



Unified Regulatory Plan of the
Motor Vehicle Dealer Board
For State Fiscal year 2025

June 14, 2024

Unified Regulatory Plan of the Department of Administrative Innovation for State Fiscal Year 2025

Prepared on June 14, 2024

Description of Agency or Boards

The primary focus of the Motor Vehicle Dealer Board (MVDB), as mandated by Virginia statute (Chapter 15 of Title 46.2), is to regulate new and used car, motorcycle, trailer and recreational vehicle dealers. This includes certifying and licensing dealers and salespersons. Additionally, the Board administers the Motor Vehicle Transaction Recovery Fund (MVTRF), handles consumer complaints regarding the dealers mentioned, monitors dealer advertising and conducts administrative hearings. The Board falls under the Secretary of Transportation. The Board is self-sufficient and funded solely by fees paid by the licensed dealers. These fees cover all the expenses of the Board. No general fund dollars are appropriated to the Board and no federal funds are used.

Individual Regulatory Activities:

For fiscal year 2025, the Motor Vehicle Dealer Board does anticipate reducing Guidance documents listed on Town Hall and adding one new Guidance document on Town Hall.

Action/Stage or Guidance Document Forum ID (if available) AD020-95 Public Comment Policy – Remove from Town Hall Guidance Documents List		
Title of Proposed Regulatory Action or Guidance Document AD020-95 Public Comment Policy		
Brief Overview This guidance document is what is in the Public Comment Regulation <u>24 VAC 22-11</u> therefore, we are removing this from the Guidance Document list on Town Hall.		
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final	<input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
Additional Description	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action	X Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input type="checkbox"/> Action required by state statute	X Discretionary action
Deregulatory Component	Removing a Guidance Document	
Expected Date	TBD	

Action/Stage or Guidance Document Forum ID (if available) AD060-17 Motor Vehicle Dealer Board Meeting Cancellation/Inclement Weather Policy	
Title of Proposed Regulatory Action or Guidance Document AD060-17 Motor Vehicle Dealer Board Meeting Cancellation/Inclement Weather Policy	
Brief Overview This Guidance document explains how the Board handles Board meetings that are cancelled because of inclement weather. This policy will now be posted on our website only.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
Additional Description	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input type="checkbox"/> Action required by state statute <input checked="" type="checkbox"/> Discretionary action
Deregulatory Component	Removing a Guidance document
Expected Date	TBD

Action/Stage or Guidance Document Forum ID (if available) AD111-16 MVDB FOIA Policy	
Title of Proposed Regulatory Action or Guidance Document AD111-16 MVDB FOIA Policy	
Brief Overview Completely removing this from the Guidance documents on Town Hall and placing this information on our website.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
Additional Description	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Removing a Guidance Document
Expected Date	TBD

Action/Stage or Guidance Document Forum ID (if available) LI0-98 Guidelines for Review of Applicants Who Have a Criminal History	
Title of Proposed Regulatory Action or Guidance Document LI0-98 Guidelines for Review of Applicants Who Have a Criminal History	
Brief Overview These guidelines explain what the MVDB uses to make decisions on whether to deny an application or to license a person with a criminal history. This information is on our website.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
Additional Description	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input checked="" type="checkbox"/> Discretionary action
Deregulatory Component	Removes Guidance document
Expected Date	TBD

Action/Stage or Guidance Document Forum ID (if available) LI030-16 Salesperson and Dealer-Operator Test		
Title of Proposed Regulatory Action or Guidance Document LI030-16 Salesperson and Dealer-Operator Test		
Brief Overview This Guidance document explains the required qualification tests the MVDB offers through the DMV CSC's and notes that the MVDB offers study guides. All this information is on our website under Dealer-operator, salesperson and also under forms and publications.		
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final	<input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
Additional Description	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action	<input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute	<input type="checkbox"/> Discretionary action
Deregulatory Component	Removing the Guidance document	
Expected Date	TBD	

Action/Stage or Guidance Document Forum ID (if available) NEW Guidance Document	
Title of Proposed Regulatory Action or Guidance Document Inspections Costs Assessed	
Brief Overview HB 1107 goes into effect July 1, 2024 – amends §46.2-1528. This law allows the Board to establish a fee for the Board staff to collect for the field representative inspection/examination costs when a violation of Chapter 15 is found. In the May 2024 Board Meeting, the Board passed a resolution to assess a flat \$50 cost for the field inspections/examinations.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed <input type="checkbox"/> Final <input type="checkbox"/> Emergency or Emergency/NOIRA <input type="checkbox"/> Revised Proposed <input type="checkbox"/> Fast-Track
Additional Description	<input type="checkbox"/> Expedited Review Requested <input type="checkbox"/> Exempt Action <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	N/A
Expected Date	Submit to ORM via Townhall sometime in July 2024