

VIRGINIA REGISTER NEWS

NEWS YOU CAN USE

VOLUME 1, ISSUE 6 MARCH 2009

Virginia Register Deadlines and Publication Dates

- Documents filed by noon on **March 11** will be published **March 30**
- Documents filed by noon on **March 25** will be published **April 13**

GUIDANCE DOCUMENT LISTS ARE POSTED!



Guidance document lists for the year ending December 31, 2008, and filed by state agencies according to §§ 2.2-4008 and 2.2-4031 of the Code of Virginia were published in the *Virginia Register of Regulations* on [March 2, 2009](#). The lists are also posted on the Virginia Register website at <http://register.dls.virginia.gov/GUIDANCE/guidedoc.htm>. If you provided valid website addresses that link to your guidance documents, we have attempted to retain those links on the Virginia Register website, wherever possible.

If you believe that your agency should be listed and it is not, please contact your agency regulatory coordinator.

RIS STAGE AND STATUS FILTERS

Check out the new Stage and Status filters that were recently added to the RIS agency view. For more information on using these filters, see the "[Stage and Status Filters](#)" detailed explanation on our website (<http://register.dls.virginia.gov/coordinatorresources.htm>).

AGENCY SUMMARIES

Agency summaries are located at the beginning of each agency's regulations in the Virginia Administrative Code. The agency summary provides information about the agency's general rulemaking authority. It is not an exhaustive list of all functions of an agency, but rather a general statement of its major statutory responsibilities and a specific list of regulatory powers given by the General Assembly, with Code of Virginia references. In addition, it includes information such as the secretariat under which the agency operates, if applicable; the address where copies of regulations may be obtained; and the website address of the agency.

The Office of the Registrar of Regulations coordinates the update of agency summaries following each annual Virginia legislative session. Regulatory coordinators will be asked to review the summaries of their agencies for accuracy, and indicate appropriate changes, if any.

To view current agency summaries on the Internet version of VAC, use the [Table of Contents](#) feature to select the title and agency number, then click on the agency number again for the current agency summary.

2009 marks the 25th anniversary of the *Virginia Register of Regulations*.

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The Virginia Register of Regulations is published biweekly under the authority of the Virginia Code Commission.

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please contact Terri Edwards at
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RIS: APPLYING STYLES

A style is a set of formatting characteristics that you can apply to text and tables in a document to quickly change its appearance. When you apply a paragraph style, you apply a whole group of characteristics, such as font, size of text, text alignment, and line spacing, in one simple task.

Basic styles in section text of RIS and the Virginia Administrative Code:

Level	Style	type	
	vacno	VAC number	<u>18VAC90-60-80. Requirements for closing of a program.</u>
1	sectind	section indent	A. subsection
2	sectbi	block indent	1. subdivision
3	sectbi2	block indent 2	a. subdivision
4	sectbi2	block indent 2	(1) subdivision
5	sectbi2	block indent 2	(a) subdivision

NOTE 1: In some cases, when applying styles to section text you may lose underscoring and strikes. In those cases you will have to reapply the styles to your text. Please refer to the [VAC Quick Style Sheet](#) for more detail on formatting styles.

NOTE 2: Do NOT use tabs because, when saved in an RIS project, tabs change to spaces.

REGULATION DRAFTING: USING SHALL, MAY, AND MUST



- Use “shall” in the imperative sense to express a duty or obligation to act. The term “shall” is generally used in connection with statutory mandates. “May” is permissive and generally expresses a right, privilege or power. When an individual is authorized but not ordered to act, the term “may” is appropriate. If an obligation to act is intended, “shall” is used.
- Use “may not” when a right, privilege or power is restricted. “Shall not” negates the obligation but not the permission to act; therefore, “may not” is the stronger prohibition. The words “shall” or “may” are used in place of other terms such as “is authorized to,” “is empowered to,” “is directed to,” “has the duty to,” “must,” and similar phrases. However, if certain action is intended to be a condition before accruing a right or privilege, the word “must” is used instead of “shall” or “may.” For example, “In order to have regulations published, the agency must file them by the deadline.”