

## **Seattle Ethics and Elections Commission**

### **Lobbying Rules**

#### **Rule 1          Filing Reports**

A. Electronic Filing. Filers, using web-browsing software, will enter the Lobbyist eFiling site by opening the following web page: [www2.ci.seattle.wa.us/ethics/lobbyfiler/login.asp](http://www2.ci.seattle.wa.us/ethics/lobbyfiler/login.asp). Users will then log in to the application using the user name and password provided to them by Commission staff. The filer will then follow the instructions for filing reports.

B. Passwords. The Commission will assign each individual filer a password which may be used by the filer to gain access to the application. The application provides filers with the ability to change the password at any time. An individual to whom the Commission assigns a password is responsible for all filings made using that password or any succeeding password established using the initially assigned password.

C. Reports due on Saturday, Sunday or a postal holiday must be filed by midnight the following business day. An electronic file will be considered filed on the date the Commission's server software records receipt of such a file.

#### **Rule 2          Reports by Lobbyists' Employers**

A. The requirement in SMC 2.06.020.A.3 that a lobbyist's employer must provide written authorization confirming the lobbyist's employment can be satisfied by (A) an e-mail to [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov), (B) a letter sent by fax to the Commission at (206) 684-8590, or (C) a letter sent by mail to the Seattle Ethics and Elections Commission at P.O. Box 94729, Seattle, WA 98124-4729.

B. The option in SMC 2.06.040.A.1 for a lobbyist's employer to verify the accuracy of the annual report filed by the lobbyist, in lieu of the employer filing a separate report with the Commission, can be satisfied by the employer's submission of a copy of the lobbyist's report signed by the employer and (A) sent by e-mail to [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov), (B) sent by fax to the Commission at (206) 684-8590, or (C) sent by mail to the Seattle Ethics and Elections Commission at P.O. Box 94729, Seattle, WA 98124-4729.

#### **Rule 3          Exceeding the Casual Lobbying Threshold**

A. The commission recognizes that a lobbyist who reasonably expects to qualify for the exemption from registration and reporting which is provided for those who limit their lobbying to four days or parts thereof in a calendar quarter may thereafter become ineligible for that exemption, thus violating SMC 2.06.020 and SMC 2.06.110.A by not having registered within the prescribed time period.

B. The Commission shall not initiate enforcement proceedings against a lobbyist or his or her employer in circumstances described in subsection (A) of this section if the lobbyist:

1. Registers pursuant to SMC 2.06.020 before doing any lobbying in excess of the exemption limitations in SMC 2.06.020.A.2; and

**Seattle Ethics and Elections Commission**  
**Lobbying Rules**

2. Files a report when next due under SMC 2.06.030, which report includes all reportable information for the lobbying activities cumulatively causing the exemption limitations to be reached.

**Rule 4            Compensation for lobbying**

A. A person shall be deemed to be compensated for lobbying when they receive compensation from another person in whole or in part for lobbying. When a person receives a regular salary from an employer, and engages in lobbying in the course of his or her employment, the person shall report that portion of their regular salary that is attributable to their lobbying activities on behalf of that employer. An hourly employee must report that portion of his or her pay that is attributable to lobbying activities on behalf of their employer.

B. A person is lobbying in the course of his or her employment when he or she exceeds the casual lobbying threshold and:

1. Serves as an officer or director of his or her employer;
2. Serves in a policymaking or communications role with his or her employer; or
3. Whose scope of work for that employer includes lobbying, as that term is defined at SMC 2.06.010.J.

**Rule 5            Enforcement Discretion**

A. The Executive Director shall not commence enforcement proceedings against a lobbyist or his or her employer if:

1. The lobbyist's total compensation for lobbying activities does not exceed \$100 in a calendar quarter; and
2. The lobbyist registers and reports within five business days of the Executive Director's request that he or she do so.

**Rule 6            Exemption for lobbyists employed by other governments**

A person shall be deemed to be "specifically employed or retained by a government agency to lobby," and ineligible for the exemption at SMC 2.06.060.A.4, when he or she spends in excess of 20 percent of his or her time working for the agency, in a calendar quarter, either engaged in lobbying or engaged in preparation and planning activities, or research and other background work that is intended, at the time it is performed, for use in connection with lobbying. For the purposes of determining eligibility for this exemption, employees and contractors must include their time spent on lobbying activities related to lobbying federal, state or local officials.

Seattle Ethics and Elections Commission  
Lobbying Rules

Rule 7      Basic Registration Form

Basic Registration	
Name of Filer	<input type="text"/>
Filing as:	<input type="checkbox"/> Lobbyist    (and/or) <input type="checkbox"/> Employer of Lobbyists
<b>Permanent Business Address</b>	
Street	<input type="text"/>
City	<input type="text"/> State <input type="text"/> Zip <input type="text"/>
Telephone	<input type="text"/>
email	<input type="text"/>
<b>Custodian of Records</b>	
<input checked="" type="radio"/> Identical to Name and Address above	
<input type="radio"/> Different from Name and Address above	
<b>Temporary Seattle Address (if any)</b>	
<input checked="" type="radio"/> Identical to Permanent Address above	
<input type="radio"/> Different from Permanent Address above	
<b>Remember to File or Save Changes!!!</b> Scroll up and click appropriate button on right.	

Seattle Ethics and Elections Commission  
Lobbying Rules

Rule 8      Lobbyist Registration Form

Lobbyist Registration(s)	
Basic Registration	Wayne Barnett
<b>Employer</b> (person or group for which you lobby)	
Name	
Street	
City	State Zip
Telephone	
email	
Occupation, Business, or Purpose	
Help?	Default Help Text Default Help Text Default Help Text
<b>Employment Details</b>	
Duties	<input checked="" type="radio"/> Solely Lobbying <input type="radio"/> Partly Lobbying
Expected Duration	
Compensation (for lobbying)	
Reimbursement for Expenses	
Subjects of Lobbying (include legislation #)	
<b>Employed through Lobbying Entity?</b>	
Name of Entity	
Compensation to Entity	
<b>Employer is Business or Trade Association or Similar Organization?</b>	

File This Report

Save Changes (Does not file report)

Cancel Changes

## Seattle Ethics and Elections Commission Lobbying Rules

Name and  
Address of all  
Members  
Required to be  
reported

(tip: you can cut and paste  
quite a bit of text into this box)

**Remember to File or Save Changes!!!**  
Scroll up and click appropriate button on right.

--

**Remember to File or Save Changes!!!**  
Scroll up and click appropriate button on right.

**Seattle Ethics and Elections Commission  
Lobbying Rules**

**Rule 9                      Quarterly Expenditure Report**

Quarterly Expenditure Reports	
<b>Prepare which Quarterly Report?</b> 2008 3rd Quarter ▼	
Reporting Activity from 7/1/2008 to 9/30/2008	
asq ,	
Compensation to Reporting Lobbyist	\$0.00
Total Compensation to Lobbying Entity (if applicable)	\$0.00
Food & Refreshments	\$0.00
Living Accomodations	\$0.00
Travel	\$0.00
Entertainment	\$0.00
Other	\$0.00
Subjects of Lobbying this Quarter (include legislation #)	
<div></div>	
If your employment with asq has changed or terminated during this quarter please file an amended lobbyist registration statement.	
<b>Remember to File or Save Changes!!!</b> Scroll up and click appropriate button on right.	

File This Report

Save Changes (Does not file report)

Cancel Changes

**Rule 10                      Optional Lobbyist Employer Annual Reporting Form**

*Rule 10 will be promulgated before January 15, 2009.*

These Rules were adopted by the Seattle Ethics and Elections Commission at the meeting on September 3, 2008, and will be effective on the date they are filed with the City Clerk. The Commission members voting to take this action were:

STATE OF WASHINGTON  
CITY OF SEATTLE

IN WITNESS WHEREOF, I have hereunto set my hand this 17<sup>th</sup> day of September, 2008.

\_\_\_\_\_/S/  
WAYNE BARNETT, Executive Director