



CITY OF TALLAHASSEE

Lobbyist Registration – Supplemental Rules & Regulations

(Effective Jan 1, 2023)

The following Rules & Regulations supplement the City of Tallahassee Lobbyist Registration Ordinance (*i.e. Chapter 2, Article VIII of the Code of General Ordinances*), as authorized by Sec. 2-342 of the Code.

A violation of these Rules and Regulations is enforceable via the enforcement procedures set out in Chapter 2, Article VIII of the Code of General Ordinances.

Determining Timeliness

Any filing or submission received by midnight or postmarked on or before the due date shall be considered timely. In any case where a due date falls on a weekend, holiday, or other closure of the administrative offices of the City, the due date shall be extended to midnight on the next day in which the administrative offices of the City are open. For purposes of this section, the “administrative offices” of the City shall be considered City Hall.

Registration; Effective Date

Each lobbyist shall submit their own registration forms and filings, which shall be signed under oath by the lobbyist. A separate registration form shall be submitted by the lobbyist for each principal represented. Lobbyists shall not utilize obsolete or superseded forms, and the city treasurer-clerk will reject any filing made on obsolete or superseded forms. A lobbyist is only required to disclose the *Specific Area(s) of Legislative Interest* (hereinafter “*Issue*”) being lobbied. Lobbyists are not required to disclose the principal’s position on any Issue (e.g. “In support of” or “Opposed to”).

Registration shall be deemed effective upon acceptance by the city treasurer-clerk and the payment of any applicable registration fee. Registrations will remain effective for the duration of the calendar year in which they were received. All registrations expire at midnight each December 31st. A new registration must be filed, and a new registration fee paid, for each calendar year in which lobbying will occur.

Amendment Required

Registration forms shall be updated within 10 calendar days of any material change to the information contained therein, including the legal name and address of any lobbyist, lobbying firm, or principal.

With respect to each principal registered, lobbying activities shall be confined to the Issue(s) as listed on the registration and any amendments thereto. A lobbyist may not commence lobbying on a new Issue until the Issue is properly registered with the city treasurer-clerk.

A registered lobbyist may rescind their registration at any time by submitting a sworn, written notice to the city treasurer-clerk.

Identification of Principals

For each principal that is not an individual, the lobbyist shall submit to the city treasurer-clerk a copy of one of the following:

- (a) A copy of the principal's corporate registration, as filed with the Florida Department of State, Division of Corporations, or any comparable regulatory entity of another jurisdiction; or
- (b) A certified copy of the entity's bylaws or articles of incorporation, accompanied by a certified list of the entity's board of directors; or
- (c) In the case of a political committee required to register pursuant to Florida election laws, a copy of the committee's Statement of Organization of Political Committee (form DS-DE 5), as filed with the election official having jurisdiction over said committee; or
- (d) In the absence or inapplicability of (a) through (c) above, provide a sworn or certified document satisfactory to the city treasurer-clerk that provides unambiguous disclosure as to the legal owners or governing board of the principal.

Specific Area of Legislative Interest ("Issue")

Sufficient specificity is attained by providing any one or more of the following:

- (a) The unique City-issued identifier assigned to the Issue, such as an ordinance or resolution number; permit or tracking number assigned by the Growth Management or Planning Department; Comprehensive Plan amendment number; bid, contract, or purchase order number; file or case number; or any comparable identifier that is unambiguous and exact.
- (b) For matters not having a unique identifier assigned by the City of Tallahassee:
 - i. Reference to the specific governing body, meeting date, and agenda item title pertaining to the Issue, as shown on the published agenda of a duly noticed public meeting or hearing; or
 - ii. Reference to the section of the Code of General Ordinances, Land Development Code, City Policy, Leon County Code, or state or federal statute governing the Issue, accompanied with an explanation of the Issue; and, for matters relating to a specific

parcel or property, reference to the plat, parcel number, address, or location thereof;
or

- iii. Disclosure of the specific budgetary appropriation, monetary request, or waiver of any fee or requirement, accompanied with a statement identifying the Issue.
- iv. Disclosure of the unique identifier assigned by another public agency, such as a grant or contract number, file or case number, project number, etc., along with the name of said agency, accompanied with a statement identifying the Issue.
- v. In cases where i. through iv. above are inapplicable, provision of a written explanation of the subject matter, disclosing, with particularity, the subject matter being lobbied in such a manner as to permit a reasonable person to clearly associate the lobbyist's activities to the Issue.

Non-Lobbyists Shall Not Register

Persons who do not meet the definition of a *Lobbyist*, as defined in the Tallahassee Code of General Ordinances, Chapter 2, Article VIII, shall not register. Currently, that definition is:

Lobbyist means a person who is employed and receives payment, or who contracts for economic consideration, for the purpose of lobbying, or a person who is principally employed for governmental affairs by another person or governmental entity to lobby on behalf of that other person or governmental entity.

Additionally, for registration to be required, the *lobbyist* must be engaging in conduct that meets the definition of *Lobbying*, as defined in the Tallahassee Code of General Ordinances, Chapter 2, Article VIII. Currently, that definition is:

Lobbying shall mean communications, whether written or oral, by a lobbyist outside a duly noticed public meeting or hearing on the record with any member or members of the city commission, or any member or members of any decision-making body under the jurisdiction of the city commission, or any city employee, whereby the lobbyist seeks to encourage or influence the passage, defeat, modification or repeal of any item which may be presented for vote before the city commission, or any decision-making body under the jurisdiction of the city commission, or which may be presented for consideration by a city employee as a recommendation to the city commission or decision-making body.

Communications relative to matters which do not foreseeably require a vote of the city commission or a decision-making body do not trigger the registration requirement. Examples of such conduct may be contracts, permits, waivers, or other matters which fall under the authority of, or are decided by, a city appointed official (i.e. city manager, city treasurer-clerk, city attorney, or inspector-general), or any subordinate employee thereof, which do not require a vote of the city commission or any other decision-making body.