

ADM-15.01 - Lobbying Entity Registration

LOBBYING ENTITY REGISTRATION

Administrative Rule Adopted by the City Auditor Pursuant to Rule-Making Authority

ARB-ADM-15.01

A. Purpose

To provide a process and procedure for the registration of lobbying entities.

B. Authority

Code Section 2.12.100 authorizes the Auditor to adopt administrative rule to administer the provisions of the Lobbying Entity Regulation program.

C. Rules

1. Registration Requirements.

a. City Code Chapter 2.12 regulates Lobbying Entities.

b. Lobbying Entities are required to register with the City Auditor if they spend more than 16 hours lobbying during any calendar quarter.

c. If a Lobbying Entity anticipates meeting the 16-hour threshold, they are encouraged to register at the beginning of each calendar year. For 2006 only, the first day to register as a Lobbying Entity is April 1.

d. Registrations expire December 31 of every year. Lobbying entities must renew their registration each year.

e. See City Code Section 2.12.050 for a list of persons who are exempted from the registration requirement.

2. Online Registration & Reporting System.

a. The City Auditor will provide an Online Lobbying Entity Registration & Reporting System. Lobbying Entities that are required by City Code Chapter 2.12 to register with the Auditor shall use the designated online system.

b. The Online Lobbying Entity Registration & Reporting System can be accessed via the City Auditor's Office website.

www.portlandonline.com/auditor/lobbyist (this site will be launched 4/1/06)

c. The City Auditor's "[Lobbying Entity Registration 101](#)" information packet provides detailed instructions for accessing the online system and registering as a Lobbying Entity.

d. A Lobbying Entity without internet access may make arrangements to use a public computer in the City Auditor's Office for the purpose of complying with Code Chapter 2.12.

3. Filing Deadlines.

a. Lobbying entities must submit their registration via the Online Registration & Reporting System within 3 business days after meeting the 16-hour threshold.

b. Lobbying entities must file an amended registration whenever any of the information disclosed on the Lobbying Entity registration form changes. The amendment must be filed within 10 business days of the change.

c. Filing deadlines shall be 5 p.m. on the last day to file a registration or an amended registration, except as provided below.

d. If the deadline falls on a Saturday, Sunday or other legal City holiday, the due date shall be the next business day at 5 p.m.

D. References

City Code Chapter 2.12

E. Attachments

[Lobbying Entity Registration 101 Information Packet](#)

HISTORY

Adopted by the City Auditor March 27, 2006.

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