

# **WEST VIRGINIA LEGISLATURE**

**2017 REGULAR SESSION**

**ENROLLED**

## **House Bill 2446**

BY DELEGATES HOWELL, ARVON, ATKINSON, BLAIR,

HAMRICK, HARTMAN, LYNCH AND FERRO

[Passed April 6, 2017; in effect ninety days from passage.]



1 AN ACT 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, if applicable;

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.



The Joint Committee on Enrolled Bills hereby certifies that the foregoing bill is correctly enrolled.

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*Chairman, House Committee*

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*Chairman, Senate Committee*

Originating in the House.

In effect ninety days from passage.

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*Clerk of the House of Delegates*

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*Clerk of the Senate*

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*Speaker of the House of Delegates*

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*President of the Senate*

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The within ..... this the.....  
day of ....., 2017.

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*Governor*