

Chapter 8 *General Notices*

This chapter contains detailed instructions that are intended for state agency users.

The General Notice function gives an agency the ability to issue an announcement regarding a regulatory change or topic. However, a General Notice must be related to one (or more) of the agency's regulations. Posting a General Notice is **not** necessary for announcing activities that are regularly posted on the Town Hall, because public notifications about those events are automatically generated.

Examples of General Notices include (1) a request for additional public comment on a regulatory proposal or guidance document, or (2) advising the public about a regulatory topic for which notice is not required by statute.

The notice will be posted on the Town Hall and emailed to registered public users of the Town Hall in the evening of the day they are posted on the Town Hall. In addition, the agency can opt to: (a) request that it be published in the *Virginia Register of Regulations (Register)* and/or (b) hold a public comment forum on the Town Hall regarding the general notice (the length of this comment period is up to the agency).

Submitting a General Notice on the Town Hall

1. After logging on to the Town Hall as an agency user, select the drop-down AGENCY FUNCTIONS menu, and then choose MY GENERAL NOTICES.
2. Click on CREATE A NEW GENERAL NOTICE.
3. Select the appropriate board from the list.
4. Enter a **Title**.
5. Enter the **Expiration Date**, which will be the last day the General Notice appears as "active" on the Town Hall. (Expired notices will continue to appear after the expiration date.)
6. **Submit to Registrar for publication:** If you want your General Notice to appear in the next available issue of the *Register*, click YES. Otherwise, click No.
7. **Optional Public Comment Forum:** If you would like to open a public comment forum associated with this general notice, select the dates it will open and close.
8. Enter the text of the **General Notice**.
9. **Contact Information:** Indicate the contact person at the agency who will respond to inquiries about this General Notice.
10. Click on the SAVE button.

Your notice will be sent to registered public users of the Town Hall the evening it is posted. If requested, it will also be sent immediately to the Registrar for publication in the *Register*. Please coordinate with the Registrar to see what, if any, additional requirements that office may have.

Editing an existing General Notice on the Town Hall

1. After logging on to the Town Hall as an agency user, select the drop-down AGENCY FUNCTIONS menu, and then choose MY GENERAL NOTICES.
2. Click on the link to the General Notice you wish to edit.
3. Click on the EDIT NOTICE link.
4. Update the General Notice information.
5. Click on the SAVE button.

Updated May 20, 2026

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