

INFORMATION SHEET - LOBBYIST FILING REQUIREMENTS

Information submitted by lobbyists must be on the forms or submitted electronically as prescribed or approved by the Board.

A. WHO MUST REGISTER AND REPORT?

All persons (except those persons specifically exempted under §§2-156-010(p) and -220 of the Municipal Code) who lobby a City agency must register and file activity reports with the Chicago Board of Ethics. This requirement extends to any person who undertakes to influence any legislative or administrative action on behalf of another or as any part of his duties as an employee of another regardless of whether such person is formally designated as a lobbyist by his employer.

B. REGISTRATION

All lobbyists register by filing, on paper or electronically, a Statement of Registration within five business days of engaging in lobbying activity and annually thereafter by January 20th. The registration statement shall be accompanied by a registration fee of \$350.00 per person identified as a lobbyist in the Registration Statement. In addition to this registration fee of \$350.00, there will also be an annual fee of \$75.00 for each additional registered client after the first client. Payment is acceptable only in the form of certified check, cashier's check, business check, money order or electronically through the on-line filing system. Do Not Send Cash. An incomplete Statement of Registration will not be accepted. Amendments to the registration must be filed within 14 days of any addition or substantial change to the information on record with the Board.

Also, a Statement of Registration will not be accepted from any person who owes a fine to the Board of Ethics until the fine is paid in full.

C. ACTIVITY REPORTS

Four times each year, by January 20th, April 20th, July 20th, and October 20th, registrants must file an Activity Report. This report consists of three parts. Part I and Part II must be completed by all registrants. Part III must be completed for each client on whose behalf lobbying was performed, on whose behalf expenditures were made, or from whom compensation was received during the reporting period. Reports that are incomplete will not be accepted. A 30-day extension of time for filing an Activity Report can be obtained by submitting, not less than 10 days before the date on which the report is due, a written declaration of intention to defer filing.

D. TERMINATION NOTICE

When a registrant terminates the activity that requires registration, the registrant must file a Termination Notice and a final Activity Report that covers the period between the most recently filed activity report and the date of termination.

A Termination Notice received without a final Activity Report will not be accepted.

E. FINES AND PENALTIES

A person who fails to register as required is subject to a mandatory penalty of \$1,000 per day, until the date of registration.

Registrants who fail to file Activity Reports by the required filing deadline are subject to a mandatory penalty of \$1,000 per day until the reports are filed.

A person who retains or employs a lobbyist who has failed to register as required is subject to a \$2,000 fine for each day that the non-registered lobbyist lobbies a City agency.

F. CONTINGENCY FEES PROHIBITED

To employ, retain or serve as a lobbyist for compensation that is contingent in whole or in part upon approval or disapproval of any legislative or administrative matter is prohibited. Any person who violates this prohibition is subject to a fine of not less than \$500 and not more than \$2,000.

DEFINITIONS

A. LOBBYIST means any person who, on behalf of any person other than himself, or as any part of his duties as an employee of another, undertakes to influence any legislative or administrative action, including but not limited to:

(1) a bond inducement ordinance; (2) a zoning matter; (3) a concession agreement; (4) the creation of a tax increment financing district; (5) the establishment of a Class 6(b) Cook County property tax classification; (6) the introduction, passage or other action to be taken on an ordinance, resolution, motion, order, appointment or other matter before the City Council; (7) the preparation of contract specifications; (8) the solicitation, award or administration of a contract; (9) the award or administration of a grant, loan, or other agreement involving the disbursement of public monies; or (10) any other determination made by an elected or appointed City official or employee of the City with respect to the procurement of goods, services or construction; provided, however, that a person shall not be deemed to have undertaken to influence any legislative or administrative action solely by submitting an application for a City permit or license or by responding to a City request for proposals or qualifications.

The term "lobbyist" shall include, but not be limited to, any attorney, accountant, or consultant engaged in the above-described activities; provided, however, that an attorney shall not be considered a lobbyist while representing clients in a formal adversarial hearing. The term "lobbyist" shall not include any volunteer, employee, officer or director of a not-for-profit entity who seeks to influence legislative or administrative action on behalf of a not-for-profit entity. Provided further, that if (1) any person is paid or otherwise compensated to influence legislative or administrative action on behalf of a not-for-profit entity; and (2) such not-for-profit entity lobbies on behalf of for-profit entities or individuals engaged in a for-profit enterprise, such person shall be deemed to be a lobbyist within the meaning of this chapter.

B. PERSON means any individual, entity, corporation, partnership, firm, association, union, trust, estate, as well as any parent or subsidiary of any of the foregoing, whether or not operated for profit.

C. LEGISLATIVE ACTION means the introduction, sponsorship, consideration, debate, amendment, passage, defeat, approval, veto or other official action or non-action of or on any ordinance, resolution, motion, order, appointment, application or other matter pending or proposed in the City Council or any committee or subcommittee thereof.

D. ADMINISTRATIVE ACTION means any decision on, or any proposal, consideration, enactment or making of any rule, regulation, or other official non-ministerial action or non-action by any executive department, or by any official or employee of an executive department, or any matter that is within the official jurisdiction of the executive branch.

E. AGENCY means the City Council, any committee or other subdivision thereof, the Office of the Mayor, or any City department or other administrative unit, commission, board, or other division of the government of the City.

F. COMPENSATION means money, thing of value or other pecuniary benefit received or to be received in return for, or as reimbursement for, services rendered or to be rendered.

G. EXPENDITURE means a payment, distribution, loan, advance, deposit, or gift of money or anything of value.

H. PROFESSIONAL SERVICES means services in any occupation requiring advanced or specialized education and training, including without limitation law, accounting, insurance, real estate, engineering, medicine, architecture, dentistry, banking, finance, public relations, education or consulting.

I. GIFT means any thing of value given without consideration or expectation of return.