

Lobbyist Ordinance

Requirements for Boards and Commissions



The Office of the City Clerk

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
- NOT LIMITED TO REGISTERED LOBBYISTS

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

What do I need to do?

- Excepting public meetings under TOMA, for a scheduled face-to-face meeting re COA matters, you must provide a method for the attendee(s) to provide:
 - 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



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 physical sign-in sheet for 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/departments/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 MM / DD / YYYY

6. Client or Organization You're Representing

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

☐ Yes

☐ No

Questions?
