities have charters which give them distinct governmental attributes, the two principal forms of government used by Virginia towns and cities are listed here. The City of Richmond is the only city in the state that has adopted a strong mayor form of government, in which an elected mayor is also the chief administrative officer responsible for the day-to-day activities of city government. The other cities operate under the council-manager form of government. Many of the larger towns operate under the council-manager form of government as well.

Forms of City and Town Governments

Council-Manager Form

This form of government was first adopted by the City of Staunton, Virginia, in 1908 and has since been widely adopted by many cities and towns in the nation. Under this form, a council is elected either by wards or at-large. The Council then appoints a professional manager to handle the day-to-day affairs of the city or town. In about half of the cities the Council also elects one of its members as the presiding officer (generally known as the Mayor), whose position is primarily ceremonial in nature. The Mayor serves as the official head of the city or town and generally has the same legislative power and duties as other council members. In about half of the cities, the mayor is elected directly by the voters. The mayor in most towns is elected at large, regardless of whether the town is organized under the council-manager or the mayor-council form of government.

Mayor-Council Form

The Mayor-Council form is used by many of

Virginia's small towns. Under this form, Council members are elected by the people, and the Mayor is directly elected by the people. In addition to those legislative powers which he/she shares with members of Council, the Mayor has certain executive and administrative authorities. Under this form of municipal government, the Mayor may be granted the power to appoint and dismiss certain town officers and may veto ordinances and resolutions approved by the Council. Many of the towns that are organized under the mayor-council form of government also appoint a town manager to serve as the chief administrative officer.

City/Town Organization and Officials

City/Town Council

The City/Town Council may be elected at large or composed of one council member from each ward or a combination of both in accordance with individual charter provisions. The Council is the local legislative body and has the power to act for the common good of the people in regard to such areas as police protection, fire protection, water supply, sewage disposal, and street lights. Also, it can, by ordinances or resolutions, set business license rates and levy taxes and fees for covering the expenses of the governmental operations.

City/Town Manager

The City/Town Manager, appointed by the City/Town Council, is the chief administrative officer of his/her locality and performs a variety of duties, which include:

- faithful implementation of all laws and ordinances;
- employment of certain city/town officials as needed to assist in the handling of the day-to-day affairs;
- reporting to the Council on the affairs of the city/town;
- keeping the Council fully advised of the city's/town's financial condition and its future financial

needs;

- preparing an annual budget for review and approval by the Council;
- attending all Council meetings and performing such other duties as may be prescribed by the Council.

City/Town Attorney

The City/Town Attorney serves as the chief legal advisor to the Council and is responsible for the drafting of local ordinances. In most municipalities, the city/town attorney is appointed by the City/Town Council. In some municipalities the attorney is appointed by the manager. Many municipalities retain an attorney in private practice to serve as the chief legal counsel.

City/Town Treasurer

The Town Council is authorized to employ a Town Treasurer to collect all town taxes. Under most of the current city charters, the tax collection and assessment functions are performed by the Commissioner of the Revenue and the City Treasurer or by the Finance Director.

Director of Planning

The Director of Planning serves as the head of the Planning Department and is responsible for preparing various long-range plans in the areas of land use, transportation, and public facilities for consideration and adoption by the City/Town Council.

Director of Purchasing

The Director of Purchasing, as head of the Purchasing Department, is charged with maintaining a central storehouse of materials and supplies for the locality and with purchasing, by means of competitive bidding, items that are needed for governmental operations.

Director of Personnel

The Director of Personnel is responsible for recruiting and hiring personnel, as well as administering pay, classification, and merit plans. This official is also charged with preparing and implementing a personnel plan for his/her locality.

Director of Public Works

The Director of Public Works serves as the head of the Department of Public Works and is generally responsible for such projects as road and street construction and maintenance, solid waste collection and disposal, and street cleaning.

Chief of Police

The Chief of Police has the responsibility to maintain law and order in his/her community. In some Virginia cities, the Department of Police has been merged with the Fire Department into a Department of Public Safety.

Municipal Judges and Courts

In 1973, the General Assembly replaced Municipal Courts and their judges with a system of General District Courts. Thus, matters pertaining to the enforcement of city or town ordinances, fines, and penalties were consolidated into various District Courts throughout the state.

Constitutional Officers

Virginia cities are generally required to elect the following constitutional officers: Court Clerk, Commissioner of the Revenue, Treasurer, Sheriff, and Commonwealth's Attorney. However, some city charters permit the deletion of some constitutional officers. Generally, the duties and responsibilities of the constitutional officers are the same in counties and cities. A description of the duties and responsibilities of the

county's constitutional officers appears under the County Government section.

School Boards and School Superintendents

Most of Virginia's cities also constitute school divisions, with those entities being served by School Boards and School Superintendents in the same manner as county school divisions. Prior to 1994, all the School Boards serving city school divisions were appointed by city council. However, as a result of the previously cited 1992 legislation, most of Virginia's cities have established, by referendum, a process for the election of such officials by the voters. The initial election of city School Boards occurred in 1994. In addition, two towns (Colonial Beach and West Point) constitute school divisions.

SPECIAL DISTRICTS AND AUTHORITIES

Special districts and authorities are mostly political subdivisions of the state and are created under special authorization of the General Assembly. Nearly all of these districts and authorities serve one or more special functions such as planning, transportation, and water and sewer. Examples of the state's special districts and authorities are described below:

Planning District Commissions

Under the Regional Cooperation Act, formerly known as the Virginia Area Development Act of 1968, local governments are authorized to organize planning district commissions within boundaries established by the Department of Housing and Community Development. A planning district commission is a regional planning agency with the general powers of such institutions, including the right to adopt a common seal; sue and be sued; adopt bylaws; make and enter into contracts or agreements; apply for and accept grants and loans from private, state, and federal agencies; employ personnel; and implement other duties as prescribed by the Code of Virginia. Each planning district commission is authorized to prepare plans and programs that will promote orderly physical, social, and economic development within the defined boundaries. Any action taken by a planning district commission, however, may not affect the powers and duties of local planning commissions. While initially established to function solely as regional planning entities, the planning district commissions are now authorized to undertake and implement programs on behalf of their member jurisdictions.

Counties, cities, and most towns within each planning district are eligible for commission membership. The composition of the membership of the commission is established by agreement among the participating governmental subdivisions

Transportation Districts

A transportation district is designed to facilitate the planning and development of the needed transportation facilities on a regional basis. Under the Virginia Transportation District Act of 1964, as amended, a transportation district may be created by ordinance adopted by any two or more counties or cities or combinations thereof. In addition, any county or city may constitute itself a transportation district if no contiguous county or city wishes to join.

By law, a transportation district is managed by a commission which consists of such a number of members as the component governments shall from time to time agree upon. Members of a transportation district commission are appointed by the governing body of each participating county or city, except for the chairman of the Commonwealth Transportation Board or his/her designee who shall be an ex officio member of the commission.

After its formation, a transportation district is authorized to:

- prepare a district transportation plan;
- operate transit facilities, including buses and terminals, within the district; and
- acquire land by purchase, lease, gift, condemnation, or otherwise for the construction of mass transit and/or parking facilities in connection with any transportation service or an adopted mass transit plan.

However, a transportation district commission may not prepare a transportation plan nor construct nor operate transit facilities if it is located in a metropolitan area that includes all or a portion of a state or states contiguous to Virginia.

Industrial Development Authorities

Under the Virginia Development and Revenue Bond Act, as amended, counties, cities, and towns are authorized to form nonprofit industrial development authorities to acquire, own, lease, and dispose of properties for the purpose of inducing new industrial, commercial, and institutional developments within their jurisdictional boundaries. In addition, these authorities have the power to issue revenue bonds from time to time to cover the cost of developing and/or operating their facilities.

An industrial development authority, by law, is governed by a board of seven directors who are appointed by the local governing body. These directors must be local residents who, except in certain instances, are neither officers nor employees of the locality.

Public Service Authorities

The Virginia Water and Waste Authorities Act permits the governing body of any county, city, or town, or the governing bodies of two or more such localities, to create, by ordinance, resolution, or agreement a water authority, a sewer authority, a sewage disposal authority, a storm water control authority, refuse collection and disposal authority, or any combination thereof. These authorities are considered as corporate entities and must be registered with the State Corporation Commission. After their incorporation, these authorities are authorized to acquire, purchase, lease, construct, improve, operate, and maintain any storm water control system or water or waste system, or any combination of such systems within or outside one or more of the participating localities. These authorities also may fix and collect fees, borrow money, issue revenue bonds, and acquire property through the exercise of the right of eminent domain.

Soil and Water Conservation Districts

In order to conserve soil resources and control and prevent soil erosion and sediment damages, the General Assembly enacted the Soil Conservation District Law to allow the creation of soil and water conservation districts throughout the Commonwealth. A soil and water conservation district may be composed of one or more counties and cities. By law, a soil and water conservation district has the power to:

- conduct surveys, investigations, and research relating to the character of soil erosion and sediment damages;
- implement preventative and control measures concerning soil erosion and sediment damages;
- develop soil erosion and sediment control programs and plans;
- administer soil conservation, flood prevention, drainage, irrigation, erosion prevention, and agricultural and nonagricultural water management projects.

Sanitation Districts

As stated in the Virginia Sanitation District Act of 1938, as amended, the purpose of a sanitation district is to eliminate pollution and contamination from the tidal waters of the Commonwealth caused by raw sewage and industrial wastes. A sanitation district can be created when 200 or more qualified voters of the proposed district petition the circuit court to hold an election of the district's formation and when the court-ordered election is approved by a majority of the voters in the proposed district.

A sanitation district is authorized to construct, maintain, operate, and use such trunk and intercepting sewers, conduits, pipes, pumping and ventilating stations, and treatment plants or works necessary to provide an effective and efficient water pollution control service to its users.

In 1948, the General Assembly passed a law similar to the Virginia Sanitation District Act of 1938, as amended, which permits the creation of a sanitation district in the non-tidal water portion of the state.

Sanitary Districts

There may be created within counties, cities, or towns, by court order upon petition of at least 50 qualified voters, special taxing districts known as sanitary districts. The governing body of the locality serves as the governing body of the sanitary district. These districts are, in actuality, special service districts managed by the local governing body. Districts may construct and operate a variety of public facilities, among which are water and sewer, garbage collection and disposal, parking, recreational, and drainage facilities. To finance these activities, districts may impose user fees, levy taxes on property within the district, and issue bonds (under certain limitations). In counties operating under the Urban County Executive Form of government, sanitary districts can be created only by an act of the Board of Supervisors.

GOVERNMENT FACTS

This chapter contains some basic facts and figures for the state and its local governments. Items of special interest to the reader include questions and answers on some of the state's notable events and matters, dates of formation of Virginia counties, dates of incorporation of Virginia cities, how a bill becomes a law in Virginia, and the capitals of Virginia.

Questions

1. For whom was Virginia named?
2. When and where was Virginia founded?
3. Why is Virginia called The Old Dominion?
4. What is a Commonwealth?
5. When was the title Commonwealth of Virginia adopted?
6. Why is Virginia called Mother of States?
7. What is the state motto?
8. What are emblems of the Commonwealth of Virginia?
9. Where is the capital of Virginia located?
10. What is the total area of Virginia?
11. Where is the geographical center of Virginia?
12. Where is the highest point in Virginia?
13. What is the mean altitude of Virginia?

Answers

1. Virginia was named after Queen Elizabeth I of England (the Virgin Queen).
2. Virginia was founded at Jamestown on May 13, 1607.
3. Virginia was called The Old Dominion by King Charles, II because of the Colony's loyalty to the Crown.
4. A Commonwealth is a state in which all authority is vested in its people. The United States has four commonwealths: Kentucky, Massachusetts, Pennsylvania and Virginia.
5. The title Commonwealth of Virginia was adopted June 29, 1776.
6. Virginia is called Mother of States because its

territory once included the present states of Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin, and part of Minnesota.

7. The state motto is Sic Semper Tyrannis (Thus Always to Tyrants).

8. The emblems are:

Bat - Virginia Big-Eared Bat

Beverage - Milk

Bird - Northern Cardinal

Boat - Chesapeake Bay Deadrise

Dog - American Foxhound

Fish - Brook Trout

Flower - American Dogwood

Folk dance - Square Dancing

Fossil - Chesapeake Jeffersonius

Insect - Tiger Swallowtail Butterfly

Shell - Oyster Shell

Tree - Dogwood

9. The City of Richmond is the capital of Virginia.

10. The total area of Virginia is 40,766.63 square miles. (U.S. Bureau of the Census, State/County Area Measurement, 1980).

11. The geographical center of Virginia is located in Buckingham County, a short distance from Mount. Rush.

12. The highest point, Mt. Rogers (about 5,720 feet above sea level), is located in Smyth and Grayson Counties.

13. The mean altitude of Virginia is 950 feet above sea level.

Virginia Counties and Cities

Past and Present Backgrounds

1617: By this time, the settlements of the Jamestown Colony were organized under the four incorporations and parishes of James City, Charles City, Henrico, and Kikotan (Elizabeth City).

1619: Two delegates or Burgesses from each of eleven settlements or boroughs met at Jamestown and established the General Assembly on June 20th - the first state representative legislative authority in the United States.

1621: Local justice-of-the-peace courts were authorized for the communities of political subdivisions.

1634: The increase and spread of population, extension of court services and need of definite boundaries of governmental responsibility led to the establishment of eight shires, later counties: Accomack, Charles City, Charles River, Elizabeth City, Henrico, James City, Warrosquyoake, and Warwick River. Northumberland, the “original county” and the Indian district of Chickacoan, was organized as a county in 1648.

Counties Established by the General Assembly of Virginia (172 Extinct (18)

Accawmack (old), Charles River, Dunmore, Fincastle, Illinois, Kentucky, Lower Norfolk, New Norfolk, Norfolk (1963), Rappahannock (old), Upper Norfolk, Warrosquyoake, Warwick River, Elizabeth City (1952), Princess Anne (1963), Warwick (1958), Yohogania, Nansemond (1972).

In Kentucky (9)

Bourbon, Fayette, Jefferson, Lincoln, Madison, Mason, Mercer, Nelson, Woodford.

In West Virginia (50)

Barbour, Berkeley, Boone, Braxton, Brooke, Cabell, Calhoun, Clay, Doddridge, Fayette, Gilmer, Greenbrier, Hampshire, Hancock, Hardy, Harrison, Jackson, Jefferson, Kanawha, Lewis, Logan, McDowell, Marion, Marshall, Mason, Mercer, Monongalia, Monroe, Morgan, Nicholas, Ohio, Pendleton, Pleasants, Pocahontas, Preston, Putnam, Raleigh, Randolph, Ritchie, Roane, Taylor, Tucker, Tyler, Upshur, Wayne, Webster, Wetzell, Wirt, Wood, Wyoming.

In Virginia (95)

Accomack	Formed: 1632-42 - Original shire Named for: Indian word meaning other-side-place
Albemarle	Formed: 1744 from Goochland Named for: Earl of Albemarle
Alleghany	Formed: 1822 from Bath, Botetourt and Monroe (W. Va.) Named for: Indian word meaning endless
Amelia	Formed: 1735 from Prince George and Brunswick Named for: Daughter of George II
Amherst	Formed: 1761 from Albemarle Named for: Sir Jeffrey Amherst
Appomattox	Formed: 1845 from Buckingham, Prince Edward, Charlotte, Campbell Named for: Appamatuck Indian Village
Arlington	Formed: 1847 from Former Alexandria County Named for: Custis Estate
Augusta	Formed: 1738 from Orange Named for: Mother of George III
Bath	Formed: 1791 from Augusta, Botetourt and Greenbrier, WV Named for: Medicinal springs
Bedford	Formed: 1754 from Lunenburg and Albemarle Named for: Duke of Bedford
Bland	Formed: 1861 from Giles, Wythe and Tazewell Named for: Richard Bland
Botetourt	Formed: 1770 from August and Rockbridge Named for: Lord Botetourt (Berkeley)
Brunswick	Formed: 1720 from Surry, Isle of Wight, and Prince George Named for: German Duchy
Buchanan	Formed: 1858 from Tazewell and Russell Named for: James Buchanan, U.S. President

VIRGINIA GOVERNMENT IN BRIEF

Buckingham	Formed: 1761 from Albemarle Named for: Duke of Buckingham
Campbell	Formed: 1782 from Bedford Named for: General William Campbell
Caroline	Formed: 1727 from Essex, King William and King and Queen Named for: Wife of George II
Carroll	Formed: 1842 from Grayson Named for: Carroll of Carrollton
Charles City	Formed: 1634 from Original shire Named for: Prince Charles (Charles I)
Charlotte	Formed: 1765 from Lunenburg Named for: Wife of George II
Chesterfield	Formed: 1749 from Henrico Named for: Lord Chesterfield
Clarke	Formed: 1836 from Frederick Named for: George Rogers Clarke
Craig	Formed: 1851 from Botetourt, Giles, Alleghany, Roanoke, Montgomery, and Monroe, WV Named for: Robert Craig, House Delegate of VA
Culpeper	Formed: 1749 from Orange Named for: Lord Culpeper, Governor of VA
Cumberland	Formed: 1749 from Goochland Named for: Duke of Cumberland
Dickenson	Formed: 1880 from Russell, Wise, Buchanan Named for: William J. Dickenson
Dinwiddie	Formed: 1752 from Prince George Named for: Lord Dinwiddie, Lt. Governor of VA
Essex	Formed: 1692 from Rappahannock (old) Named for: English County or Earl of Essex
Fairfax	Formed: 1742 from Prince William Named for: Lord Fairfax
Fauquier	Formed: 1759 from Prince William Named for: Francis Fauquier, Lt. Governor of VA

Floyd	Formed: 1831 from Montgomery Named for: John Floyd, Governor of VA
Fluvanna	Formed: 1777 from Albemarle Named for: Queen Anne
Franklin	Formed: 1786 from Bedford and Henry Named for: Benjamin Franklin
Frederick	Formed: 1738 from Orange Named for: Son of George II
Giles	Formed: 1806 from Montgomery, Tazewell And Monroe-WV Named for: William B. Giles, Governor of VA
Gloucester	Formed: 1651 from York Named for: Duke of Gloucester
Goochland	Formed: 1728 from Henrico Named for: William Gooch, Lt. Governor of VA
Grayson	Formed: 1793 from Wythe Named for: William Grayson, U.S. Senator
Greene	Formed: 1838 from Orange Named for: General Nathanael Greene
Greensville	Formed: 1781 from Brunswick Named for: General Greene or Granville
Halifax	Formed: 1752 from Lunenburg Named for: Earl of Halifax
Hanover	Formed: 1721 from New Kent Named for: George I, Duke of Hanover
Henrico	Formed: 1634 - Original shire Named for: Henry, son of James I
Henry	Formed: 1777 from Pittsylvania Named for: Patrick Henry, Governor of Virginia
Highland	Formed: 1847 from Bath and Pendleton, WV Named for: the topography

VIRGINIA GOVERNMENT IN BRIEF

Isle of Wight	Formed: 1634 - Original shire formerly Warrosquyoake Named for: Isle of Wight, England
James City	Formed: 1634 - Original shire Named for: James I
King George	Formed: 1721 from Richmond Named for: George I
King and Queen	Formed: 1691 from New Kent Named for: William and Mary
King William	Formed: 1702 from King and Queen Named for: King William
Lancaster	Formed: 1652 from York and Northumberland Named for: English county
Lee	Formed: 1793 from Russell Named for: Henry Lee, Governor of VA
Loudoun	Formed: 1757 from Fairfax Named for: Earl of Loudoun
Louisa	Formed: 1742 from Hanover Named for: Daughter of George II
Lunenburg	Formed: 1746 from Brunswick Named for: Lunenburg
Madison	Formed: 1793 from Culpeper Named for: James Madison, U.S. President
Mathews	Formed: 1791 from Gloucester Named for: Thomas Mathews
Mecklenburg	Formed: 1765 from Lunenburg Named for: Charlotte, Wife of George II
Middlesex	Formed: 1668-69 from Lancaster Named for: English county
Montgomery	Formed: 1777 from formerly Fincastle Named for: General Richard Montgomery
Nelson	Formed: 1808 from Amherst Named for: Thomas Nelson, Jr., Governor of VA

New Kent	Formed: 1654 from York Named for: English Kent or Kent Island
Northampton	Formed: 1634 - Original shire, formerly Accomack Named for: English county
Northumberland	Formed: 1648 - Original County Named for: English county
Nottoway	Formed: 1789 from Amelia Named for: Nadowa Indian tribe
Orange	Formed: 1734 from Spotsylvania Named for: William, Prince of Orange
Page	Formed: 1831 from Rockingham, Shenandoah Named for: John Page, Governor of VA
Patrick	Formed: 1791 from Henry Named for: Patrick Henry, Governor of VA
Pittsylvania	Formed: 1767 from Halifax Named for: William Pitt, Earl of Chatham
Powhatan	Formed: 1777 from Cumberland Named for: Indian Chief Powhatan
Prince Edward	Formed: 1754 from Amelia Named for: Prince Edward Augustus
Prince George	Formed: 1703 - Original shire, formerly Charles City; Named for: George of Denmark, husband of Queen Anne
Prince William	Formed: 1731 from Stafford, King George Named for: William, Duke of Cumberland
Pulaski	Formed: 1839 from Montgomery and Wythe Named for: General Pulaski
Rappahannock	Formed: 1833 from Culpeper Named for: Indian word meaning river of quick rising water
Richmond	Formed: 1692 from Rappahannock (old) Named for: English county or Duke of Richmond

VIRGINIA GOVERNMENT IN BRIEF

Roanoke	Formed: 1838 from Botetourt and Montgomery Named for: Rawrenoc—Indian currency
Rockbridge	Formed: 1778 from Augusta and Botetourt Named for: the natural rock bridge
Rockingham	Formed: 1778 from Augusta Named for: Rockingham, British Prime Minister
Russell	Formed: 1786 from Washington Named for: General William Russell
Scott	Formed: 1814 from Washington, Lee, Russell Named for: General Wingfield Scott
Shenandoah	Formed: 1772 from Frederick (Dunmore) Named for: Indian word meaning daughter of the stars
Smyth	Formed: 1832 from Wythe and Washington Named for: General Alexander Smyth
Southampton	Formed: 1749 from Isle of Wight Named for: Earl of Southampton
Spotsylvania	Formed: 1721 from Essex, King William, and King and Queen Named for: Alexander Spotswood, Lt. Gov., VA
Stafford	Formed: 1664 from Westmoreland Named for: English county
Surry	Formed: 1652 from James City Named for: English county
Sussex	Formed: 1754 from Surry Named for: English county
Tazewell	Formed: 1800 from Wythe and Russell Named for: Henry Tazewell, U.S. Senator
Warren	Formed: 1836 from Frederick and Shenandoah Named for: General Joseph Warren

- Washington** Formed: 1777 from formerly Fincastle
Named for: George Washington, U.S. President
- Westmoreland** Formed: 1653 from Northumberland
Named for: English county
- Wise** Formed: 1856 from Lee, Scott and Russell
Named for: Henry A. Wise, Governor of VA
- Wythe** Formed: 1790 from Montgomery
Named for: George Wythe, Virginia Lawyer
- York** Formed: 1634 - Original shire (Charles City)
Named for: Duke of York

VIRGINIA GOVERNMENT IN BRIEF

Dates of Incorporation of Virginia Cities

City	Incorporated as a Town (a)	Incorporated as a City (a)	City of 2nd Class	City of 1st Class
Alexandria	1779	1852	-	1902
Bristol	1856	1890	1902	1942
Buena Vista	1890	1892	1902	-
Charlottesville	1801	1888	1902	1916
Chesapeake	-	1963(b)	-	1963(b)
Colonial Heights	1926	1948	1948	1960
Covington	1833	1954	1954	-
Danville	1830	1890	-	1902
Emporia	1887	1967	1967	-
Fairfax	1874	1961	1961	-
Falls Church	1875	1948	1948	-
Franklin	1876	1961	1961	-
Fredericksburg	1782	1879	1902	1941
Galax	1906	1954	1954	-
Hampton	1849	1908	1908	1952(c)
Harrisonburg	1849	1916	1916	-
Hopewell	-	1916(d)	-	1916(d)
Lexington	1874	1965	1965	-
Lynchburg	1805	1852	-	1902
Manassas	1873	1975	1975	-
Manassas Park	1957	1975	1975	-
Martinsville	1873	1928	1928	-
Newport News	1880	1896	-	1902
Norfolk	1736(e)	1845	-	1902
Norton	1894	1954	1954	-
Petersburg	1784	1850	-	1902
Poquoson	1952	1975	1975	-
Portsmouth	1836	1858	-	1902
Radford	1887	1892	1902	1946
Richmond	1782	1842	-	1902
Roanoke	1874	1884	1902	-
Salem	1806	1968	-	1968
Staunton	1801	1871	1902	1906
Suffolk	1808	1910	1910	1944(f)
Virginia Beach	1906	1952	1952	1963(g)
Waynesboro	1834	1948	-	1948
Williamsburg	-	1884	1902	-
Winchester	1779	1874	1902	1932

Notes

- (a) The year of incorporation, not of establishment.
- (b) Created by the consolidation of the former City of South Norfolk and Norfolk County, effective January 1, 1963, Virginia Acts 1962, ch. 211, pp. 301-16; South Norfolk, first incorporated in 1919, became a city of the second class in 1921 and a city of the first class in 1952.
- (c) So classified when the County of Elizabeth City, the City of Hampton and the Town of Phoebus consolidated as the City of Hampton, effective July 1, 1952, Virginia Acts 1950, Chapter 583.
- (d) Incorporated as a city of the first class from unincorporated territory, effective July 1, 1916, Virginia Acts 1916, Chapter 65,
- (e) Incorporated as the Borough of Norfolk.
- (f) Merged with the former City of Nansemond, January 1, 1974.
- (g) So classified when the County of Princess Anne and the City of Virginia Beach combined as the City of Virginia Beach, effective January 1, 1963, Virginia Acts 1962, Chapter 147.

Sources

1. Chester W. Bain, *A Body Incorporate: the Evolution of City/County Separation in Virginia* (Charlottesville: The University Press of Virginia; published for the Institute of Government, University of Virginia, 1967).
2. Secretary of the Commonwealth, Commonwealth of Virginia, *Report of the Secretary of the Commonwealth, 1980-81* (Richmond: The Author, 1981).
3. Devereux Weeks, *Dates of Origin of Counties and Municipalities* (Charlottesville: Institute of Government, University of Virginia, 1967).
4. Virginia State Library, *A Hornbook of Virginia History* (Richmond: The Author, 1965).

HOW A BILL BECOMES A LAW IN VIRGINIA

The following steps depict the procedure whereby a non-controversial bill becomes a law. Bills may originate in either house of the General Assembly.

- A Senator or Delegate has an idea for legislation or receives requests for legislation from constituents, state agencies, organizations or the business community.
- He or she presents the idea to the Division of Legislative Services and requests that it be drafted into a bill. The bill is signed by the patron, introduced, and printed.
- The bill is referred to an appropriate committee. The members of the committee consider the bill and decide what action to take. The public is given an opportunity to address the committee regarding the bill.
- **First Reading:** The bill title is printed in the calendar or is read by the Clerk, and the bill advances to second reading.
- **Second Reading:** The next day the bill title is placed in the printed calendar. The Clerk reads the title of the bill a second time. A bill on second reading is amendable. A bill that has passed second reading with or without an amendment is engrossed. If an amendment is adopted, the bill is reprinted in its final form for passage.
- **Third Reading:** The next day, the engrossed bill title is placed in the calendar. The title is read a third time by the Clerk. By recorded vote, the bill passes or is defeated.
- **Communication:** When passed, the bill is sent to the other body for its consideration.

- In the other body: The bill goes through essentially the same procedure as it did in the house of origin. The bill title is printed in the Calendar or is read by the Clerk. The bill is referred to a standing committee, considered, and reported by the committee. The title is read a second and a third time before passage.
- Committee of Conference: If the House amends a Senate bill, or the Senate amends a House bill, and the house of origin disagrees with the amendment, a Committee of Conference, usually three members from each legislative body, may be formed to resolve differences.
- Enrollment: After being passed by both houses of the General Assembly, the bill is printed as an enrolled bill, examined, and signed by the presiding officer of each chamber.
- Governor: The bill is then sent to the Governor for his approval. After being signed by the Governor, the bill is sent to the Clerk of the House (Keeper of the Rolls of the Commonwealth) and is assigned a chapter number. All chapters of a session are compiled and bound as the Acts of Assembly.
- Bills that become law at a regular session (or the reconvened session that follows) are effective the first day of July following adjournment of the regular session unless otherwise specified.
- Bills enacted at a Special Session (Reconvened Session) are effective the first day of the fourth month following the adjournment of the Special Session, unless another date is specified.
- The General Appropriations Act is usually effective July 1st and Emergency Acts become effective when signed by the Governor.

CAPITALS OF VIRGINIA

Jamestown 1607-1699

Although four public buildings and a private residence are historically identified as onetime seats of the colonial government, none is portrayed in any known contemporaneous picture, etching or painting. The third state house, built about 1660, was burned in 1676 in Bacon's Rebellion.

Williamsburg 1699-1780

The restored Capitol at Williamsburg, rebuilt on its original foundations, marks great events in Virginia and American history - the introduction of Virginia's Declaration of Rights, Patrick Henry's Stamp Act speech, lowering of the British flag in favor of that of the American colonies, and other stirring colonial and Revolutionary actions.

Richmond 1780-present

The central section of the Virginia State Capitol, at Richmond, was designed by Thomas Jefferson after the Maison Carre at Nimes, France, when Jefferson was Minister to France. The cornerstone was laid in 1785, and the building was sufficiently completed for occupancy in 1788. Here meets the oldest representative legislative assembly in the New World — an assembly which met first at Jamestown in 1619, and later at Williamsburg when it was the Colonial Capital of Virginia. Here met, during the War Between the States, the Congress of the Confederate States of America. In the Rotunda is the famous Houdon statue of George Washington, life-size, the only statue for which the First President posed. Surrounding that statue are busts of the other seven Virginia-born Presidents: Thomas Jefferson; James Madison; James Monroe; William Henry Harrison; John Tyler; Zachary Taylor; and Woodrow Wilson. Also, the Houdon a bust of the Marquis de Lafayette, Virginia's first honorary citizen, occupies a niche.

ACKNOWLEDGEMENTS

In preparing this publication, the Clerks' Offices of the Senate of Virginia and the House of Delegates wish to thank the staffs of the Office of the Governor, Supreme Court Clerk's Office, the Virginia Association of Counties and the Virginia Municipal League for providing valuable advice and source materials.

For copies of Virginia Government In Brief, please contact the Senate or House Clerk's Office.

G. Paul Nardo , Clerk
House of Delegates
P.O. Box 406
Richmond, VA 23218
804-698-1500
877-391-FACT
hics@house.virginia.gov

Susan Clarke Schaar, Clerk
Senate of Virginia
P.O. Box 396
Richmond, VA 23218
804-698-7410
888-892-6948
information@senate.virginia.gov



Commonwealth of Virginia
Richmond, Virginia
May 2018

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2018 - 2022

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