

DHHR CONTACT LIST

Community Collaborative Partnership Coordinator
FRN Program Manager
WV DHHR Bureau for Children and Families
Office of Children and Adult Services
350 Capitol Street, Room 691
Charleston, WV 25301
Phone: (304) 356-4566
Fax: (304) 558-4563

MELISA GREEN, REGION 1

Contract Specialist
WV DHHR Bureau for Children and Families
Office of Finance and Administration
350 Capitol Street, Room 730
Charleston, WV 25301
Phone: (304) 356-4525
Fax: (304) 558-6646
E-MAIL: Melisa.J.Green@wv.gov

REGION 2

Contract Specialist
WV DHHR Bureau for Children and Families
Office of Finance and Administration
350 Capitol Street, Room 730
Charleston, WV 25301
Phone: (304) 356-4530
Fax: (304) 558-6646

MARK LOTHES, REGION 3

Contract Specialist
WV DHHR Bureau for Children and Families
Office of Finance and Administration
350 Capitol Street, Room 730
Charleston, WV 25301
Phone: (304) 356-4536
Fax: (304) 558-6646
E-MAIL: MARK.C.LOTHES@WV.GOV

WILLIAM ASBURY, REGION 4

Contract Specialist
WV DHHR Bureau for Children and Families
Office of Finance and Administration
350 Capitol Street, Room 730
Charleston, WV 25301
Phone: (304) 356-4517
Fax: (304) 558-6646
E-MAIL: WILLIAM.E.ASBURY@WV.GOV

The following organizational charts and directory information is provided:

1. West Virginia State Government Organizational Chart: July 1. 2011
2. WVDHHR Bureau for Children and Families Organizational Chart: July/2011
3. WVDHHR State/Regional/County Management Staff Listing: 08/01/2011
4. WVDHHR Local County Office Directory: July 2011

Citizen's Guide to the Legislature

Available at: www.legis.state.wv.us/Educational/citizens/guide.cfm

State Capitol Information

Building Hours

The Capitol is open from 7 a.m. to 7 p.m. Monday through Friday, and from 11 a.m. to 7 p.m. on Saturday and Sunday. A key is required to enter or exit the building after 7 p.m.

Capitol Maps

Planning a visit to the state capitol? [Download a Capitol Map](#) to help you navigate it's grand halls.

Telephone

Capitol telephone directories are available through the Department of Administration - (304) 558-4331.

Capitol Tours

Capitol tours and tours of the Governor's Mansion are available for guests, school groups, etc., by calling the Cultural Center - (304) 558-4839

Handicapped Access

Handicapped entrances are located in both the East and West Wing loading docks. If individuals are entering the Main Building (also called Building 1) from the fountain side of the Capitol Complex (the courtyard), a ramp and automatic doors are situated on the ground floor adjacent to Room 146-M. A fourth handicapped entrance is located at the entrance to the West Wing facing the Cultural Center. In each of the wings there are ramps located to the sides of the stairs leading to the Main Building. Security guards located on both the east and west side of the Capitol will be happy to provide additional directions.

To obtain bills in Braille format, please contact the Journal Room at (304) 340-3244.

Dispensary

The Dispensary is located on the main level near the Rotunda. Health care professionals are available during the legislative session; a nurse is available throughout the year.

Please call (304) 558-3663.

Food A snack bar is located in the basement of the West Wing.

Shuttle Service

All day shuttle service is provided between the Capitol Complex and the Laidley Field parking area. The shuttle departs from Laidley Field starting at 7 a.m. and ending at 6 p.m. Each stop is served approximately every 10-15 minutes.

The shuttle does not operate from 11 a.m. to 11:30 a.m. The stops include: the Division of Highways Building 5, Building 6 California Avenue, East Wing entrance to the Main Capitol Building, at the Governor's driveway (Greenbrier Street), and Laidley Field. The shuttle bus is handicapped accessible.

Access to Galleries

All citizens are welcome to observe legislative floor sessions from any of the three galleries located in each chamber.

Directions to the Capitol

From points North: Take I-77 South to the Greenbrier Street/ State Capitol Exit (Exit 99), turn right off the exit ramp onto Greenbrier Street, then turn left at Washington Street into the State Capitol parking lot.

From points East: Take I-68 West to I-79 South, then to I-77 South. Take the Greenbrier Street/ State Capitol Exit (Exit 99), turn right off the exit ramp onto Greenbrier Street, then turn left at Washington Street into the State Capitol parking lot.

From points South: Take I-77 North to the Greenbrier Street/ State Capitol Exit (Exit 99), turn right off the exit ramp onto Greenbrier Street, then turn left at Washington Street into the State Capitol parking lot.

From points West: Take I-64 East to the Greenbrier Street/ State Capitol Exit (Exit 99), turn right off the exit ramp onto Greenbrier Street, then turn left at Washington Street into the State Capitol parking lot.

How to Contact your Legislator

Web site:

Membership contact information is available on the Legislature's Web site. Citizens can search to find their [House](#) and [Senate](#) lawmakers by name or district, by utilizing interactive [district maps](#), or by typing in their [zipcode](#).

Phone:

Toll Free - 1-877-565-3447

Write:

The Honorable (member's name)
West Virginia Senate/House of Delegates
Room _____ , Building 1
State Capitol Complex
Charleston, WV 25305

CITIZEN'S GUIDE TO THE LEGISLATURE

The Legislative Process

Composition of the Legislature

A “Citizen Legislature” represents West Virginia. While lawmakers are elected by the people to serve as their representative voice in government, they are also professionals in other occupations. This is known as a part-time Legislature.

It is a bicameral Legislature, meaning that it consists of two bodies, which are the Senate and the House of Delegates.

Thirty-four Senators and 100 Delegates represent state citizens who live in specific areas called districts. These districts are divided according to population and may change if census figures show a growth or loss of population. Presently, West Virginia has **17 senatorial districts** and **58 delegate districts**. Each citizen in the state has representatives in both the Senate and the House.

Terms of Office & Eligibility

Senators are elected to four-year terms with half of the seats up for election every two years. All members of the House of Delegates are up for election every two years. State lawmakers must be United States citizens and eligible to vote. A delegate must be at least 18 years old and a resident of his/her district for one year while a senator must be at least 25 years old and a resident of the state for five years. If a legislator moves out of his/her district, the seat becomes vacant.

If a vacancy occurs in either house of the Legislature, the governor appoints an individual of the same political party as the departing member to fill the seat until the next general election.

Sessions of the Legislature

Each Legislature is comprised of two sessions with the 77th Legislature consisting of the 2005 and 2006 sessions.

Regular sessions of the Legislature begin on the second Wednesday in January of each year and last for 60 consecutive days. However, in the year a governor is inaugurated a 30-day recess is taken after the first day of the session to allow the governor time to prepare his legislative agenda, including a proposed state budget, for the coming year. In this case, the legislators return on the second Wednesday in February to meet for 60 consecutive days.

On the first day of the 60-day session, members of both the Senate and the House hold a joint session in the House Chamber at which the governor presents his legislative program along with the state’s budget bill. Speaking before the full body in what is called the “State of the State Address,” the governor proposes suggestions as to what key

issues he believes the legislators should act on during the session.

Any regular session may be extended by concurrent resolution adopted by a two-thirds vote of members elected to each house. If the session is extended, legislators cannot act on any measures except business stated in the concurrent resolution. The governor must by proclamation, extend the session if the budget bill shall not have been acted upon three days prior to the constitutional expiration of the session.

There are instances when it is necessary for the Legislature to meet between regular sessions. These are termed “Extraordinary,” or Special Sessions. Special Sessions are convened at the discretion of the governor or when the governor receives a written request from three-fifths of the members elected to each house.

The governor announces the convening of a special session through a written proclamation that lists the issues the Legislature may address. This proclamation is referred to as the “call” because it calls the Legislature into session. No items outside of the call may be taken up by the Legislature during an extraordinary session.

Presiding Officers

The Senate and the House of Delegates each elect a leader, or a presiding officer. The leader in the Senate is the President and the House leader is the Speaker.

In managing the work and efficient operations of their chambers, both leaders choose the chair and members for each house’s standing committees, refer legislation to committees and maintain effective communications among their members.

In addition to duties as the presiding officer of the Senate, the [President of the Senate](#) is the Lieutenant Governor and the second ranking constitutional officer in West Virginia and succeeds to the office of Governor in the event of a vacancy. The [Speaker in the House](#) is next in the line of succession.

Floor Leaders

West Virginia has a two-party political system and membership of both houses includes Democrats and Republicans. Both parties have floor leaders within each house who are the Majority and Minority Leaders and the Majority and Minority Whips. These leaders serve as spokesmen for their party’s political position and, as such, act as liaisons for the leadership with full membership and the members of their party.

Because of the nature of the presiding officers’ responsibilities, the President and the Speaker appoint a Majority Leader and Majority Whip for their respective chambers. While both of these floor leaders act to communicate and promote the party’s position, the Majority Leader takes the more visible role during a floor session.

The Majority Leader moves to delay or hasten the consideration of a bill, comments on legislation from the majority party perspective, and moves to recess or adjourn.

A Minority Leader is selected by the minority members of each body, who in turn appoints the party's Minority Whip. Like their majority counterparts, they serve as spokesmen for their party and act to coordinate the minority party members' platform. Both the Majority and Minority Leaders move to caucus. During this informal meeting party members outline party policies and develop floor strategies. Members of the opposite party, the press and public are excluded from this closed meeting. Although all of these floor leaders may attempt to influence a member's vote, legislators take their own stance when speaking or voting on issues.

Two additional members of the leadership team are the President pro Tempora and the Speaker pro Tempore. These individuals are appointed by the President and the Speaker to assume the chair should either of the presiding officers be absent or leave their post to address the members from the floor.

Caucuses

The Senate and the House of Delegates have two types of caucuses:

1. Party Organization Caucus - the respective party chairmen call the party organization caucus for a date and time traditionally set on a Sunday in December following a general election.

The purpose of the party organization caucus is to officially form the party blocs and to nominate candidates for the respective elective officers of the House and Senate, i.e., Speaker and President, Clerks, Sergeants-At-Arms and Doorkeepers. Minority candidates for Speaker and President become the Minority Leader of their respective party.

The party organization is called to order by the Chairman of the Executive Committee of the party, who then designates a temporary chairman of the organization caucus, by tradition the member with the most continuous legislative service. The temporary chairman then designates a secretary of the caucus to assist in the clerical business of the proceedings.

The call of the Chairman of the party is read to the members and a list is presented to the caucus showing the delegates-elect appearing to have been elected as disclosed by the general election results. The roll is called to determine the presence of a quorum, which is a simple majority of the constituent memberships, or one-half plus one of the total number of elected party members to which the body is entitled as disclosed by the election returns.

The caucus then adopts rules of procedure to govern its proceedings. Generally, these rules are the standing rules of the House of Delegates and the Senate, with two modifications: the vote is by secret ballot and a time limit is imposed for nominating and seconding speeches.

At the end of nominations for each candidate a motion to close nominations for that office is entertained. The Chair then appoints tellers to distribute the ballots. Members deposit their ballots in a box provided in the front of the chamber or the tellers collect the ballots.

The ballots are opened and counted in the presence of the entire caucus. Nominations for uncontested offices are by acclamation of the caucus. This procedure is followed for each officer to be nominated by the caucus.

Generally, there is no other business considered by the party organization caucus.

2. Party Caucus - A party caucus is called at the direction of the party leadership. These caucuses are designed primarily to give the parties a chance to discuss party strategy and position on issues. The Majority Whip and the Minority Whip of the respective parties generally chair the caucus.

The party leadership holding the caucus sets the agenda. Decisions made by the caucuses are not binding upon the members and caucuses are not open to the public. No formal record is published of caucus proceedings and the voting machine is not used.

The standing rules of order of the House and Senate govern proceedings of the caucus. However, the caucus may determine its own individually tailored rules or practices regarding its

proceedings, provided that such rules are in keeping with accepted parliamentary law and practice as it evolved in the Legislature.

Bill Development

Bills are proposed laws. They are ideas or ways to correct or address problems in the State. While any individual or group may have an idea for a bill, only a legislator may sponsor a bill and introduce it into the legislative process.

Once the legislator decides to sponsor a bill, an initial draft of the idea may be sent to the [Office of Legislative Services](#) for final drafting in proper and consistent bill form. To draft a bill on a particular subject the appropriate portions of the West Virginia law are combined with the proposed changes.

Introduction of a Bill

A bill is formally introduced on the floor of the House or the Senate when the Clerk reads its title and the Speaker or the President announces the committee reference. The presiding officer of each house determines the committee reference for a bill. A bill may have more than one committee reference based on its subject matter and its fiscal implications. The deadline for introduction of joint resolutions and bills, other than a supplemental appropriation or bill originating in committee, is the forty-first (41st) day in the Senate and the forty-fifth (45th) day in the House. (For more information refer to [Senate Rule 14 and House Rule 91a](#)).

Bill Sponsorship

In the House, Rule 94 allows for a bill to be introduced bearing the names of not more than seven Members as joint sponsors of the bill. In the Senate, there is no limit of the

number of sponsors.

Introduction of Bills by Request

[House Rule 94a](#) and [Senate Rule 15](#) allow for a bill to be introduced by request. This allows a Member of the Legislature to introduce a bill for a constituent or constituent group that the Member may not necessarily support.

After the draft legislation is prepared, the sponsor reviews and submits it to the Clerk of the chamber of which he/she is a member. The Clerk assigns a number to the bill and the presiding officer of the body names the committee or committees that will study the bill.

Bill Carryover

Any bill or joint resolution pending in the House at the adjournment of the First Regular Session of the Legislature or Extended First Regular Session, which has not been rejected, tabled, or postponed indefinitely, shall carry over as it was introduced to the Second Regular Session at the request of the sponsor or cosponsors of the bill or resolution. The request must be made to the Clerk of the House not later than ten days before the commencement of the Second Regular Session.

The bill or joint resolution shall retain its original number and be introduced on the first day of the Second Regular Session, and unless otherwise directed by the Speaker, shall be referred to the committee or committees to which it was originally referred.

In the case of any House bill or resolution, which has been passed or adopted by the House, such bill or resolution shall be introduced and referred unless otherwise directed by the Speaker, to the committee or committees to which it was originally referred.

This rule does not apply to the following cases:

- To any bill or joint resolution when the sole sponsor, or any one of the several sponsors, of the bill or resolution is not serving in the House during the Second Regular Session.
- To supplemental appropriation or budget bills, to legislative rule-making bills, to bills to expire or continue state agencies (Sunset Bills), to local bills, or to any joint resolution introduced during any extraordinary session.

Amendments to Bills

Amendments must be put in writing in the designated format and be submitted to the Clerk. Committee amendments are always considered prior to any other amendments. The following rules pertain to amendments and the motion to amend.

Takes precedence only over the motion to which it applies.

An amendment may be amended (amendment to an amendment), but NOT beyond the second degree. Thus, an amendment to an amendment cannot be amended.

An amendment may be divided if it contains two propositions which can stand on their own, except a motion to strike out and insert is indivisible.

Must be pertinent to the question to be amended, and the presiding officer decides propriety of amendments, subject to appeal.

To table, postpone or refer an amendment to a main question is the same as tabling, postponing or referring the main question itself.

Substitute Bills (Com. Sub.)

A committee may change a bill completely and substitute entirely new provisions so long as the bill remains relevant to the title and the subject of the original bill. Other than retaining the number of the original bill, a substitute bill shall be considered as a new bill, but it does not have to be referred to the committee again. However, the committee may recommend that the substitute bill be referred to a second committee. Upon the body's receiving a report recommending a substitute bill, such bill shall be treated as any other bill reported from committee.

Originating Bills in Committee

Committees may originate and introduce bills respecting any matters referred to them and within their general scope. Unless the body directs otherwise, a bill introduced by a committee with the accompanying recommendation shall be placed on the calendar without committee reference.

The Acts of the Legislature

As the name implies, these bound volumes contain the bills (or "Acts") that become law in a given year. These volumes include legislation from both the regular and any extraordinary sessions that may occur.

While the [West Virginia Code](#) contains the current law, people may request a copy of the law as it was passed for comparison purposes. This reference source may be a more convenient source of information, particularly if the bill/act altered several portions of the [West Virginia Code](#) even though it was one piece of legislation.

The Committee Process

Types of Committees

There are seven types of committees: standing committees, select committees, committees of the whole, conference committees, subcommittees, interim committees and oversight/ investigative committees.

Standing committees

Standing committees are created within each body - and jointly - for permanent existence. They have specific jurisdictions, or scopes of interest, and are permanently created because of the continuous flow of issues relating to those jurisdictions. For example, since there likely will be a constant need to address financial issues and

legislation, both bodies have standing finance committees and there is a [Joint Standing Finance Committee](#) comprised of members of each body's finance committee.

The number and titles of standing committees differ between the Senate and House are set forth in the rules of each body. ([House Rules](#) & [Senate Rules](#)).

Select committees

Select committees are created by each body to address specific issues and report their findings and any recommendations to the full body.

Upon the completion of its specified tasks, a select committee is discharged from its duties and dissolved by the presiding officer of the parent body. For example, if the House would like a committee to address the weight limits on our state's roads, it may create within the House a select committee on state roads' weight limits. Upon that committee's report of its findings and recommendations, the House speaker would then disband the committee.

Committees of the whole

A committee of the whole is merely an informal gathering of the full membership of either the [Senate](#) or the [House of Delegates](#) to consider a specific issue or bill.

During a gathering of the committee of the whole of either body, the presiding officer of that body, either the [President of the Senate](#) or the [Speaker of the House](#), leaves the chair and appoints another member to chair the committee of the whole.

Conference committees

For a bill to become law, identical versions of the bill must pass both the Senate and House of Delegates.

Many times, however, the Senate or the House amends, or makes changes, to a bill already passed by the other body. When neither body will recede or retract its changes to the bill, the bill in question is referred to a conference committee comprised of members of both bodies.

Though the number of conference committee members varies, there are always an equal number of members from each body - usually three. A notable exception to this is a conference committee formed to resolve differences in the annual budget bill, when five members from each body are assigned.

Conference committees are formed to resolve differences between the Senate and House versions of a bill, whereupon the bill is returned to each body for passage or rejection and the conference committee discharged.

Subcommittees

Committees may create within themselves subcommittees, chaired by and comprised of members of the original committee. These subcommittees are created to address one or

more specific bills or issues being taken up by the original committee, and report findings and recommendations to the original committee. For example, if a bill which would alter the state's child support enforcement policies has been referred to the [Senate's Judiciary Committee](#), that committee's chair may assign from that committee a subcommittee chair and members of a subcommittee to review the child support enforcement bill.

Interim Committees

Approximately once a month during the period between regular sessions - the interim - the Legislature gathers in Charleston (or another location in the state) for three days of committee meetings.

The [Interim Committees](#) usually are joint committees, with members of both the Senate and House of Delegates working together as single groups. For example, the [Joint Standing Committee on Government Organization](#) is made up of members of both the [Senate Government Organization Committee](#) and the [House of Delegates Government Organization Committee](#).

The interim committees' primary purpose is to provide a forum for the continuing study of issues relevant to the future of the state. During each interim gathering, members discuss and hear public comment on issues which may be addressed during an upcoming regular session. The joint nature of these interim committees allows members of the Senate and House of Delegates to consider issues and legislation which may affect both bodies in a similar manner.

Many times, bills to be introduced during the next regular session are drafted, studied and rewritten long before the session begins. Also, bills that did not pass during the previous session may be revisited during the interim period for reworking.

Some bills previously rejected by the Legislature still need some fine-tuning before the Legislature passes them into law. Hence, the interims allow for reconsideration, reworking and possible reintroduction at the next formal gathering of the Legislature.

The interim meetings also allow the Legislature to monitor the effects of current and recently-passed legislation. For example, if a bill has passed which alters the state's environmental policies, an interim committee may be assigned to study its continuing effects on the state's economy, our citizens' health, and other related issues.

Oversight/Investigative Committees

Besides the joint standing committees, the Legislature has two other types of interim committees: oversight and investigative.

Oversight committees oversee the general operations of certain state agencies. Officials from those agencies and other invited guests update the interim committee members on the progress of programs, fiscal responsibilities and other issues.

Investigative committees are formed during the regular session by the adoption of

resolutions or by specific language included within a piece of legislation passed during the session. Their purpose is to study specific issues as required by those resolutions or bills and report their findings back to the Legislature.

Committee Sessions

The rules of procedure governing the body apply to proceedings of committees insofar as is practical and applicable. However, committee proceedings are usually less formal and often rules are relaxed in order to provide free discussion and not handicap the work of the committee.

Generally speaking, Committees follow the same rules and procedures as the Senate and House during a floor session. Members are asked not to address one another by name, but by referring to fellow members by their district or county; as in “The gentleman from the 31st district”, or “The lady from Cabell County”. Direct derogatory comments against individuals are out of order. Although Committee business is conducted in a formal and decorous fashion, the Committee Chairman does encourage full participation and the free exchange of ideas and opinions.

Authority of Committee with Reference to Bills

Bills referred to committee are treated as resolutions of inquiry. A committee may hold bills without taking any action on them, table them, disapprove them, or report them back without recommendation as to their passage, report them for reference to another committee, or report them with the recommendation that they do pass, with or without amendment.

Committee Meetings & Hearings

All actions of committees must be taken at a duly constituted meeting. Informal actions on matters before the committee are improper. A member cannot cast a vote, except during a meeting of the committee, and proxy votes are not permitted. It is improper for the Chair to poll members on a proposal outside of the committee meeting, for a member to request any other member to vote for him/her during any absence, for a member to inform the Chair, another member, or the Committee Clerk how he/she wished to vote except in a duly constituted meeting, to allow a member under any circumstance to vote by proxy. Such a vote is void.

Committees do not meet while the body is in session. At the time set for the body to meet, it is the duty of the Chair to adjourn the meeting of the committee, and for all members to attend the session.

It is not in order for a committee to report a bill or other matter which was not considered at a committee meeting regularly held, and it is the duty of the presiding officer of the body to refuse to accept any report on a bill or other matter when he has knowledge that it was not so considered and acted upon.

Order of Consideration of Bills

A committee can expedite its business by authorizing the Chair to prepare a schedule of bills and resolutions to be considered at each meeting. In the House, the committee may take up measures in the order in which they were referred, or take them upon motion or upon general consent in the absence of a daily agenda or calendar.

A committee usually considers a measure by sections, giving an opportunity for discussion and amendment of each section before proceeding to the next. The question is not put on each section, but is reserved until consideration of the bill is completed and the question is then put on the whole measure.

Committee Procedure

The Chairman will announce the meetings in advance. Afternoon meeting times are usually announced at the conclusion of the daily Floor Session. Morning meetings are usually announced at the end of the previous day's Committee meeting. The Chairman calls the meetings to order when a quorum (majority of members) is present and seated at their places. There will be a seating chart made by the Chairman.

Roll Call

The first item of business is a roll call by the committee clerk, starting to the immediate left of the Chairman and continuing clockwise around the table. This roll call is used merely to establish the existence of a quorum.

Consideration of Bills

At the start of consideration of each bill, the Chairman will entertain a motion to report that bill out of the Committee to the main body of the Senate or the House. The Chairman will ask "Is there interest in Senate/House Bill # ____?", at which point any member of the Committee may volunteer to make the motion to report out the bill. The attorney who has been assigned to work on the bill will then explain the provisions of the bill to the Committee. The attorney will give a brief summary of what the bill proposes, and will explain what changes in existing law would occur should the bill pass. When the attorney is finished with the explanation, any Committee member may ask the attorney to clarify points of the bill.

At times there are people in the room who have expertise regarding provisions of the bill under consideration. Normally these people are employees of state agencies that execute the provisions of the bill, or it may be a person who has expertise because of other experience in the area of discussion. It is always in order to ask for unanimous consent that such a person be allowed to answer technical questions regarding the bill. It is out of order to try to elicit such a speaker or a staff member to state an opinion for or against the provisions of the bill.

Amendments

Once all questions have been satisfactorily answered, the Chairman will entertain any motions to amend. If a member knows in advance that he/she wishes to propose an Amendment, they must have it ready by the beginning of the meeting, and give it to the

committee clerk before the meeting starts. However, it often occurs that amendments come up during the discussion of the bill. In this case, a member may write out their amendment and bring it up to the committee clerk during the meeting. All amendments must be in writing.

Amendments will usually be considered in the order in which the committee clerk receives them. If there are two or more amendments to the same section, the Chairman may ask the sponsors of the amendments to combine them into one amendment. In the event that two amendments may be in conflict with one another, the Chairman will so note and allow the Committee to hear both amendments before voting on the first one.

The sponsor of each amendment will be allowed to speak to the Committee, detailing the provisions of the amendment, and why the sponsor believes that the amendment should be adopted. If there is debate on the amendment, the sponsor of the amendment will be allowed to “close debate”, which is to say, the sponsor will be the final speaker before the actual vote. No member may speak more than twice on the same question or motion, but asking technical questions of counsel does not count as a speaking turn. Also, speaking twice to a motion to amend the bill will not affect a member’s ability to speak to the actual motion to report out the bill.

If a member of the Committee feels that an amendment is not “germane”, that is, it does not pertain to the actual subject matter of the bill, that member may ask the chairman to rule on whether the amendment is germane to the bill. If the Chairman rules that the amendment is not germane, the amendment must be withdrawn.

Once any discussion on a motion is completed, the Chairman will call for those in favor to say “aye” and those opposed, “nay”. The Chairman will then say either “The ayes appear to have it”, or “The nays appear to have it”, as the case may be. At this point, if any member believes that the Chairman is mistaken, that member may ask for a vote by show of hands by calling for a “division”. If division is called, the chair will ask those in favor to raise their hands, followed by those opposed to make the same sign. The committee clerk will count the votes and the Chairman will announce the results.

If a member demands a roll call vote, the demand must be sustained by one tenth of the Committee (three members). If the demand is sustained the committee clerk will call the roll, and each member will say “aye” or “nay” when his or her name is called.

After all amendments have been considered, the Committee returns to the previous motion to report out the bill. This is then voted on in the same manner as described above. The Chairman then turns to the next bill and the process begins again.

Committee Report

Once all changes are made and agreed to by a committee - which may require several meetings - a motion is made to report the measure out to the floor in one of the following ways:

- with the recommendation that it “do pass” in its original form, or with amendments suggested by the committee, or as a committee substitute; or,
- with the recommendation that the bill be rejected
- with no recommendation at all

This report along with the original bill and any committee amendments are filed with the appropriate Clerk so the report can be read on the floor and the bill can be placed on the calendar.

Not all legislation is reported back from the committees. Those measures, which are not reported by the end of the session, are considered to have “died in committee.”

Minority Report

In the House, a minority of any committee may present its views and recommendations in writing with the report of the committee. When there is a minority report presented, it should be read following the committee report and before acceptance of the committee report. A minority report and the recommendations may, by vote of the body, be substituted for, and become, the report of the committee.

Supplemental Report

In the House, a committee may submit a written supplemental report on a bill containing an analysis of said bill or a statement of the intent or purpose of the bill. Such a report may be amended by the body and by order of the body printed in the Journal.

Hearings

Proposed legislation pending before committees constitutes the vehicles for establishing statewide policy. For this reason, the public, particularly the persons directly affected by the proposed legislation, have the right to be heard. It is essential that the opportunity for public hearings and adequate facilities for such hearings be provided. The Rules of the House and Senate provide for such hearings. Adequate advance notice of such hearings should be given by public announcement.

Committees of the House and Senate may hold joint hearings on important and far-reaching bills. Joint hearings avoid duplication and afford the opportunity for both houses to hear the same testimony, eliminate the necessity for witnesses to attend dual hearings and conserve available research and clerical assistance.

A public hearing is intended to give the public the opportunity to express its views regarding a measure. Members of the committee may ask questions of persons appearing before the committee, but it is not advisable to engage the persons so appearing in debate. The committee chair should not make his/her own position on a measure obvious during a hearing to avoid the appearance of being prejudiced.

No final action is taken upon any measure at a public hearing.

Citizen members

Legislators are not the only citizens to serve on interim committees. State agency officials and private citizens with specific knowledge and experience in areas of concern often are appointed to serve on committees relevant to their field of expertise. These citizen members are appointed to serve either the Governor, the President of the Senate or the Speaker of the House.

Public Access

Other than executive sessions - designated closed meetings - all committee meetings and hearings are open to the public. In addition, citizens may request to speak at scheduled public hearings as well as request that public hearings be held on particular issues and bills.

For more information and/or participating in committee meetings and public hearings, contact your representatives in the Legislature or the [Legislature's Office of Reference & Information](#) at 1-877-565-3447.

Floor Action

Floor sessions in both the House and the Senate are governed in large part by the rules of the body and constitutional requirements, and are conducted according to strict parliamentary procedures. A routine agenda, or Order of Business, is followed daily as the basic structure for a floor session.

Senate Daily Order of Business

- To read, correct and approve the Journal.
- Introduction of guests.
- To dispose of communications from the House of Delegates and the Executive.
- To receive reports from Standing Committees.
- To receive reports from Select Committees.
- To receive bills, resolutions, motions and petitions.
- To act upon unfinished business of the preceding day and resolutions lying over from the previous day.
- No resolution shall lose its place on the calendar by not being acted upon the day following that on which it is offered.
- Senate and House bills on third reading.
- Senate and House bills on second reading.
- Senate and House bills on first reading.
- Introduction of guests.
- Remarks by members of the Senate.
- Miscellaneous business.

House Daily Order of Business

- To read, correct, and approve the Journal.

- Introduction of guests.
- To receive and consider reports of standing committees.
- To receive and consider reports of select committees.
- To receive and consider messages from the Executive, state officials, and other communications and remonstrance.
- To receive messages from the Senate, and consider amendments proposed by the Senate to bills passed by the House.
- To receive (a) resolutions, (b) petitions, (c) motions.
- Bills introduced on motions for leave and referred to appropriate committees.

- To act on unfinished business of the preceding day, and resolutions lying over from previous day, but no resolution shall lose its place on the calendar by not being acted upon on the day following that on which it was offered.

- House and Senate Bills on third reading.
- House and Senate Bills on second reading.
- House and Senate Bills on first reading.
- To act upon leave of absence for members.
- Remarks by members of the House.
- Miscellaneous business.

Note: Each item of business is taken up, dealt and dispensed with in the sequence shown. If an issue is to be brought up after the body has moved beyond the appropriate order of business, the members must agree to return to that order of business to take care of the matter.

Reading of Bills

The Clerk of each House places bills on a calendar. A calendar is actually a listing of what will be taken upon a given day usually under three orders of business, bills on third reading, bills on second reading and bills on first reading.

The reading of bills generally occur on three separate days as stipulated in the State Constitution. However, the constitutional rule may be suspended by a four-fifths vote of the membership, allowing two or three readings of a bill to take place on one day.

When a bill is read, the reading clerk recites the bill number, the title, or a brief summary of the measure. If a bill is not delayed on first or second reading, the bill is “advanced” to the next reading stage once the body completes its action.

A bill is read three times to accomplish three different purposes:

The First reading of a bill is called the information stage, informing the members that the bill will be discussed.

On Second reading, or amendment stage, any committee recommendations and changes proposed by individual members are discussed and acted on. It is the

amendments, and not the bill itself, that are debated on second reading. Each amendment is voted on separately, with no limit to the number of amendments that may be offered, and are adopted or rejected. After second reading, a bill is “ordered to engrossment and third reading.” An engrossed version of a bill includes all adopted amendments.

Third reading is the passage stage of a bill. Debate on the merits and drawbacks of a bill occurs at this time. After debate is completed, the bill is either passed or rejected.

If the bill is passed, it is sent to the other chamber of the Legislature where it is referred to committee and the process repeats itself.

Action by the Governor

While the Legislature is in session, the Governor has five days to approve or veto a bill he receives. After the Legislature adjourns, the Governor has 15 days to act on most bills before him. However, the budget bill and supplemental appropriations bills must be acted on by the Governor within five days of adjournment, regardless of when he receives them. If the Governor does not act within these time limits, the bill automatically becomes law.

If the Governor vetoes a bill, the Legislature can override the veto with a majority vote of both houses. The exceptions to this exist with the budget bill or a supplemental appropriations bill. A two-thirds vote of both houses is needed to override a Governor’s veto in these instances.

In all cases, once both houses pass the same version of a bill, it becomes an enrolled bill and is sent to the Governor for his consideration.

Successful Bills

After a bill becomes a law, it is called an act. The “Acts of the Legislature” are published annually and reflect all of the measures that become law in a given year. The acts are inserted into the appropriate portions of the West Virginia Code, which is a series of books containing the laws of the state.

Resolutions

While most matters taken up by the Legislature are in the form of bills, there is another kind of legislative proposal known as a resolution. There are actually three types of resolutions, none of which require action by the Governor.

A joint resolution is the first step to making a change in the State Constitution. The adoption of a joint resolution by the Legislature means that a suggested amendment to the constitution is placed on the ballot at the next general election or special election for the voters to decide. The Legislature only decides that the issue should be placed before the voters, not whether the change should or does occur.

Joint resolutions are referred to committee and when they are reported back go through

the same three readings as bills. Joint resolutions must be read on three separate days and must receive a two-thirds vote of the elected members in order to be adopted.

Concurrent resolutions are measures affecting the actions or procedures of both bodies. These resolutions may express the sentiments of the Legislature, authorize expenditures incidental to the session and business of the Legislature, agree upon the adjournments beyond the constitutional limitation, create special joint committees, raise a joint assembly or address other purposes which speak on behalf of both chambers.

Simple resolutions are used to express the will or order of one house on matters in which the agreement of the other house is not necessary, such as the hiring of staff for one body.

Concurrent and simple resolutions are read only once before being adopted or rejected.

Methods of Voting

In committee meetings and during floor sessions, issues are decided by votes cast by members. Votes may be taken in one of three ways: roll call vote (also termed “calling for the yeas and nays,”) voice vote, and division vote. The presiding officer or committee chairperson generally determines which method of voting will be used unless a member requests another type of vote.

A roll call vote records how each member in attendance actually stands on an issue. In a committee meeting, each member’s name is called and the vote is recorded in the minutes of the meeting. During a floor session, voting machines are used and votes are recorded on the display boards at the front of each chamber.

In an effort to save time, a voice vote is sometimes used. The presiding officer or chair simply asks all those in favor of a measure to say “aye” and all those opposed to say “no.” After hearing the response, the presiding officer states the result determining which side prevails.

The third type of voting is called the division vote. When a division vote is taken, members are asked to rise at their seats. A head count is taken of those for and against the motion being voted on and the numbers are recorded without individual names.

Required Votes

A different number of votes is needed for certain actions to be approved in one or both legislative bodies.

The following is offered as a quick reference for the number of votes required in certain circumstances:

- Adopt an amendment: a majority of the members present.
- Adopt a joint resolution: a two-thirds vote of all members elected to each house.
- Appeal the decision of the chair: a majority of the members present.

- Dispense with the constitutional rule requiring a bill to be read on three separate days: a four-fifths vote of all members present.
- Motion for the previous question: a majority of the members present.
- Override a veto by the governor of an ordinary bill: a majority of the members elected in both bodies.
- Override a veto by the governor of an appropriations bill: a two-thirds majority of the members elected.
- Passage by the house of origin of an engrossed bill amended by the second house: a majority of the members elected.
- Rule suspension: a two-thirds vote of the members present.
- Withdraw a motion: a majority of the members present.

In general, the minimal number of votes needed of the full membership of each house to adopt or pass a measure is:

Simple Majority: House 51, Senate 18

Two-thirds: House 67, Senate 23

Four-fifths: House 80, Senate 28

Floor Publications

The *House Journal* is printed following the day's floor proceedings. The Journal reflects the transcripts of floor action of the day's previous session. The Journal includes an abstract of bills, joint resolutions, concurrent resolutions and simple resolutions. Immediately following these listings are actions taken on bills and resolutions, first by the house of origin and then by the second body. As the session progresses, bills in conference (including the names of the conferees) and actions by the governor are also detailed in the Journal. A weekly topical index is also published, listing bills introduced by subject matter.

The *Senate Journals* and the *Acts of the West Virginia Legislature* are distributed through the Senate Clerk's Office. For further information, please call 357-7800.

The *Senate Journal* is printed following the day's floor proceedings. The Journal reflects the transcripts of floor action of the day's previous session. The Journal includes a topical index, abstract of bills, Joint resolutions, concurrent resolutions and simple resolutions. Immediately following these listings are actions taken on bills and resolutions, first by the house of origin and then by the second body. As the session progresses, bills in conference (including the names of the conferees) and actions by the governor are also detailed in the Journal. The calendar for each day's floor session is printed at the back of each Journal.

Each year, the Clerk's Office merges all of the floor proceedings into one bound Journal. The bound Journals also contain the proceedings from any extraordinary session that may be called during the course of the year. Abstracts or "Bill Histories" and topical indexes are included in the bound Journal.

The *House and Senate Manual* is published by the House Clerk at the beginning of each new Legislature. Contained within the manual are photos and biographies of each member of the current Legislature, Rules of the House and Senate and both state and federal constitutions.

Privileges of the Floor

Only current and former members of the Legislature, members of Congress, legislative personnel engaged in the proper discharge of their duties and accredited members of the press are permitted within the Chambers while the Senate and House are in session. Former members who are lobbyists are not permitted in the Chambers while the Senate and House are in session. Spouses are not permitted in the Chambers during sessions. House Rule 136 and Senate Rule 54 are specific as to persons admitted to the floor and members' gallery. The provisions of these rules are serious and a violation can result in the censure of a member.

Common Legislative Terms

Act - legislation which becomes law.

Adjourn - to end a House or Senate floor session or committee meeting until another scheduled time.

Adjourn Sine Die - the final closing of a legislative session.

Adopt - approval or acceptance usually applied to amendments, resolutions and motions.

Advice and Consent - process by which certain appointees of the governor are confirmed by the Senate.

Agenda - a list of items to be considered at a meeting.

Amendment - proposed change in pending legislation by adding, deleting or modifying material.

Appropriation - money allocated by the Legislature to various governmental departments and agencies for their operation. A supplemental appropriation is an additional allocation of funds to a specific governmental unit for a stated purpose.

Bill - a proposal for a new law, for the amendment or repeal of an existing law, or for appropriation of public money.

Budget - a financial plan that details expected revenues (income) and appropriations (expenditures) for a specific time period. The state budget covers the period of July 1 through June 30, which is called the state fiscal year. The legislation containing the state

budget is referred to as the budget bill.

Calendar - an organized list of legislation which has been reported out of committees and is ready for floor action.

Caucus - an informal meeting of a group of members, usually of the same political party, to discuss policy or legislation. During a party caucus, staff, the public and the media are not permitted to attend.

Chair - the person conducts the floor session or committee meeting.

Chamber - the area set aside for meetings of the entire membership of the Senate and of the House for conducting legislative sessions (also called the floor).

Clerk - chief administrative officer of the House or the Senate elected by the members of each body.

Committee Substitute - a written version of a bill recommended by a committee. Committee substitutes are generally offered when amendments to a bill are numerous or confusing and the ideas will be made clearer by rewriting the bill. A committee substitute retains the same subject and bill number as the original bill

Committees - the various types of legislative committees are defined below:

Committee of the Whole: an informal session of the entire membership of either house.

Conference Committee: a committee made up of Delegates appointed by the Speaker and Senators appointed by the President to try to resolve the differences in legislative measures.

Interim Committee: a group established by law or rules to work between sessions on legislative matters.

Joint Committee: a committee composed of members of both houses.

Select Committee: a group appointed by the Speaker and the President to handle specific matters. This committee is usually dissolved when its purpose is accomplished.

Standing Committee: a committee comprised of members: appointed by the Speaker and the President at the beginning of the Legislature which has continuing responsibility in a general field of legislative activity, such as Finance.

Subcommittee: a portion of a committee appointed by a committee chair to research and study a particular bill or problem and to report its findings to the entire committee.

Concur - the action of one house in agreeing to or approving a proposal or action by the

other body.

Constituent - a citizen who resides within the district of a legislator.

Convene - to assemble for a meeting.

Debate - to discuss a matter according to parliamentary rules.

Discharge a Committee - to remove a bill or resolution from consideration of a committee.

Division Vote - a method of voting in which the members favoring and opposing an issue are counted and only the numerical result is recorded.

Draft - to write a bill.

Enact - to make a bill into law.

Engrossed Bill - a version of a bill that includes all adopted amendments of the house of origin attached to the original measure.

Enrolled Bill - the final, official version of a bill that is agreed to by both bodies and contains all necessary signatures.

Extraordinary Session - special session of the Legislature called by the governor to deal with specific problems arising in the state.

House of Delegates - one of the two chambers of the Legislature. It has 100 members, all of whom are elected every two years. In addition to acting on legislation, the House has the sole power of impeachment of state officers.

House of Origin - the body in which a bill or resolution is introduced.

Introduction - the step by which a bill is officially started in the legislative process.

Journal - the formal, written record of floor proceedings printed daily by the Clerk of each house. While the journals do not contain a verbatim transcript of the daily sessions, they do contain roll call votes, attendance records, committee assignments, a daily record of actions taken and bill status information.

Language - the specific wording of a bill.

Lobbyist - a person who seeks to directly or indirectly encourage the passage, defeat or modification of any legislation.

Majority - a group of legislators of the same political party who have the greatest number

of elected members and who control the leadership positions.

Majority - when related to voting, a majority is the number of members in the House or the Senate necessary to pass legislation.

Minority - a group of legislators of the same political party who have the fewest number of elected members.

Motion - a proposal made to the presiding officer calling for a specific action. Motions are of various order, rank, precedence and class as established through parliamentary practice. Motions commonly used in the Legislature include:

Lie over: to allow a bill or other matter to be considered the next day.

Postpone Indefinitely: to delay action forever. If this motion is adopted, the matter being considered is dead for the remainder of the session.

Previous Question: to close debate on the subject under discussion. When this motion is made, debate is interrupted and a vote is taken on whether the body wants to end debate. If the motion fails, debate continues. If the motion is adopted, a second vote is taken on the subject itself.

Reconsideration: to retake a vote on a measure.

Table: to set aside a matter for later consideration.

Order of Business - routine agenda for floor session.

Point of Order - a member's inquiry of the chair as to the correctness of a procedure being followed.

Presiding Officer - the elected leader of each legislative body, in the House the position is called Speaker and in the Senate it is called President. Committee chairs are also considered the presiding officers of their committees.

Privilege of the Floor - being permitted access to the Senate or House chamber when the legislators are in session.

Public Hearing - a public meeting of a legislative committee(s) on a particular subject at which any citizen may speak and offer his or her views on the subject.

Question - the main topic under discussion.

Quorum - the minimum number of persons who must be present to conduct business either on the floor of the chamber or in a committee. A quorum usually is one more than

half of the membership.

Readings - the three stages bills and joint resolutions go through on the floor of a chamber. The first reading is the information stage, the second reading is the amendment stage, and the third reading is the passage stage.

Recede - to withdraw or back down from a position on an issue.

Recess - a temporary break in a daily session or a committee meeting.

Regular Session - the 60 consecutive days during which the Legislature meets each year, beginning on the second Wednesday in January. Years in which a governor is inaugurated, the Legislature meets on this date only long enough for each house to elect its officers for the next two-year term and to jointly publish the general election returns. It then adjourns until the second Wednesday in February for the 60-day session.

Repeal - to officially revoke a previous action.

Report Out or Report Back - when a committee prepares a report with its recommendations regarding an assigned bill and returns it to the full body for consideration.

Resolutions - a legislative proposal that does not require action by the governor if adopted by the Legislature. There are three types of resolutions considered by the West Virginia Legislature:

Joint: a measure used to propose amendments to the State Constitution which is placed on the ballot to be voted on by the people in a special or general election.

Concurrent: a measure affecting actions, procedures or sentiments of both houses that must be adopted by both bodies.

Simple: a measure used by a single house to take action affecting its own procedure or expressing an opinion, sympathy or commendation.

Roll Call Vote - a recorded vote count of either body of the Legislature published in the House and Senate Journals. Roll call votes may be taken in committees and are recorded in the meeting minutes. This type of voting is also referred to as the “yeas and nays.”

Rules - the set of regulations and parliamentary procedures adopted separately by the House and the Senate to govern each body’s actions. There are also joint rules which govern both houses.

Special Order of Business - a matter which is designated to be acted on a specific time

and date.

Sponsor - the Legislator or legislative committee introducing a bill. A bill may have more than one sponsor with the name or names of each sponsor appearing in print on the legislation.

Statute - a written law.

Suspend the Rules - an action whereby a particular rule of either body is viewed as hampering efficient work on a certain issue or problem and the rule is temporarily disregarded through a vote of the members.

Sustain a Motion - the legislative method of seconding a motion, generally requiring agreement by at least one-tenth of the membership. Most motions are not sustained and the presiding officer announces when such an action is necessary.

Title - a concise statement of the contents of a bill. An even briefer summary is called a short title.

Unanimous Consent - permission granted, without exception, by either house to a member desiring to accomplish an action without making a motion. Unanimous consent is granted by members remaining silent or voicing no objection.

Unfinished Business - a matter held over from the previous day.

Veto - the action of the governor to disapprove a legislative measure.

Voice Vote - a method of voting whereby the members verbally, as a group, express their support or opposition to a question.

SUMMITS/COLLABORATIVES

Name Region/Counties	Contact Person	Contact Information
Region I Summit	Steve Tuck	<p>Steve Tuck Children's Home Society 1640 St. Mary's Ave Parkersburg, WV 26102 Phone: 304 424-5244 Email: stuck@childhswv.org</p>
	Tanny O'Connell	<p>Tanny O'Connell Regional Director, Region I Marion Co DHHR 9005 Middletown Mall White Hall, WV 26554 Phone: 304 368-4420 Email: Tanny.W.O'Connell@wv.gov</p>
Little Kanawha Collaborative (Calhoun, Gilmer, Pleasants, Ritchie, Wirt and Wood)	Tim Bauman	<p>Tim Bauman Pressley Ridge White Oak Program Rt. 2, Box 68 Walker, WV 26180 Email: TBauman@pressleyridge.org</p>
Family Ways (Hancock, Brooke, Ohio, Marshall, Wetzell, Tyler)	Mike Toothman	<p>Mike Toothman Youth Service System 87 15th Street PO Box 6041 Wheeling, WV 26003 304 233 9628 ext: 107 Email: mtoothman@ysswv.com.</p>
Region II Summit	Karen Yost	<p>Karen Yost River Park Hospital 1230 6th Ave Huntington, WV 25701 Phone: 304 526-9111 Toll Free Phone: 1-800-621-COPE Email: karen.yost@riverparkhospital.net</p>
	Kate Luikart	<p>Kate Luikart KVC Behavioral Health Care 200 Bradford Street Charleston, WV 25301 Phone: 304 347-9818 Email: cdluikart@kvc.org</p>
Family Central Collaborative	Lance Whaley	<p>Lance Whaley Community Services Manager</p>

Name Region/Counties	Contact Person	Contact Information
(Kanawha, Putnam, Roane, Jackson and Mason)		P.O. Box 560 Teays, WV 25569 Phone:757-7843 Ext 155 Email: Lance.C.Whaley@wv.gov
CWLM (Cabell, Lincoln Wayne)	Hope Smith	Hope Smith Cabell Co. DHHR 2699 Park Ave Suite100 Huntington, WV 25704 Phone: 528-5800 Email: Hope.Smith@wv.gov
Logan, Mingo, Boone Collaborative (Logan, Mingo, Boone)	Darlena Ables Carolyn Sansom	Darlena Able Community Services Manager Logan Co. DHHR 195 Dingess Street Logan, WV 25601 Phone: 304792-7095 Email: Darlena.S.Ables@wv.gov Carolyn Samson Community Services Manager Mingo Co DHHR 203 East 3 rd Ave Williamson, WV 25661 Phone: 235-4680 Email: Carolyn.A.Sansom@wv.gov
Region III Summit	Nancy Exline	Nancy Exline Regional Director, Region III Taylor Co. DHHR PO Box 29 (235 Barrett Street) Grafton, WV 26354 (304) - 265-6483 Email: Nancy.N.Exline@WV.gov
Inter Mountain Collaborative – (Barbour, Preston, Taylor, Lewis, Upshur, Randolph, Tucker)	Michael Phillips Mary Austin	Michael Phillips, Community Services Manager WVDHHR 1027 Randolph Ave Elkins, WV 26241 304637-5560 Ex: 2015 Email: Michael.D.Phillips@wv.gov Mary Austin, Community Services Manager Lewis/Upshur County DHHR PO Box 1268

Name Region/Counties	Contact Person	Contact Information
		91 Arnold Ave Weston, WV 26452 Phone: 304 269-6820 Fax: 304 269-0391 Email: Mary.L.Austin@wv.gov
Kids in Transition - (Berkeley, Jefferson, Morgan)	Kathy Bradley Kathy Olson	Kathryn Bradley Community Services Manager WVDHHR PO Box 1247 423 Mid-Atlantic Parkway Martinsburg, WV 25402 Phone: 267-0100 Email: Kathryn.A.Bradley@wv.gov Kathy Olson FRN of the Panhandle 218 W. King Street Martinsburg, WV 25401 Phone: 304 263-0603 Ext: 228 Email: uwepfrn@comcast.net
Upper Potomac - (Grant, Hardy, Pendleton, Hampshire, Mineral)	James Gilmore Bev Evert Gerri Mason	James Gilmore, Community Services Manager WVDHHR 112 Beans Lane Moorefield, WV 26836 Phone: 304538-2391 Email: James.N.Gilmore@wv.gov Bev Evert Eastern Regional FRN PO Box 1601 85 High Street, Ste B Romney, WV 26757 Phone: 304 822-5787 Email: gcfm@yahoo.com Email: gcfm@verizon.net Gerri Mason Mineral County FRN 251 ½ W. Piedmont Street Keyser, WV 26726 Phone: 304 788 9099

Name Region/Counties	Contact Person	Contact Information
South Central Community Collaboratives (Wyoming, McDowell, Mercer)	Joann Boileau	Joann Boileau Children's Home Society 603 Harrison Street PO Box 5533 Princeton, WV 24740 (304) 425-8428 Email: jboileau@childhswv.org

USEFUL WEB LINKS:

Child Welfare Information Gateway: <http://www.childwelfare.gov/index.cfm>.
 Formerly the National Clearinghouse on Child Abuse and Neglect Information and the National Adoption Information Clearinghouse, Child Welfare Information Gateway provides access to information and resources to help protect children and strengthen families. A service of the [Children's Bureau, Administration for Children and Families](#), [U.S. Department of Health and Human Services](#).

WV Commission for National and Community Service:
<http://www.volunteerwv.org/nd/index.cfm>

Prevent Child Abuse America: <http://www.preventchildabuse.org/index.shtml>

Prevent Child Abuse WV: <http://www.preventchildabusewv.org/>

Info source for non-profit boards: <http://www.boardsource.org/>

WV State Government (general): <http://www.wv.gov>

WV State Government Agencies Directory: <http://www.wv.gov/sec.aspx?pgID=60>

WV State Phone Directory: <http://www.wv.gov/sec.aspx?pgID=72>

WV Department of Health and Human Resources: <http://www.wvdhhr.org>

WV DHHR Office of Accountability and Management Reporting:
<http://www.wvdhhr.org/oamr/WVCode12%5F4%5F14/>

WV Children's Health Insurance Program: <http://www.wvchip.org/index2.shtml>

WV Secretary of State: <http://www.wvsos.org/>

WVPASS: <http://www.wvpass.org>

WVPASS is a state initiative of national and state partners that support West Virginia communities by providing them training, technical assistance and resources for youth and community development.

WV Legislature and WV State Code search: <http://www.legis.state.wv.us/>

WV State Tax Department: <http://www.state.wv.us/taxdiv/>

Internal Revenue Service (IRS): www.irs.gov

Code of Federal Regulations - GPO access: <http://www.gpoaccess.gov/cfr/index.html>

Catalog of Federal Domestic Assistance: www.cfda.gov

Social Security and Medicare Tax Rates:
<http://www.ssa.gov/OACT/ProgData/taxRates.html>
Tax rates applicable to earnings for grants.

For finding and applying for Federal Grants: www.grants.gov

US Department of Health and Human Services: www.hhs.gov

US DHHS Administration for Children and Families: <http://www.acf.hhs.gov/index.html>

US DHHS Administration for Children and Families, Grants Policy Statement:
http://www.acf.hhs.gov/grants/grants_resources.html#policy

US DHHS Administration for Children and Families, Office of Community Services:
<http://www.acf.hhs.gov/programs/ocs/csbg/index.html>. For information on the Community Services Block Grant (CSBG) program, etc.

US Office of Special Counsel at http://www.osc.gov/ha_state.htm#advisories
For information regarding the Hatch Act, which applies to grants funded with CSBG money, including WV FRNs)

