

ADM-15.01 - Lobbying Entity Registration & Reporting

LOBBYING ENTITY REGISTRATION & REPORTING

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, and reporting of lobbying activity.

B. Authority

Code Section 2.12.100 authorizes the Auditor to adopt administrative rules 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. Reporting Requirements.

- a. City Code Chapter 2.12 requires that if a lobbying entity spends 16 hours or more during the preceding calendar quarter lobbying, the lobbying entity must file a quarterly report with the City Auditor.
- b. Quarterly reports are due by the 15th day after the end of the preceding quarter. For 2006 only, the first quarterly reports are due by July 17, 2006 for the 2nd Quarter.
- c. A lobbying entity that does not anticipate spending more than \$1,000 per calendar quarter for the purpose of lobbying may file a certificate of limited expenditure in lieu of the financial portion of the quarterly report. Certificates of limited expenditure expire December 31 of every year. If a lobbying entity discovers they have exceeded the \$1,000 limit, they must withdraw the Certificate of limited expenditures and complete the financial portion of the quarterly report.

3. 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 and file reports 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

c. The City Auditor's "[Lobbying Entity Registration & Reporting 101](#)" information packet provides detailed instructions for accessing the online system and registering as a lobbying entity, and filing quarterly reports and certificates of limited expenditures.

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.

4. 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. If the lobbying entity has spent 16 hours or more lobbying during the preceding calendar quarter, the lobbying entity must file a quarterly report by the 15th day after the end of the quarter.

Quarter	Reporting Period	Last Day to File Report
1	January 1 to March 31	April 15
2	April 1 to June 30	July 15
3	July 1 to September 30	October 15
4	October 1 to December 31	January 15

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

e. 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 & Reporting 101 Information Packet](#)

HISTORY

Revised by the City Auditor June 8, 2006.

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