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## Periodic Review and Small Business Impact Review Report of Findings

<b>Agency name</b>	Board for Branch Pilots
<b>Virginia Administrative Code (VAC) Chapter citation(s)</b>	18 VAC45-11
<b>VAC Chapter title(s)</b>	Public Participation Guidelines
<b>Date this document prepared</b>	November 28, 2023

This information is required for executive branch review and the Virginia Registrar of Regulations, pursuant to the Virginia Administrative Process Act (APA), Executive Order 19 (2022) (EO 19), any instructions or procedures issued by the Office of Regulatory Management (ORM) or the Department of Planning and Budget (DPB) pursuant to EO 19, the Regulations for Filing and Publishing Agency Regulations (1 VAC 7-10), and the *Form and Style Requirements for the Virginia Register of Regulations and Virginia Administrative Code*.

### Acronyms and Definitions

*Define all acronyms used in this Report, and any technical terms that are not also defined in the "Definitions" section of the regulation.*

"DPB" means Department of Planning and Budget

### Legal Basis

*Identify (1) the promulgating agency, and (2) the state and/or federal legal authority for the regulatory change, including the most relevant citations to the Code of Virginia or Acts of Assembly chapter number(s), if applicable. Your citation must include a specific provision, if any, authorizing the promulgating agency to regulate this specific subject or program, as well as a reference to the agency's overall regulatory authority.*

The promulgating agency is the Board for Branch Pilots ("the Board").

Code of Virginia § 54.1-201(5) gives authority to the Board to promulgate regulations. It states, in part, that the Board has the power and duty “[t]o promulgate regulations in accordance with the Administrative Process Act (§ 2.2-4000 et seq.) necessary to assure continued competency, to prevent deceptive or misleading practices by practitioners and to effectively administer the regulatory system administered by the regulatory board.”

### Alternatives to Regulation

*Describe any viable alternatives for achieving the purpose of the regulation that were considered as part of the periodic review. Include an explanation of why such alternatives were rejected and why this regulation is the least burdensome alternative available for achieving its purpose.*

No alternatives were considered as part of this periodic review. The Board’s public participation guidelines mirror the DPB’s model public participation guidelines.

### Public Comment

*Summarize all comments received during the public comment period following the publication of the Notice of Periodic Review, and provide the agency’s response. Be sure to include all comments submitted: including those received on Town Hall, in a public hearing, or submitted directly to the agency. Indicate if an informal advisory group was formed for purposes of assisting in the periodic review.*

Commenter	Comment	Agency response
	No Public Comments were received.	

### Effectiveness

*Pursuant to § 2.2-4017 of the Code of Virginia, indicate whether the regulation meets the criteria set out in the ORM procedures, including why the regulation is (a) necessary for the protection of public health, safety, and welfare, and (b) is clearly written and easily understandable.*

The Board’s public participation guidelines mirror DPB’s model public participation guidelines. The guidelines, having the status of a regulation, are necessary to promote public involvement in the development, amendment or repeal of regulations. Further, the regulation is clearly written and understandable.

### Decision

*Explain the basis for the promulgating agency’s decision (retain the regulation as is without making changes, amend the regulation, or repeal the regulation).*

*If the result of the periodic review is to retain the regulation as is, complete the ORM Economic Impact form.*

On September 14, 2023, the Board voted to retain this regulation “as is” without any change.

The regulation continues to mirror the model public participation guidelines from DPB.

### Small Business Impact

*As required by § 2.2-4007.1 E and F of the Code of Virginia, discuss the agency's consideration of: (1) the continued need for the regulation; (2) the nature of complaints or comments received concerning the regulation; (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. Also, discuss why the agency's decision, consistent with applicable law, will minimize the economic impact of regulations on small businesses.*

1) There is a continued need for this regulation because it promotes public involvement in the development, amendment or repeal of the regulations of the Board. 2) The Board did not receive any comments or complaints during the public comment period. 3) The regulation is not complex. 4) The regulation does not overlap, duplicate or conflict with any other federal or state laws or regulations. 5) The regulation was last evaluated in 2019 and it does not rely on technology, economic conditions, or any other factors due to the nature of public participation. This regulation outlines Virginia Regulatory Town Hall as the mechanism for notification, registration and meeting procedures for public participation. The Board determined there was no effect to the economic impact of small businesses as this regulation promotes public involvement in the development, amendment or repeal of the regulations of the Board.