

# WEST VIRGINIA LEGISLATURE

## 2017 REGULAR SESSION

### Introduced

## Senate Bill 269

**FISCAL  
NOTE**

BY SENATORS BLAIR, GAUNCH, FERNS, MAYNARD,

PALUMBO, PLYMALE, BOSO AND CLINE

**INTERIM  
BILL**

[Introduced February 13, 2017; referred  
to the Committee on Government Organization; and  
then to the Committee on Finance]

1 A BILL to amend the Code of West Virginia, 1931, as amended, by adding thereto a new section,  
 2 designated §5F-1-5, relating to the requirement that all executive branch agencies  
 3 maintain a website that contains specific information.

*Be it enacted by the Legislature of West Virginia:*

1 That the Code of West Virginia, 1931, as amended, be amended by adding thereto a new  
 2 section, designated §5F-1-5, to read as follows:

**ARTICLE 1. GENERAL PROVISIONS**

**§5F-1-5. Website content and required information.**

1 Beginning December 31, 2017, each agency shall maintain a website that provides the  
 2 following information:

3 (1) The office contact information, including office location and mailing address, telephone  
 4 number, facsimile number, office hours and electronic mail address;

5 (2) The contact information of each staff member, including office location and mailing  
 6 address, office telephone number, facsimile number and electronic mail address;

7 (3) Organizational chart;

8 (4) Administrative agency officials;

9 (5) A list of governing statutes and legislative and procedural rules;

10 (6) Meeting minutes;

11 (7) Annual reports;

12 (8) All agency forms, including application forms, complaint forms and instructions; and

13 (9) Frequently asked questions and descriptive answers.

NOTE: This purpose of this bill is to require executive branch agencies to maintain a website that contains certain information.

Strike-throughs indicate language that would be stricken from a heading or the present law and underscoring indicates new language that would be added.

This bill is recommended by the Joint Standing Committee on Government Organization for introduction and passage during the 2017 Regular Session.