

Chapter 3 *Finding Information on the Town Hall*

Previous chapters of this manual describe what information is on the Town Hall and how the site is organized, along with details about regulatory actions.

An entity that has authority to promulgate regulations is categorized on Town Hall as a “board.” This is true even though the entity may be a board, agency, department, council, authority, commission, or have some other name. Some agencies also have their own regulations, and in these cases the Town Hall refers to the agency as a “board” for organizational purposes.

When a board proposes a change to a regulation, it is referred to as a regulatory “action.” Each regulatory action has one or more components, which are referred to as “stages.”

These organizational practices are reflected in the different approaches to finding information on the Town Hall.

Browsing the Town Hall’s Structure (by Secretary, Agency, Board).

If you click on the [FIND A REGULATION](#) option on the menu on the left-hand side of the screen, you will be able to browse all regulations on the Town Hall. (Note: some agencies with regulations do not use the Town Hall, and their regulations must be found by browsing the [Virginia Administrative Code](#) (VAC). These agencies are generally located outside of the executive branch of government.)

You can browse regulations by board, agency, or secretary. For example:

- If you click on the Secretary tab you will get a list of all secretariats.
- If you then click on a secretary, you will get a list of all state agencies that belong to that secretariat.
- If you then click on an agency, you will get information about that agency and a list of all regulatory boards housed within that agency.
- If you then click on one of the boards, you will get information about that board and all regulations that board is responsible for.
- If you then click on one of the regulations, you will get information about that regulation and all regulatory actions affecting it that have been processed on the Town Hall.

Using a Specialized Town Hall Page

There are a variety of pages on the Town Hall designed to provide different categories of information. For example:

- The [Actions Underway](#) page lists all actions that are currently in development, that have been published, or are about to be published in the *Virginia Register of Regulations*, with links taking you to the particular action or stage.
- You can view the [Meetings](#) page to get information about board or agency regulatory meetings.
- If you are logged in as a state user, your agency functions menu will give you access to a CURRENT ACTIONS page, which provides information about pending actions specific to your agency.

Using the Town Hall Keyword Search

Search tools are located in the upper right-hand corner of any Town Hall screen. The search feature is robust and organizes information into easy-to-navigate categories like chapters, actions, and meetings.

By typing a key word(s) or numbers into the white search box, you will find applicable agencies, boards, regulations, regulatory actions, meetings, guidance documents, petitions for rulemaking, and general notices. You can also enter the Town Hall Action ID, Stage ID, Meeting ID, and even the Project ID from the RIS system. Your search results will be listed in these categories.

You can also click on “Search Options” (to the right of the white search box) to access all other search tools as follows:

- Full text search of PDF documents,
- Search within documents using Google,
- Search for regulations using the VAC citation,
- Search Public Comment Forums,
- User Search (available to registered state users only), and
- Contact Information (available to registered state users only).