

# WEST VIRGINIA LEGISLATURE

## 2020 REGULAR SESSION

### House Bill 4357

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HAMRICK, BARNHART, TONEY AND HANNA

[Introduced January 15, 2020; Referred to the  
Committee on Government Organization]

**FISCAL  
NOTE**

1 A BILL to amend the Code of West Virginia, 1931, as amended, by adding thereto a new section,  
2 designated §5F-1-7; to amend and reenact §7-1-3rr of said code; and to amend said code  
3 by adding thereto a new article, designated §8-39-1, all relating to governmental websites;  
4 requiring executive branch agencies maintain a website that contains specific information;  
5 requiring county commissions to maintain websites with specific information; requiring  
6 county commissions to provide certain information to the Secretary of State; requiring  
7 municipalities to maintain websites with specific information available to the public at no  
8 charge; requiring information to be updated; and requiring updated information be  
9 provided to the Office of Technology.

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

## **CHAPTER 5F. REORGANIZATION OF THE EXECUTIVE BRANCH OF STATE GOVERNMENT.**

### **ARTICLE 1. GENERAL PROVISIONS.**

#### **§5F-1-7. Website content and required information.**

1 Beginning December 31, 2020, each agency shall maintain a website that provides the  
2 following information, if applicable:

3 (1) The office contact information, including office location and mailing address, telephone  
4 number, facsimile number, office hours, and a secure electronic means of contacting the office  
5 such as a contact portal or other interface;

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

9 (3) Organizational chart;

10 (4) Administrative agency officials;

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

- 12           (6) Meeting minutes;  
13           (7) Annual reports;  
14           (8) All agency forms, including application forms, complaint forms, and instructions; and  
15           (9) Frequently asked questions and descriptive answers.

## **CHAPTER 7. COUNTY COMMISSIONS AND OFFICERS.**

### **ARTICLE 1. COUNTY COMMISSIONS GENERALLY.**

#### **§7-1-3rr. Accessible county records; required information.**

- 1           (a) Beginning July 1, 2020, each county commission may maintain a website that provides  
2 the following information without charge:
- 3           (1) The title and name of each elected county office holder;  
4           (2) The contact information of each elected county office holder, including office telephone  
5 number, facsimile number, office location and mailing address;  
6           (3) A secure electronic means of contacting each elected county office holder;  
7           (4) A copy of each county ordinance in effect;  
8           (5) A copy of the approved meeting minutes; and  
9           (6) A schedule of regular meeting days for each calendar year.
- 10          (b) Beginning on or before December 31, 2020, and each year thereafter, each county  
11 commission shall provide to the Secretary of State the following information:
- 12           (1) A list of each elected county official by title, with the name of the elected official;  
13           (2) The office contact information for each county office holder; and  
14           (3) The website address of the county commission website, where available.
- 15           (c) The county commission shall update the information required pursuant to this section  
16 within 30 days of the date the change occurs and shall provide the updated information to the  
17 Office of Technology who shall update the information on the wv.gov website.

## **CHAPTER 8. MUNICIPAL CORPORATIONS.**

**ARTICLE 39. MUNICIPAL WEBSITES.****§8-39-1. Accessible municipal records; required information.**

1           (a) Beginning on or before December 31, 2020, each municipality shall maintain a website  
2 or online social media account or page that provides the following information accessible to the  
3 public without charge:

4           (1) The title and name of each elected office holder;

5           (2) The contact information of each elected office holder, including office telephone  
6 number, facsimile number, office location, office hours and mailing address;

7           (3) A secure electronic means of contacting each elected office holder;

8           (4) A copy of each municipal ordinance in effect;

9           (5) A copy of the approved meeting minutes; and

10          (6) A schedule of regular meeting days for each calendar year.

11          (b) Each municipality shall update the information required pursuant to this section within  
12 30 days of the date the change occurs and provide the updated information to the Office of  
13 Technology who shall update the information on the wv.gov website.

NOTE: The purpose of this bill is to require executive branch agencies to maintain a website with specific information, requiring county commissions to maintain websites with specific information and to provide certain information to the Secretary of State, and requiring municipalities to maintain websites with specific information available to the public at no charge.

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