HOLIDAY PUBLICATION DEADLINES

Due to the holiday schedule, file your submissions for publication in the Virginia Register by **TUESDAY November 16, TUESDAY December 14, and TUESDAY December 28.**

Click here for the latest Virginia Register publication schedule.

SEE A PROJECT IN RIS YOU DON'T RECOGNIZE?

The Registrar's Office periodically creates projects in RIS to make certain technical changes to the online Virginia Administrative Code. Currently, we are adding Historical Notes to "Reserved" sections, reformatting tables that are still in the pre-RIS format, and adding hyperlinks to actual forms in "Forms" sections.

The Registrar's Office labels the project descriptions to show that they are created by our office. Once we've updated the Virginia Administrative Code, we remove the projects. If you have any questions about a project that you don't recognize, please contact Karen Perrine in the Registrar's Office.

ANNUAL GUIDANCE DOCUMENT LIST FILING

The end of the year is quickly approaching and so is the annual guidance document list filing deadline! Sections 2.2-4008 and 2.2-4103 of the Code of Virginia require state agencies to file a listing of current guidance documents on or before January 1 of each year.

Regulatory coordinators have two options for filing an agency's list:

- **Download list from website** (see Section II A of filing instructions): Go to the Virginia Register Guidance Documents webpage at http://register.dls.virginia.gov/GUIDANCE/ guidedoc.htm to download and update the guidance document list that your agency filed last year.

- **Virginia Regulatory Town Hall** (see Section II B of filing instructions): If you update your agency's guidance documents on the Virginia Regulatory Town Hall website, the Town Hall staff will submit your list to us for you. For more information, see the Town Hall instructions.

If available, please include web addresses in your listing that point to your guidance documents. We will publish the hyperlinks as part of your list and post the links on the Guidance Documents webpage.

GETTING TO KNOW YOU

Steve Calhoun began working for the Department of Housing and Community Development in 1986 with the Industrial Development Bond Program. Steve currently works in the Policy Office, working primarily with legislative issues and regulations and working closely with regulations of the Division of Building and Fire Regulation. In 1984, Steve began state service at the State Treasury in tax exempt bond financing.

Steve graduated with a Bachelor of Science from the University of Richmond and received his Masters in Business Administration from Virginia Commonwealth University. He is a Certified Public Accountant, and before coming to the state, Steve worked as an auditor and in corporate tax for international accounting firm KPMG Peat Marwick. Steve also consulted in property development.

Steve lives in Henrico County with his wife, 11-year old son, and two rescued puppies. He is active with homeschooling and coordinates student group activities, sporting events, and field trips. Steve enjoys playing, and now coaching, most sports and is active in hiking, bicycling, and boating.

2010 MODEL STATE ADMINISTRATIVE PROCEDURE ACT

The National Conference of Commissioner on Uniform State Laws (NCCUSL) has posted the final version of the 2010 Model State Administrative Procedure Act (MSAPA) on the web at http://www.law.upenn.edu/bll/archives/ulc/msapa/2010_final.htm. NCCUSL adopted the revised MSAPA, subject to style changes, at its 2010 summer meeting. The final version was posted on October 18, 2010.

DRAFTING TIPS: WORD CHOICES

"IF" versus "WHEN"

Use " if" instead of " when" to express a condition. Use " when" only as a reference to time.

    AVOID: When the applicant is qualified…
    USE: If the applicant is qualified…

    AVOID: If the complaint is filed, the director shall schedule a hearing.
    USE: When the complaint is filed, the director shall schedule a hearing.

"WHETHER" versus "IF"

If "or not" is implied, use "whether" instead of "if."

    AVOID: The director shall investigate if the licensee is violating the regulation.
    USE: The director shall investigate whether the licensee is violating the regulation.