



Title	Document Code No.
Department/Issuing Agency	Effective Date.
Approved	

1.0 SUBJECT TITLE: Regulations for Registering and Reporting by Lobbyists

1.1 EFFECTIVE DATE:

1.2 TYPE OF ACTION:

1.3 KEY WORDS:

2.0 PURPOSE: To implement the provisions of Ordinance 13320, as codified in KCC _____, requiring registration and reporting by persons who lobby the county council.

3.0 ORGANIZATION AFFECTED: Department of Information and Administrative Services.

4.0 REFERENCES: King County Code _____; Ordinance 13320

5.0 DEFINITIONS:

5.1 The following definitions, as provided in KCC _____, shall apply to these Rules:

a. "Compensation" means anything of economic value, however designated, which is paid, granted or transferred, or is to be paid, granted or transferred for, or in consideration of, personal services to any person, except that minor incidental personal expenses, such as mileage, parking, meals, photocopying, telephone, and facsimiles for persons not employed or retained as lobbyists are not included in "compensation".

b. "Council staff" means any person employed in the legislative branch of King County government.

c. "County employee" means any individual who is appointed as an employee by the appointing authority of a county department, agency, or office. The term "county employee" also includes any person elected at a general or special election to any county elected office and any person appointed to fill a vacancy in any such office. The term "county employee" also includes members of county boards, commissions, committees or other multi-member county bodies established by ordinance or motion.

d. "Department" means the department of information and administrative services.

e. "Expenditure" includes a payment, contribution, subscription, distribution, loan, advance, deposit, gift, contract, promise or agreement to make an expenditure. The term "expenditure" also includes

a promise to pay, a payment or a transfer of anything of value in exchange for goods, services, property, facilities or anything of value. For the purposes of this ordinance, agreements to make expenditures, contracts and promises to pay may be reported as estimated obligations until actual payment is made.

f. "Gift" means the same as the definition of "gift" in the employee code of ethics, K.C.C. 3.04.017G.

g. "Legislation" means any ordinance or motion that is proposed to be or is introduced before the council under the provisions of Sections 230 and 240 of the county charter or any other matter that may be the subject of action by the council or any of its committees and any ordinance or motion that, having been adopted by the council, is required to be presented for approval or veto by the executive provided that the following shall not be considered legislation for the purposes of this ordinance:

1. Ordinances introduced on matters considered to be quasi-judicial under state law;
2. Motions introduced to confirm or reject appointments by the executive; and
3. Motions introduced to exercise the council's power of appointment or removal.

h. "Lobby" and "lobbying" each mean attempting to influence, by communicating with councilmembers or council staff, the metropolitan King County council to develop, adopt, modify or reject legislation, or attempting to influence, by communicating with the executive or executive staff, the King County executive to approve or veto adopted legislation, or part thereof, presented to him or her.

For purposes of this ordinance the terms "lobby" and "lobbying" do not include any of the following:

1. The act of communicating with the members of an association or organization by that same association or organization;
2. Communications or other actions made by a person related to a quasi-judicial proceeding before the council;
3. Communications or actions made by a person related to proposed motions to confirm or reject appointments by the executive;
4. Communications or actions made by a person related to proposed motions to exercise the council's power of appointment or removal;
5. Communications or other actions related to proposed employment actions concerning legislative branch employees;
6. Communications or other actions by any county employee acting within the scope of his or her employment with the county;
7. Communications or other actions by representatives of labor organizations related to existing or proposed collective bargaining agreement(s) with the county or other legislation which could affect specific existing or proposed collective bargaining agreements; or
8. Communications or other actions by a person with the executive or executive staff regarding legislation at any time prior to its adoption by the council.

i. "Lobbyist" means any person who lobbies for compensation.

j. "Lobbyist's employer" means the person or persons by whom a lobbyist is employed or otherwise compensated for acting as a lobbyist. For purposes of this ordinance, the term "lobbyist's employer" includes, but is not limited to:

1. Every person who engages or utilizes the services of any other person to lobby, upon an agreement express or implied, for compensation or for other consideration; and
2. The officers and employees of such person and/or any third party who is engaged, employed or utilized by such person to lobby.

k. "Month" is a calendar month.

l. "Person" includes an individual, partnership, joint venture, public or private corporation, association, federal, state or local governmental entity or agency however constituted, candidate,

committee, political committee, political party, executive committee thereof, or any other organization or group of persons, however organized.

m. "Polling" means contacting individuals or groups to determine or change their positions using telephone interviews, face to face interviews or focus groups.

n. "Public relations" means any activity, and research to support such activity, that is intended to inform, educate, persuade or reinforce public opinion including, but not limited to, advertising, press conferences, editorial boards and speakers bureaus.

o. "Quarter" is a calendar quarter, i.e., January through March, April through June, July through September, and October through December.

p. "Representatives of labor organizations" means any employee or designated spokesperson of a bargaining representative that represents county employees.

5.2 The following terms as used in Chapter __ KCC and in these Rules shall have the following meanings:

a. As used in KCC _____ (*Ord. sec. 10A*), relating to professional grass roots lobbying campaigns, the term "consecutive twelve month period," means the period that commences on the first day of any month in which a person makes an expenditure required to be reported by KCC _____ (*Ord. Sec. 10B5*) on Form L-4, and ends on the last day of the eleventh month following the first month (e.g., if an expenditure occurs on May 21, 1999, the consecutive twelve month period begins May 1, 1999 and ends April 30, 2000).

b. As used in KCC _____ (*Ord. Sec. 2G(second G)*) and these Rules, "quasi-judicial proceeding" means a proceeding of the county council involving a determination of the legal rights, duties or privileges of specific parties which is subject to the appearance of fairness doctrine under Chapter 42.36 RCW.

c. As used in KCC _____ (*Ord. Sec. 3B*) and these Rules, "significant modification" means any change to the Lobbyist Registration Statement filed pursuant to KCC _____ (*Ord. Sec. 3A*)

6.0 ADMINISTRATIVE RULES:

6.1 Forms for Lobbyist Registration

The lobbyist registration statement form as required by KCC _____ (*Ord. Sec.3A*) is designated "L-1". Copies of this form are available at the Department of Information and Administrative Services, Room 410, King County Courthouse, 516 3rd Avenue, Seattle, WA 98104. Any attachments shall be on 8-1/2" x 11" white paper.



KING COUNTY
516 3rd Avenue, #410
Seattle, WA 98104
(206) 296-3824

LOBBYIST REGISTRATION

THIS SPACE FOR OFFICE USE

L1

1. LOBBYIST NAME		
PERMANENT BUSINESS ADDRESS		
CITY	STATE	
2. TEMPORARY KING COUNTY ADDRESS		TELEPHONE Permanent: Temporary:
3. EMPLOYER'S NAME AND ADDRESS (PERSON OR GROUP FOR WHICH YOU LOBBY)		EMPLOYER'S OCCUPATION, BUSINESS OR DESCRIPTION OF PURPOSE OF ORGANIZATION
4. PERSON OR ENTITY FOR WHOM YOU ACT AS A LOBBYIST		
5. NAME AND ADDRESS OF PERSON HAVING CUSTODY OF ACCOUNTS, RECEIPTS, BOOKS OR OTHER DOCUMENTS WHICH SUBSTANTIATE LOBBYIST REPORTS.	DESCRIPTION OF EMPLOYMENT (CHECK ONE OR MORE BOXES) <input type="checkbox"/> REGULAR EMPLOYEE <input type="checkbox"/> CONTRACT, RETAINER OR SIMILAR AGREEMENT <input type="checkbox"/> SOLE DUTY IS LOBBYING	
6. WHAT IS YOUR PAY (COMPENSATION) FOR LOBBYING?	DOES EMPLOYER PAY ANY OF YOUR LOBBYING EXPENSES DIRECTLY. IF YES: EXPLAIN WHICH ONES.	
7. ARE YOU REIMBURSED FOR LOBBYING EXPENSES? EXPLAIN WHICH EXPENSES. <input type="checkbox"/> YES: \$ _____ PER _____ <input type="checkbox"/> YES: I AM REIMBURSED FOR EXPENSES. <input type="checkbox"/> NO: I AM NOT REIMBURSED FOR EXPENSES.		
8. HOW LONG DO YOU EXPECT TO LOBBY FOR THIS ORGANIZATION? <input type="checkbox"/> PERMANENT LOBBYIST <input type="checkbox"/> OTHER, EXPLAIN:		
9. IS YOUR EMPLOYER A BUSINESS OR TRADE ASSOCIATION OR SIMILAR ORGANIZATION WHICH LOBBIES ON BEHALF OF ITS MEMBERSHIP? IF "YES", ATTACH A LIST SHOWING THE NAME AND ADDRESS OF EACH MEMBER WHO HAS PAID THE ASSOCIATION FEES, DUES OR OTHER PAYMENTS OVER \$500 DURING EITHER OF THE PAST TWO YEARS OR EXPECTS TO PAY OVER \$500 THIS YEAR. <input type="checkbox"/> NO <input type="checkbox"/> YES, THE LIST IS ATTACHED		
10. AREAS OF INTEREST, LOBBYING IS MOST FREQUENTLY CONCERNED WITH THE FOLLOWING COMMITTEES: CODE COMMITTEE 01 <input type="checkbox"/> Committee of the Whole 02 <input type="checkbox"/> Budget and Fiscal Management Committee 03 <input type="checkbox"/> Commerce, Trade & Economic Development Committee 04 <input type="checkbox"/> Committee of Unincorporated Areas 05 <input type="checkbox"/> Employment Committee 06 <input type="checkbox"/> Growth Management 07 <input type="checkbox"/> Housing & Policy Planning 08 <input type="checkbox"/> Law, Justice & Human Services 09 <input type="checkbox"/> Management, Labor & Customer Services 10 <input type="checkbox"/> Regional Policy Committee 11 <input type="checkbox"/> Regional Transit Committee 12 <input type="checkbox"/> Regional Water Quality Committee 13 <input type="checkbox"/> Transportation Committee 14 <input type="checkbox"/> Utilities and Natural 15 <input type="checkbox"/> Other - Specify	EMPLOYER'S AUTHORIZATION: CONFIRMING THE EMPLOYMENT AUTHORITY TO LOBBY DESCRIBED IN THIS REGISTRATION STATEMENT.	
CERTIFICATION: I HEREBY CERTIFY THAT THE ABOVE IS A TRUE, COMPLETE AND CORRECT STATEMENT.		
11. LOBBYIST'S SIGNATURE	DATE	EMPLOYER'S SIGNATURE (Printed Name and Title) DATE

6.2 Lobbyist Registration – Exempt Lobbyists.

A person who is exempt from filing a lobbyist registration statement under KCC _____ (Ord Sec 4, 5, 6, and 7), but who voluntarily registers as a lobbyist, shall not be required to file the reports required by KCC _____ (Ord Sec 3). The employer of any voluntarily registered lobbyist shall not be required to file the reports provided in KCC _____ (Ord Sec 9).

6.3 Lobbyist Registration – Amended Registration Statement

Pursuant to KCC _____ (Ord. Sec 3B), a person filing an L-1 shall file a revised L-1 within seven calendar days of any change occurring in the information required by the L-1.

6.4 Loss of Exempt Status

It is recognized that a person, who in good faith commences lobbying within the exemptions from the registration and reporting requirements pursuant to KCC _____ (Ord. 13320, Sections 4, 5, 6 and 7) may become ineligible for such exemption(s) and would thus be in violation of the ordinance. Enforcement action shall not commence if the person:

- registers as a lobbyist within seven (7) days of losing an exemption, by filing the required L-1 form;
- files an L-2 at the next quarterly due date, said L-2 to include all reportable expenditures cumulatively.

6.5 Form for lobbyist report of expenditures.

The official form for the lobbyist report of expenditures as required by KCC _____ (Ord. Sec. 8) is designated "L-2". Copies of this form are available at the Department of Information and Administrative Services, Room 410, King County Courthouse, 516 3rd Avenue, Seattle, WA 98104. Any attachments shall be on 8-1/2" x 11" white paper.



KING COUNTY
516 3rd Avenue, #410
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**LOBBYIST QUARTERLY
EXPENSE REPORT**

KING COUNTY OFFICE ONLY

L2

1. LOBBYIST NAME _____
MAILING ADDRESS _____
CITY _____ STATE _____ ZIP _____ New Address? No Yes

1. This report is for the period _____ to _____ This report corrects or the report for _____ to _____ BUSINESS TELEPHONE _____
Month/Year Month/Year Month/Year Month/Year ()

ALL COMPLETE THIS PART			COMPLETE IF YOU HAVE MORE THAN ONE EMPLOYER		
Include all reportable expenditures by lobbyist and lobbyist's employer for or on behalf of the lobbyist incurred during the reporting period.			Amount attributed to each employer.		
EXPENSE CATEGORY	TOTAL AMOUNT THIS QUARTER All employees plus own expense (Columns a + b + c + d and attached pages)	Amounts paid from lobbyist's own funds, not reimbursed or attributed to an employer. Column A	Employer No. _____ Column B	Employer No. _____ Column C	Employer No. _____ Column D
2. COMPENSATION earned from employer for lobbying this period (salary, wage, retainer)					
3. ENTERTAINMENT, GRATUITIES, TRAVEL, SEMINARS for officials, employees, their families (See #15)					
4. ADVERTISING, PRINTING, INFORMATIONAL LITERATURE					
5. POLITICAL ADS, PUBLIC RELATIONS, POLLING, TELEMARKETING, ETC. (See #14)					
6. OTHER EXPENSES AND SERVICES (See #16)					
7. TOTAL COMPENSATION AND EXPENSES INCURRED THIS MONTH					

(Attach additional page(s) if you lobby for more than three employers)

8. EMPLOYERS' NAMES No. _____ (B) _____
No. _____ (B) _____
No. _____ (B) _____

9. Subject matter of proposed legislation or other legislative activity or rulemaking the lobbyist was supporting or opposing.
Subject Matter, Issue or Ord. No. _____ Legislative Committee or Matter _____ Employer Representative _____

Continued on attached pages

Of the time spent lobbying, what percentage was devoted to lobbying: the Council _____ % Executive _____ %

TERMINATION: (COMPLETE THIS ITEM ONLY IF YOU WISH TO TERMINATE YOUR REGISTRATION)

Date registration ends: _____ Employer's Name: _____
I Understand that an L-2 report is required for any month or portion thereof in which I am a registered lobbyist. I also understand that once I have terminated my registration, I must file a new registration prior to lobbying for that employer in the future.

I certify that this report is true and complete to the best of my knowledge. LOBBYIST'S SIGNATURE _____ DATE _____

JANUARY 15TH L-2 REPORT VERIFICATION: LOBBYIST'S EMPLOYER SIGNATURE _____ DATE _____

CONTINUE ON REVERSE SIDE

L2 – Page 2

13. Itemize all of the following expenditures that were incurred by lobbyist or lobbyist employer(s) for lobbyist activities. Show the actual incurred for each individual or the amount fairly attributed to each.

- Entertainment expenditures (including lobbyist's expense) for meals, beverages, tickets, passes, or for other forms of entertainment.
- Travel, lodging and subsistence expenses in connection with a speech, presentation, appearance, trade mission, seminar or educational program.
- Enrollment and course fees in connection with a seminar or educational program.

Date	Name of all Persons Entertained or Provided Travel, Etc.	Description, Place, etc.	Sponsoring Employer	Amount

Continued on attached pages.

14. Expenditures for a) political advertising supporting or opposing a proposed ordinance; or b) public relations, telemarketing, polling or similar activities that directly or indirectly are lobbying-related must be itemized by amount, vendor or person receiving payment, and a brief description of the activity. Itemize each expenditure on an attached page that also shows lobbyist name and report date. Put the aggregate total of these expenditures on line 8.

15. Payments by lobbyist for other lobbying expenses and services, including payments to subcontract lobbyists, expert witnesses and others retained to provide lobbying services or assistance in lobbying and payments for grass roots lobbying campaigns (except advertising/printing costs listed in Item 7).

Date	Recipient's Name and Address	Employer for Whom Expense was Incurred	Amount

Continued on attached pages.

6.6 Lobbyist Registration – Termination.

A lobbyist who terminates his/her employment with a lobbyist's employer shall advise the County by filing an initial or amended lobbyist report (L-2 above) form for each registered lobbyist employment. Each requires a separate termination form. Copies of this form are available at the Department of Information and Administrative Services, Room 410, King County Courthouse, 516 3rd Avenue, Seattle, WA 98104. Any attachments shall be on 8-1/2" x 11" white paper. A lobbyist who terminates such registration shall file any reports required under the lobbyist reporting provisions for the period during which he/she was registered as a lobbyist. The employer of any such lobbyist shall not be relieved of any duty to file the report otherwise required by KCC _____ (Ord. Sec. 9).

6.7 Forms for lobbyist employers report.

The official form for reports by employers of registered lobbyists, as required by KCC _____ (Ord. Sec. 9 A. 2) is designated "L-3". Copies of this form are available at the Department of Information and Administrative Services, Room 410, King County Courthouse, 516 3rd Avenue, Seattle, WA 98104. Any attachments shall be on 8-1/2" x 11" white paper. Lobbyist Employers must file the Form L-3, or, may sign a verification on the Lobbyists' January 15 Form L-2, in order to comply with the requirement set out in KCC _____ (Ord. Sec. Section 9 A. (reporting on lobbyist employment). As set forth in Ordinance No. 13320, Sec. 9 B.), the records and documents substantiating financial reports made pursuant to the ordinance, must be retained for at least five (5) years from the date of filing of the statement containing such items.



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516 3rd Avenue, #410
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**LOBBYIST EMPLOYER'S
REPORT**

L3

KING COUNTY OFFICE ONLY

1. EMPLOYER'S NAME (Use complete company, association, union or entity name.)
 ATTENTION (Identify person to whom inquiries about the information below should be directed; NOT the lobbyist.)
 MAILING ADDRESS
 CITY STATE ZIP

New Address?
 No Yes

THIS REPORT MUST BE FILED BY THE LAST DAY OF FEBRUARY, including expenditures made and accrued during the previous calendar year for lobbying. Complete all sections. Use "none" or "0" when applicable.

2. Identify each of your lobbying firms below. In column 1, show the full amount of salary or fee each earned for lobbying, in column 2, show the full amount paid (plus obligated) for other lobbying related expenses that were made by or through the lobbyist and reported by the lobbyist on the monthly L-2 report (e.g., reimbursement for entertainment expenses, etc.). Compute the subtotals across the columns; put the grand total of expenses incurred by or through lobbyists in the space designated.

Names of Registered Lobbyists (if payments were to lobby firm, list firm name)	Col 1 - Salary	Col 2 - Other	Total Amount
Total From Attached Page			
Total Expenses By or Through Lobbyists			

Information continued on attached pages.

DO NOT INCLUDE EXPENDITURES ALREADY ACCOUNTED FOR IN ITEM 2 ABOVE when completing Items 3 through 6 below.

3. Other expenditures made by the employer for lobbying purposes. Show total expenditures made/accrued.
- a. To vendors on behalf of or in support of registered lobbyists (e.g., entertainment credit card purchases); _____
 - b. To or on behalf of expert witnesses or others retained to provide lobbying services who offer specialized knowledge or expertise that assists the employer's lobbying effort; _____
 - c. For entertainment, tickets, passes, travel expenses (e.g., transportation, meals, lodging, etc.) and enrollment or course fees provided to legislators, state officials, state employees and members of their immediate families; (Also complete Item 6) _____
 - d. For composing, designing, producing and distributing informational materials for use primarily to influence legislation; and _____
 - e. For grass roots lobbying expenses, including those previously reported by employer for Form L-4, and payments for lobbying communications to clients/customers (other than to corporate stockholders and members of an organization or union). _____
4. Other lobbying-related expenditures, whether through or on behalf of a registered lobbyist. Attach list itemizing each expense (i.e., show date, recipient, purpose and amount). Do not include payments accounted for above. _____

Total Lobbying Expenses (Items 2 -4)

The president, secretary-treasurer or similar officer of lobbying employer must certify this report.

6. Entertainment, tickets, passes, travel expenses (including transportation, meals, lodging, etc.) and enrollment or course fees provided to County elected officials, employees and members of their immediate families. See instruction manual for details.

Name and Title	Cost or Value	Date and Description of Expense

Certification: I certify that this report is true and complete to the best of my knowledge. EMPLOYER SIGNATURE DATE

Print Name and Title of Officer: _____

6.8 Forms for registration and reporting by sponsors of professional grass roots lobbying campaigns.

The official form for registration and reporting by sponsors of professional grass roots lobbying campaigns, as required by KCC _____ (Ord. Sec. 10 B) is designated "L-4". Copies of this form are available at the Department of Information and Administrative Services, Room 410, King County Courthouse, 516 3rd Avenue, Seattle, WA 98104. Any attachments shall be on 8-1/2" x 11" white paper. As set forth in KCC _____ (Ord. Sec. 10 D), the records and documents substantiating financial reports made pursuant to the ordinance, must be retained for at least five (5) years from the date of filing of the report containing such items.



KING COUNTY
516 3rd Avenue, #410
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**GRASS ROOTS
LOBBYING**

KING COUNTY OFFICE ONLY

L4

<p>1. SPONSOR'S NAME _____</p> <p>MAILING ADDRESS _____</p> <p>CITY _____ STATE _____ ZIP _____ PHONE _____ ()</p>	<p>2. THIS REPORT COVERS:</p> <p><input type="checkbox"/> REGISTRATION (Initial Report)</p> <p><input type="checkbox"/> QUARTERLY REPORT FROM _____ TO _____</p> <p><input type="checkbox"/> FINAL REPORT (CAMPAIGN IS ENDED)</p>												
<p>2. DESCRIBE THE TOPIC(S) OR LEGISLATION ABOUT WHICH THE CAMPAIGN IS CONDUCTED. INCLUDE ORDINANCE, MOTION, AND RULE.</p>													
<p>3. LIST THE PRINCIPAL OFFICERS OF THE GROUP OR ORGANIZATION IF THE SPONSOR IS A BUSINESS, UNION, ASSOCIATION, POLITICAL ORGANIZATION OR OTHER ENTITY.</p> <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:40%;">NAME</th> <th style="width:30%;">TITLE</th> <th style="width:30%;">ADDRESS</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NAME	TITLE	ADDRESS										
NAME	TITLE	ADDRESS											

4. WHO IS ORGANIZING OR MANAGING THE CAMPAIGN? LIST PERSONS OR FIRMS HIRED TO ASSIST IN THE CAMPAIGN, INCLUDING PUBLIC RELATIONS AND ADVERTISING AGENTS

NAME AND ADDRESS	OCCUPATION OR BUSINESS	TERMS OF COMPENSATION

5. EXPENSES MADE OR INCURRED IN THE CAMPAIGN:

1. Previous expenditures (from line 4, last L-4 report)		\$ _____
2. Expenses this report period		
A. Radio	_____	
B. Television	_____	
C. Newspapers, magazines	_____	
D. Brochures, signs	_____	
E. Printing and mailing	_____	
F. Telemarketing, polling	_____	
G. Consultants, public relations	_____	
H. Office expense, travel, salaries, rent	_____	
I. Contributions	_____	
J. Entertainment (including food and beverages)	_____	
K. Other expenses	_____	
3. Total expenditures this period (lines 2A - 2K)	_____	
4. Total expenditures in the campaign (lines 1+3)	_____	\$ _____
		\$ _____

CONTINUE ON REVERSE

6. CONTRIBUTIONS:

LIST EACH PERSON OR ORGANIZATION WHO HAS CONTRIBUTED \$100 OR MORE DURING THIS GRASSROOT LOBBYING CAMPAIGN

7. NAME	ADDRESS, CITY, ZIP	AMOUNT

LIST TOTAL AMOUNT FROM ANY ATTACHED PAGES	\$ _____
TOTAL CONTRIBUTIONS THIS PERIOD.	\$ _____
CONTRIBUTIONS PREVIOUSLY REPORTED	\$ _____
TOTAL CONTRIBUTIONS DURING THE CAMPAIGN.	\$ _____

CERTIFICATION: I HEREBY CERTIFY UNDER PENALTY OF PURGERY THAT THE INFORMATION CONTAINED IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

NAME AND TITLE (Type or Print)	SIGNATURE	DATE
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CONTINUE ON REVERSE SIDE

6.9 Organization as both lobbyist and lobbyist's employer

An entity, including but not limited to a law firm, consulting firm, advertising agency, or other similar organization, that engages in lobbying through its employees or contractors it has retained, must register and report as both a lobbyist and as the lobbyist employer of the individual who actually engages in lobbying. Registration statements (L-1) and reports (L-2) shall list as the lobbyist both the firm or organization and each individual acting on its behalf. The person paying the compensation shall report as a lobbyist's employer (L-3). Provided, however, a nonprofit entity which collects membership dues or contributions for the purpose of promoting a general interest and not in return for lobbying on behalf of any specific member or contributor shall not be regarded as a lobbyist or lobbyist employer.

(E.g., a trade association promoting trade internationally, whose members pay dues, would not be a lobbyist, nor would the members be lobbyist employers, unless the trade association lobbies on behalf of a specific member or contributor.)

7.0 PROCEDURES:

Action By: Action:

7.1

8.0 RESPONSIBILITIES:

8.1

9.0 APPENDICES:

9.1