

GROUND RULES FOR LEGISLATIVE COMMISSIONS AND ADVISORY GROUPS

Appointment to a legislative commission or advisory group is recognition of your expertise, knowledge, interest, and experience in the issues that will be addressed. Your participation in this process is essential to enabling the Legislature or its agency to meet its goals and objectives successfully and to ensuring the quality of the final product.

The planning, coordination, and implementation of legislative initiatives of the magnitude of statewide commemorations, conferences, and observances is complex, detailed, and arduous. However, the work flows smoothly when there is (i) consensus and cooperation among the members and nonlegislative citizens assisting or collaborating with them, and (ii) the administration, organization, and conduct of the work are centralized in the legislative staff who are responsible for the work of the group and facilitating its accountability to the General Assembly. Therefore, the Commission requires that the following rules be observed by all members, nonlegislative citizens, and other participants in the deliberations to ensure that the commemoration of the Centennial of Woodrow Wilson's Presidency is conducted consistent with the Commission's goals and objectives and in accordance with its directions.

Members and nonlegislative citizens of the Commission and the Citizens Advisory Council, (e.g. representatives of elected officials, agencies, and community organizations):

1. Understand that the Commission is an agency of the legislative branch of state government.
2. Acknowledge and adhere to the direction of the Commission.
3. Acknowledge and accept that the Rules of the Virginia House of Delegates and the Senate of Virginia, as the case may be, and the Joint Committee on Rules Legislative Guidelines, legislative and state policies, and applicable state laws will govern the conduct of the Commission's work, meetings, and deliberations. Further, staff support for the Commission will be provided by the Division of Legislative Services and either the Clerk's Office of the Virginia House of Delegates or of the Senate of Virginia, as appropriate.
4. May not invite or contact persons to participate in or attend any activity or event unless you have been specifically asked to do so by the Chairman, Vice Chairman, or Commission staff.
5. Must direct suggestions and concerns regarding the Commission's work, (e.g. content, structure, participants, speakers, arrangements for commemorative activities and events, etc.), to the staff in order to facilitate communication among and inclusion of all Commission and Advisory Council members and participants, as appropriate.
6. May not volunteer the co-sponsorship, partnership, or any other relationship, or make any commitments for the General Assembly, Commission, or any agency or organization, regardless of similarity between mission, goals, or purposes, unless specifically authorized to do so by the Commission Chairman or Vice Chairman.
7. Must defer to the Commission in all matters pertaining to publicity and media relations.
8. May not make any statements or grant interviews, or distribute press announcements or other media releases on behalf of the Commission, General Assembly, Advisory Council, or any agency regarding the commemoration of the Centennial of Woodrow Wilson's Presidency. Interviews may be granted only with the expressed authorization of the Chairman or Vice Chairman of the Commission. All media releases and advisories are prepared by the Division of Legislative Services and are released by the Offices of the Clerks of the Virginia House of Delegates and the Senate of Virginia to ensure compliance with the Virginia Freedom of Information Act. However, posting of the Commission's official notice on your agency's or organization's website, or in its newsletters, periodicals, or other correspondence with constituents is permissible and encouraged. Please contact the Commission's staff before providing such information in your newsletters and periodicals to ensure that you have the most recent information.
9. Nonlegislative citizen members of the Citizens Advisory Council agree to serve in a ***voluntary capacity without compensation or reimbursement, pursuant to subdivision 2 of § 30-323 of the Code of Virginia.***