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Fast-Track Regulation Agency Background Document

Agency name	Virginia Department of Alcoholic Beverage Control
Virginia Administrative Code (VAC) citation(s)	3-VAC5-10
Regulation title(s)	Procedural Rules for The Conduct of Hearings Before the Board and its Hearing Officers
Action title	Discovery, prehearing procedures and production at hearings; definitions
Date this document prepared	January 23, 2018

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Orders 17 (2014) and 58 (1999), and the *Virginia Register Form, Style, and Procedure Manual*.

Brief summary

Please provide a brief summary (preferably no more than 2 or 3 paragraphs) of the proposed new regulation, proposed amendments to the existing regulation, or the regulation proposed to be repealed. Alert the reader to all substantive matters or changes. If applicable, generally describe the existing regulation.

Currently, the regulation references only Part Four of the Rules of the Supreme Court of Virginia. It also only mentions arbitration as one of the also included proceedings that the Rules of the Supreme Court of Virginia shall apply under the Wine and Beer Franchise Acts. The proposed regulation changes will amend the regulation so that it includes Parts One, One A, Two, Two A, and Three of the Rules of Supreme court as applying to all proceedings under the Wine and Beer Franchise Acts. It also includes mediation as one of the proceedings subject to the aforementioned Rules of the Supreme Court of Virginia.

Acronyms and Definitions

Please define all acronyms used in the Agency Background Document. Also, please define any technical terms that are used in the document that are not also defined in the "Definition" section of the regulations.

NA

Statement of final agency action

Please provide a statement of the final action taken by the agency including: 1) the date the action was taken; 2) the name of the agency taking the action; and 3) the title of the regulation.

On January 10, 2018, the Alcoholic Beverage Control Board adopted an amendment to 3-VAC5-10 PROCEDURAL RULES FOR THE CONDUCT OF HEARINGS BEFORE THE BOARD AND ITS HEARING OFFICERS, amending the existing regulation 3-VAC5-10-400 Discovery, prehearing procedures and production at hearings; definitions to proceed under the fast track regulatory process.

Legal basis

Please identify the state and/or federal legal authority to promulgate this proposed regulation, including: 1) the most relevant citations to the Code of Virginia or General Assembly chapter number(s), if applicable; and 2) promulgating entity, i.e., agency, board, or person. Your citation should include a specific provision authorizing the promulgating entity to regulate this specific subject or program, as well as a reference to the agency/board/person's overall regulatory authority.

Section 4.1-101 of the Code of Virginia (Code) establishes the Department of Alcoholic Beverage Control (ABC Board.)

Section 4.1-103 of the Code enumerates the powers of the Board which includes the authority to adopt regulations and to do all acts necessary or advisable to carry out the purposes of Title 4.1 of the Code (ABC Act). Section 4.1-103(24) permits the Board to promulgate regulations in accordance with the Administrative Process Act and Section 4.1-111.

Section 4.1-111 (A) provides the Board with the authority to adopt reasonable regulations which it deems reasonable to carry out the provisions of the ABC Act and to amend or repeal such regulations.

Purpose

Please explain the need for the new or amended regulation. Describe the rationale or justification of the proposed regulatory action. Describe the specific reasons the regulation is essential to protect the health, safety or welfare of citizens. Discuss the goals of the proposal and the problems the proposal is intended to solve.

The purpose of this regulation change is to clarify that the Rules of the Supreme Court of Virginia relating to the general rules applicable to all proceedings; foreign attorneys; the Virginia Rules of Evidence; appeals pursuant to the Administrative Process Act; and practices and procedures in civil actions are all applicable to all proceedings under the Wine and Beer Franchise Acts. The additional rules have always been applied in practice by virtue of the Administrative Process Act, even though they were not mentioned in the regulations. The purpose of the change is to make it abundantly clear that the mentioned portions of the Rules of the Supreme Court are applicable and not just Part Four. Also since

mediation will also be one of the proceedings that will be subject to these rules, it is necessary to include it in the regulation.

Rationale for using fast-track process

Please explain the rationale for using the fast-track process in promulgating this regulation. Why do you expect this rulemaking to be noncontroversial?

The amendments are expected to be noncontroversial because they provide further clarification as to which Rules of the Supreme Court of Virginia apply to proceedings under the Wine and Beer Franchise Acts. The additional parts mentioned specifically in the amendment have been applied in practice; however, the regulation only mentioned Part Four and for the sake of clarification, the other portions are being added to the regulation.

Substance

Please briefly identify and explain the new substantive provisions, the substantive changes to existing sections, or both. A more detailed discussion is provided in the "Detail of changes" section below.

The proposed regulation changes will amend the regulation so that it includes Parts One, One A, Two, Two A, and Three of the Rules of Supreme court as applying to all proceedings under the Wine and Beer Franchise Acts. The additional parts mentioned specifically in the amendment have been applied in practice; however, the regulation only mentioned Part Four and for the sake of clarification, the other portions are being added to the regulation. It also includes mediation as one of the proceedings subject to the aforementioned Rules of the Supreme Court of Virginia.

Issues

Please identify the issues associated with the proposed regulatory action, including: 1) the primary advantages and disadvantages to the public, such as individual private citizens or businesses, of implementing the new or amended provisions; 2) the primary advantages and disadvantages to the agency or the Commonwealth; and 3) other pertinent matters of interest to the regulated community, government officials, and the public. If there are no disadvantages to the public or the Commonwealth, please indicate.

The primary advantage to this regulation amendment is that it clarifies that the Rules of the Supreme Court of Virginia relating to the general rules applicable to all proceedings; foreign attorneys; the Virginia Rules of Evidence; appeals pursuant to the Administrative Process Act; and practices and procedures in civil actions are all applicable to all proceedings under the Wine and Beer Franchise Acts. There are no disadvantages to the agency or the Commonwealth. Pertinent matters to the regulated community, government officials, and the public are that certain rules of the Virginia Supreme Court that were not initially applicable under the regulation will now apply and mediation is one of the proceedings subject to these rule.

Requirements more restrictive than federal

Please identify and describe any requirement of the proposal which is more restrictive than applicable federal requirements. Include a rationale for the need for the more restrictive requirements. If there are

no applicable federal requirements or no requirements that exceed applicable federal requirements, include a statement to that effect.

There are no federal requirements.

Localities particularly affected

Please identify any locality particularly affected by the proposed regulation. Locality particularly affected means any locality which bears any identified disproportionate material impact which would not be experienced by other localities.

No locality is particularly affected by the proposed regulations.

Regulatory flexibility analysis

Pursuant to § 2.2-4007.1B of the Code of Virginia, please describe the agency's analysis of alternative regulatory methods, consistent with health, safety, environmental, and economic welfare, that will accomplish the objectives of applicable law while minimizing the adverse impact on small business. Alternative regulatory methods include, at a minimum: 1) the establishment of less stringent compliance or reporting requirements; 2) the establishment of less stringent schedules or deadlines for compliance or reporting requirements; 3) the consolidation or simplification of compliance or reporting requirements; 4) the establishment of performance standards for small businesses to replace design or operational standards required in the proposed regulation; and 5) the exemption of small businesses from all or any part of the requirements contained in the proposed regulation.

The proposed amendments will not have an impact on small business as they do not change any of the licensees' responsibilities as they currently exist. The additional parts mentioned specifically in the amendment have been applied in practice; however, the regulation only mentioned Part Four and for the sake of clarification, the other portions are being added to the regulation. The amendments do not impact compliance or reporting requirements.

Economic impact

Please identify the anticipated economic impact of the proposed new regulations or amendments to the existing regulation. When describing a particular economic impact, please specify which new requirement or change in requirement creates the anticipated economic impact.

Projected cost to the state to implement and enforce the proposed regulation, including: a) fund source / fund detail; and b) a delineation of one-time versus on-going expenditures	None
Projected cost of the new regulations or changes to existing regulations on localities.	None
Description of the individuals, businesses, or other entities likely to be affected by the new regulations or changes to existing regulations.	All licensees subject to disciplinary action from the Board.
Agency's best estimate of the number of such entities that will be affected. Please include an	13,000+ licensees

<p>estimate of the number of small businesses affected. Small business means a business entity, including its affiliates, that: a) is independently owned and operated and; b) employs fewer than 500 full-time employees or has gross annual sales of less than \$6 million.</p>	
<p>All projected costs of the new regulations or changes to existing regulations for affected individuals, businesses, or other entities. Please be specific and include all costs including: a) the projected reporting, recordkeeping, and other administrative costs required for compliance by small businesses; and b) specify any costs related to the development of real estate for commercial or residential purposes that are a consequence of the proposed regulatory changes or new regulations.</p>	<p>There are no additional anticipated costs expected to be incurred by affected licensees.</p>
<p>Beneficial impact the regulation is designed to produce.</p>	<p>To clarify what rules of the Supreme Court of Virginia are applicable to proceedings under the Wine and Beer Franchise Acts</p>

Alternatives

Please describe any viable alternatives to the proposal considered and the rationale used by the agency to select the least burdensome or intrusive alternative that meets the essential purpose of the action. Also, include discussion of less intrusive or less costly alternatives for small businesses, as defined in § 2.2-4007.1 of the Code of Virginia, of achieving the purpose of the regulation.

There are no other alternatives to this action.

Public participation notice

If an objection to the use of the fast-track process is received within the 30-day public comment period from 10 or more persons, any member of the applicable standing committee of either house of the General Assembly or of the Joint Commission on Administrative Rules, the agency shall: 1) file notice of the objections with the Registrar of Regulations for publication in the Virginia Register; and 2) proceed with the normal promulgation process with the initial publication of the fast-track regulation serving as the Notice of Intended Regulatory Action.

Periodic review and small business impact review report of findings

If this fast-track is the result of a periodic review/small business impact review, use this form to report the agency's findings. Please (1) summarize all comments received during the public comment period following the publication of the Notice of Periodic Review and (2) indicate whether the regulation meets the criteria set out in Executive Order 17 (2014), e.g., is necessary for the protection of public health, safety, and welfare, and is clearly written and easily understandable. In addition, as required by 2.2-4007.1 E and F, please include a discussion of the agency's consideration of: (1) the continued need for the regulation; (2) the nature of complaints or comments received concerning the regulation from the public; (3) the complexity of the regulation; (4) the extent to which the regulation overlaps, duplicates,

or conflicts with federal or state law or regulation; and (5) the length of time since the regulation has been evaluated or the degree to which technology, economic conditions, or other factors have changed in the area affected by the regulation.

Commenter	Comment	Agency response

This amendment is not the result of a periodic review.

Family impact

Please assess the impact of this regulatory action on the institution of the family and family stability including to what extent the regulatory action will: 1) strengthen or erode the authority and rights of parents in the education, nurturing, and supervision of their children; 2) encourage or discourage economic self-sufficiency, self-pride, and the assumption of responsibility for oneself, one’s spouse, and one’s children and/or elderly parents; 3) strengthen or erode the marital commitment; and 4) increase or decrease disposable family income.

This regulatory action should not have any impact on the institution of the family and family stability.

Detail of changes

Please list all changes that are being proposed and the consequences of the proposed changes; explain the new requirements and what they mean rather than merely quoting the proposed text of the regulation. If the proposed regulation is a new chapter, describe the intent of the language and the expected impact. Please describe the difference between existing regulation(s) and/or agency practice(s) and what is being proposed in this regulatory action. If the proposed regulation is intended to replace an emergency regulation, please follow the instructions in the text following the three chart templates below.

For changes to existing regulation(s), please use the following chart:

Current section number	Proposed new section number, if applicable	Current requirement	Proposed change, intent, rationale, and likely impact of proposed requirements
3VAC5-10-400		Currently, the regulation references only Part Four of the Rules of the Supreme Court of Virginia. It also only mentions arbitration as one of the also included proceedings that the Rules of the Supreme Court of Virginia shall apply under the Wine and Beer Franchise Acts.	The proposed regulation changes will amend regulation so that it includes Parts One, One A, Two, Two A, and Three of the Rules of Supreme court as applying to all proceedings under the Wine and Beer Franchise Acts. The additional parts mentioned specifically in the amendment have been applied in practice; however, the regulation only mentioned Part Four and for the sake of clarification, the other portions are being added to the regulation. It also includes mediation as one of the proceedings subject to the

			aforementioned Rules of the Supreme Court of Virginia.
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If an existing regulation or regulations (or parts thereof) are being repealed and replaced by one or more new regulations, please use the following chart:

Current chapter-section number	Proposed new chapter-section number, if applicable	Current requirement	Proposed change, intent, rationale, and likely impact of proposed requirements

If a new regulation is being promulgated, that is not replacing an existing regulation, please use this chart:

Section number	Proposed requirements	Other regulations and law that apply	Intent and likely impact of proposed requirements

If the proposed regulation is intended to replace an emergency regulation, and the proposed regulation is identical to the emergency regulation, please choose and fill out the appropriate chart template from the choices above. In this case “current section number” or “current chapter-section number” would refer to the **pre-emergency** regulation.

If the proposed regulation is intended to replace an emergency regulation, and the proposed regulation includes changes since the emergency regulation, please create two charts: 1) a chart describing changes from the **pre-emergency** regulation to the proposed regulation as described in the paragraph above, and 2) a chart describing changes from the **emergency** regulation to the proposed regulation. For the second chart please use the following title: “Changes from the Emergency Regulation.” In this case “current section number” or “current chapter-section number” would refer to the **emergency** regulation.