

# **WEST VIRGINIA LEGISLATURE**

**2020 REGULAR SESSION**

**Committee Substitute**

**for**

**Senate Bill 175**

SENATOR BLAIR, *original sponsor*

[Originating in the Committee on Government  
Organization; reported on January 27, 2020]



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 providing exceptions; authorizing county commissions to maintain websites with specific  
6 information; requiring county commissions to provide certain information to the Secretary  
7 of State; authorizing municipalities to maintain websites with specific information available  
8 to the public at no charge; requiring information to be updated; and requiring updated  
9 information be 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: *Provided*, That the agency may withhold contact information of its staff members from  
9 disclosure that it deems necessary to protect their safety, the safety of their coworkers, and the  
10 integrity of law-enforcement operations;

11 (3) Organizational chart;

- 12           (4) Administrative agency officials;
- 13           (5) A list of governing statutes and legislative and procedural rules;
- 14           (6) Meeting minutes;
- 15           (7) Annual reports;
- 16           (8) All agency forms, including application forms, complaint forms, and instructions;
- 17           (9) Frequently asked questions and descriptive answers;
- 18           (10) Available state grant opportunities to include, but not be limited to:
- 19           (A) Available grant information and application information;
- 20           (B) Grant eligibility requirements; and
- 21           (C) Award ranges and award deadlines; and
- 22           (11) State grants that are awarded in an amount greater than \$20,000 to include, but not
- 23           be limited to:
- 24           (A) The name and address of the grantee's organization;
- 25           (B) The purpose of the award;
- 26           (C) The amount of the award;
- 27           (D) The effective date and duration of the award; and
- 28           (E) Any financial and performance reports that are required by the State of West Virginia.

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

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

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

- 1           (a) Beginning ~~July 1, 2017~~ December 31, 2020, each county commission may maintain a
- 2 website that provides 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) ~~The government electronic mail address of~~ A secure electronic means of contacting  
7 each elected county office holder;

8           (4) A copy of each county ordinance ~~as adopted~~ 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) Beginning on or before December 31, ~~2017~~ 2020, and each year thereafter, each  
12 county commission shall provide to the Secretary of State ~~shall obtain~~ the following information:

13           (1) A list of each elected county official by title, with the name of the elected official;

14           (2) The office contact information for each county office holder; and

15           (3) The website address of the county commission website, where available.

16          (c) The county commission shall update the information required pursuant to this section  
17 within 30 days of the date the change occurs and shall provide the updated information to the  
18 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 may maintain a website  
2 that provides the following information accessible to the public without charge:

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

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

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

7           (4) A copy of each municipal 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) Each municipality shall update the information required pursuant to this section within  
11 30 days of the date the change occurs and provide the updated information to the Office of  
12 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; and to authorize county commissions and municipalities to maintain websites with specific information to be made available to the public at no charge, and require them to provide certain information to the Secretary of State and Office of Technology.

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