

# Lobbyist Ordinance

## *Requirements for Boards and Commissions*

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*The Office of the City Clerk*

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May 2017

# Who is Considered a City Official? § 4-8-2(2)

- The Mayor, Mayor-Elect, Council Members, and Council Members-Elect
- Any City employee, other than employees whose duties are solely clerical
- A member of any City Board, commission, or body created by the Council and listed by the City Clerk under City Code § 2-1-3(C)

## Appearance Declarations: § 4-8-8

When speaking before City Council, a City Board or body created by the Council, registered lobbyists must:

- Register to speak prior to meeting
- Verbally identify self and business entity (if registered by business entity)
- Verbally identify the client they represent

## Appearance Declarations: § 4-8-8

Prior to oral communication with a City Official, registered lobbyists must verbally:

- Identify self and business entity (if applicable)
- Identify the client they represent

# Scheduled Meeting Disclosure: § 4-8-8(C)

Written disclosure is required for:

- Scheduled meeting with City Official
- Regarding a municipal question
- For compensation
- On behalf of another person

## Scheduled Meetings:

Scheduled “Face-to-Face” meetings include:

- A previously agreed upon date, time, and location
- Applies to preselected time-slot window
- **Not** unplanned, unscheduled, or "first-come-first-serve" interactions
- **Not** telephone or conference calls, Skype, or other "virtual" meetings

## Sign-In for Scheduled Meetings: § 4-8-8(C)(E)

A City Office or Department must provide a sign-in sheet or other practical method of obtaining the information below for scheduled meetings with a City Official regarding a municipal question:

- Person's name and address
- Name of City Official meeting with
- Name of client or person on whose behalf the person is appearing
- A statement disclosing whether the person is being compensated for the meeting

# Board and Commission Responsibilities

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# What do I need to do?

- For any scheduled meeting, you must provide the individual with a method to provide answers to the following:

# What do I need to do?

- Effective June 1, each Board and Commission member must incorporate the following language into his/her email messages when accepting or requesting a meeting:

## Scheduled Meeting Disclosure Information:

Written disclosure is required by visitors when attending a scheduled meeting with a City Official regarding a municipal question for compensation on behalf of another person. Anyone scheduling or accepting a meeting invitation with a City Official must either acknowledge that the disclosure requirement does not apply or respond to the following survey:

<https://www.surveymonkey.com/r/BCVisitorLog>

- Failure to provide a method will result in the individual B&C member being required to maintain a log of scheduled meetings and possibly having a complaint filed with the Ethics Review Commission.

Per § 4-8-8(C), visitors who:

1) Are appearing on behalf of a client or another person for a scheduled meeting on a "Municipal Question" under the terms of the Lobbying Ordinance

AND

2) Have received or expect to receive compensation for attending this meeting

AND

3) Are not a government employee or official

Must complete the information below. Definitions and additional information can be found at <http://www.austintexas.gov/department/lobbyists>

### 1. Your name

### 2. Your Address

### 3. Person you're meeting with

### 4. Board, Commission or Task Force this person serves on

### 5. Meeting Date

Date of your scheduled meeting  <sup>MM</sup> /  <sup>DD</sup> /  <sup>YYYY</sup>

### 6. Client or Organization You're Representing

### 7. Have you or do you expect to receive compensation for this meeting?

Yes

No

# Questions?

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