

Georgia Government Transparency
and
Campaign Finance Commission

PRESENTS

**LOBBYIST
TRAINING
2014**

➤ No person who is required by the law of this state to register as a lobbyist shall meet at the state capitol, Coverdell Legislative Office Building, or other state government facility with any member of the General Assembly to discuss the promotion or opposition of the passage of any legislation by the General Assembly, or any committee of either chamber or a joint committee thereof, or the override of a veto unless such person either is wearing his or her valid official registered lobbyist badge or is a resident of the House or Senate district which such member represents.

➤ No person who is registered as a lobbyist shall make any expenditure.

➤ No public officer shall with actual knowledge accept any expenditure from a person who is registered as a lobbyist.

Four Levels of Lobbying

State

Local

Vendor

State Agency

State Level

An individual who receives or anticipates receiving more than \$250.00 per calendar year in compensation or reimbursement or payment of expenses specifically for undertaking to promote or oppose the passage of any legislation by the General Assembly, or any committee of either chamber or a joint committee thereof or any committee thereof, or the approval or veto of legislation by the Governor; or

Any individual who makes a total lobbying expenditure of more than \$1,000.00 in a calendar year, not including the person's own travel, food, lodging expenses, or informational material, to promote or oppose the passage of any legislation by the General Assembly, or any committee of either chamber or a joint committee thereof, or the approval or veto of legislation by the Governor.

Local Level

An individual who, either individually or as an employee of another person or an employee of the executive branch or judicial branch of local government, is compensated specifically to promote or oppose the passage of any ordinance or resolution by a public officer at the city or county level, or any committee of such public officers, or the approval or veto of any such ordinance or resolution.

Any individual who makes a lobbying expenditure of more than \$1,000.00 in a calendar year, not including the person's own travel, food, lodging expenses, or informational material, to promote or oppose the passage of any ordinance or resolution by a public officer at the city or county level, or any committee of such public officers, or the approval or veto of any such ordinance or resolution.

Vendor

An individual who for compensation, either individually or as an employee of another person, is hired specifically to influence a public officer or state agency in the selection of a vendor to supply any goods or services to any state agency.

A vendor lobbyist is not a bona fide salesperson who sells to or contracts with a state agency for goods and services.

Vendor lobbyist does not include an employee of a vendor who performs administrative duties in preparing a bid or proposal.

State Agency

An individual hired who, either individually or as an employee of another person, is compensated specifically to promote or oppose the passage of any rule or regulation of any state agency.

State Agency means any branch of state government or any agency, authority, department, board, bureau, commission, council, corporation, entity, or instrumentality of this state or local political subdivision of this state.

State Transportation Board

An individual who, either individually or as an employee of another person, is compensated specifically to promote or oppose any matter before the State Transportation Board.

Any natural person who makes a total lobbying expenditure of more than \$1,000.00 in a calendar year, not including the person's own travel, food, lodging expenses, or informational material, to promote or oppose any matter before the State Transportation Board.

Who Cannot Register

Any person who has been convicted in Georgia of a felony involving moral turpitude or an offense that, had it occurred in this state, would constitute a felony involving moral turpitude under Georgia law - unless ten years or more have elapsed since the completion of the person's sentence. OCGA 21-5-71

HOW TO REGISTER AS A LOBBYIST

- A new Lobbyist must complete a registration form.
- A current Lobbyist may renew their registration online during the renewal period.
- A Personal Identification Number (PIN) and Password is required to gain access to the online filing system.
 - These forms are available on our website www.ethics.ga.gov
- Unless exempt, Lobbyists are required to pay registration fees and a badge fee
 - Lobbyist supplemental registration fee \$10.00
(for each group registered after the initial registration)
 - (Each person who represents any state, county, municipal, or public agency, department, commission, or authority shall be exempted from payment of such registration fees.)
 - Lobbyist identification badge \$20.00

All Lobbyists are required to appear at the office of the GGT&CFC (200 Piedmont Ave SE, Suite 1402 – West Tower, Atlanta, Georgia) to complete the registration process, which includes having a color photograph taken for incorporation into a new Lobbyist identification badge.

Replacement Badges and New Pictures are available for a charge of \$20.00

The registration provisions of this Code section shall not apply to:

1. Any individual who communicates personal views, interests, or professional opinions on that individual's own behalf to any public officer;
2. An employee or independent contractor of a vendor who solely participates in soliciting a bid or in preparing a written bid, written proposal, or other document relating to a potential contract with a state or local government agency or a bona fide salesperson who sells to or contracts with a state or local government agency for goods or services, is not hired specifically to undertake influencing a public officer or state agency in the selection of a vendor to supply any goods or services to any state agency, and does not engage in other activities which would make such person a lobbyist;
3. Any person who is invited by a public agency or governmental entity to appear before a committee or at a hearing of such agency or entity, including but not limited to a committee of either chamber of the General Assembly or a joint committee thereof, for the purpose of giving testimony so long as such person clearly identifies himself or herself and the interested party on whose behalf he or she is testifying;
4. Any person who is invited to furnish information upon the specific request of a public agency or governmental entity; including but not limited to a committee of either chamber of the General Assembly or a joint committee thereof, so long as such person clearly identifies himself or herself and the interested party on whose behalf he or she furnishes such information;
5. Any individual who is not compensated for the specific purpose of lobbying, does not incur more than \$250.00 per calendar year in reimbursable lobbying expenditures, and is a member, director, trustee, officer, or committee member of a business, trade, labor, farm, professional, religious, educational, or charitable association, foundation, or organization which employs or contracts with a registered lobbyist for the purpose of lobbying;
6. Any licensed attorney appearing on behalf of or representing a client and any staff employed by such attorney, when such attorney is not compensated for the specific purpose of lobbying;
7. Any person employed or appointed by a lobbyist registered pursuant to this Code section whose duties and activities do not include lobbying;
8. Elected public officers or appointed public officials performing the official duties of their public office or position
9. Any public employee, aide, or intern who performs services at the direction of a member of the General Assembly including, but not limited to, drafting petitions, bills, or resolutions; attending the taking of testimony; collating facts; preparing arguments and memorials and submitting them orally or in writing to a committee or member of the General Assembly; and other services of like character intended to reach the reason of the legislators.

REPORTING



EXPENDITURE IS . . .

Anything of value made for the purpose of influencing the actions of any public officer or public employee specifically including any such transaction which is made on behalf of or for the benefit of a public employee for the purpose of influencing a public officer.

Includes:

- Any form of payment or anything of value designed to encourage or influence a public officer (includes any transfer, payment, subscription, advance, deposit of money or services) and specifically includes any such transaction made for the benefit of a public employee;
- Reimbursement or payment of expenses exceeding \$75.00 provided to a public officer from any individual lobbyist transportation, travel, lodging, registration, food, and beverages;
- Any gratuitous transfer, payment, subscription, advance, or deposit of money, services, tickets for admission to athletic, sporting, recreational, musical concert, or other entertainment events, or anything of value, unless consideration of equal or greater than face value is received;
- Includes reimbursement or payment of expenses for recreational or leisure activities.

In any case where lobbying expenditures are reported, the lobbyist shall certify on the disclosure report that no lobbying expenditure made on behalf of or for the benefit of any individual public officer exceeded \$75.00.

Categories

Meals

Lodging

Travel

Tickets

EXPENDITURE DOES NOT INCLUDE . . .

- Promotional items generally distributed to the general public or to public officers.
- An award, plaque, certificate, memento or similar item given in recognition.
- Discounts, upgrades, memberships, or other accommodations extended by a business to a bona fide customer; or legitimate salary, benefits, fees, commissions, or expenses associated with a recipient's nonpublic business, employment, trade, or profession.
- Food, beverages, and registration at group events to which all members of an agency are invited.

Note: Agency includes House of Representatives, the Senate, standing committees of such bodies, but not for more than one of such group events per committee per calendar year, caucuses of members of the majority or minority political parties of the House or Senate, other caucuses of the House or Senate as approved by the House Committee on Ethics or the Senate Ethics Committee, and the governing body of each political subdivision of this state.

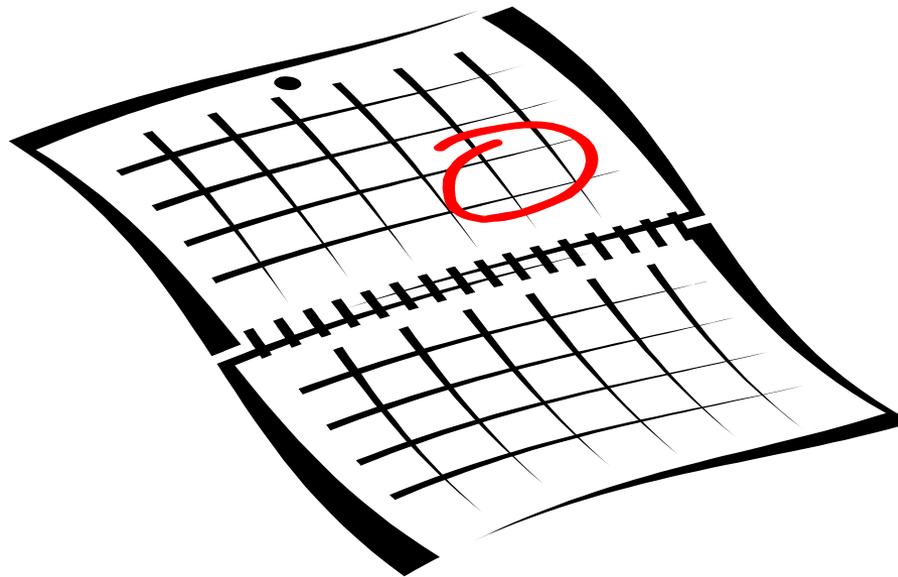
- Reimbursement or payment of actual and reasonable expenses provided to a public officer and his or her necessary public employee staff members for such public officer's and staff members' individual transportation, lodging, travel, and registration for attending educational, informational, charitable, or civic meetings or conferences that are held at locations within the United States and directly relate to the official duties of that public officer or the office of that public officer, plus food and beverages for such public officer, his or her necessary public employee staff members, and spouse while attending such educational, informational, charitable, or civic meetings or conferences.
- Anything which does not qualify as a lobbying expenditure.

All original Lobbyist reports are filed electronically with the GGT&CFC.

If the report contains any expenditures relating to county affairs or county school districts, file a copy of the report with the election superintendent of each county involved.

If the report contains any expenditures relating to municipal affairs or independent school districts, file a copy of the report with the municipal clerk or chief executive officer of each municipality involved.

WHEN TO FILE



Filing Schedule

- Click on the “Filing Schedule” slide on the home page of www.ethics.ga.gov.
- On the next screen click on Lobbyist.
- On the following screen utilize the drop down menus to select the applicable report year and report type (State, Local, Vendor, State Agency).
- Click on ‘Get Filing Schedule’.

LATE FEES

Late fees are automatically assessed immediately following the end of the three business day grace period.

When the General Assembly IS IN SESSION		
<i>Item</i>	<i>Late Fee</i>	<i>Total Owed</i>
Late fee for each report filed late	\$275.00	\$275.00 per report
Late fee imposed on the 7th day after the report due date	\$1,000.00	\$1,275.00 per report
Late fee imposed on the 21st day after the report due date	\$10,000.00	\$11,275.00 per report

When the General Assembly IS NOT IN SESSION		
<i>Item</i>	<i>Late Fee</i>	<i>Total Owed</i>
Late fee for each report filed late	\$275.00	\$275.00 per report
Late fee imposed on the 15th day after the report due date	\$1,000.00	\$1,275.00 per report
Late fee imposed on the 45th day after the report due date	\$10,000.00	\$11,275.00 per report

PENALTIES

Any person failing to comply with or violating any of the provisions of this article shall be subject to a civil penalty not to exceed \$2,000.00 per violation.

Denial, Suspension, or Revocation of Registration

In addition to other penalties provided, the Commission may by order deny, suspend, or revoke for a period not to exceed one year the registration of a lobbyist if it finds that the lobbyist:

- Has filed an application for registration with the Commission that is incomplete in a material respect or contained a statement that was, in light of the circumstances under which it was made, false or misleading with respect to a material fact.
- Has willfully violated or willfully failed to comply with the Act or a Campaign Finance Commission Rule.
- Has failed to comply with the reporting requirements.
- Has engaged in lobbying practices in violation of the Act.

MISCELLANEOUS INFORMATION



Contingent fees for lobbying are prohibited!

No lobbyist shall be employed to aid or oppose legislation for compensation contingent, in whole or in part, upon the passage or defeat of any legislation, upon the adoption or decision not to adopt any state agency rule or regulation, or upon the awarding of any state contract.

Terminating a Lobbyist

There are two lobbyist termination methods: (1) by selecting the group information link on the user main menu and entering a termination date or (2) once report is started, locate report sections on the screen. Click on “termination of groups section” and enter a termination date.

Remember a lobbyist is responsible for completing all reports due. Once you terminate you must start the process anew to register for a different group or year.

USER MAIN MENU | REGISTRATION INFO | **GROUP INFO** | SEND REPORT | VIEW REPORTS | HELP | LOG OFF

Monday, February 15, 2010

LOBBYIST REPORTING SYSTEM

Filer ID: L20050000A
Filer's Name: BETA A. TESTER

USER MAIN MENU

S State Level | L Local Level | V Vendor | SA State Agency

WORKING REPORTS

Action	Year	Report	Due By	Status
Click Here to Continue Report	2010	STATE FEBRUARY 1 - FEBRUARY 29	3/5/2010 11:59:00 PM	Working
Click Here to Continue Report	2010	SA JANUARY 1 - JULY 31	8/5/2010 11:59:00 PM	Working
Click Here to Continue Report	2010	VENDOR JANUARY 1 - JULY 31	8/5/2010 11:59:00 PM	Working

SCHEDULED REPORTS

Action	Year	Report	Due By	Status
Click here to start report	2009	STATE JANUARY 1 - JANUARY 31	2/5/2009 11:59:00 PM	PAST DUE
Click here to start report	2009	STATE FEBRUARY 1 - FEBRUARY 29	3/5/2009 11:59:00 PM	PAST DUE

USER MAIN MENU | DELETE THIS REPORT | LOG OFF | CONTACT US | USING E-FILING

LOBBYIST REPORTING SYSTEM

Lobbyist ID: L20050000A
Lobbyist's Name: BETA A. TESTER
Report: 2010 -- VENDOR -- JANUARY 1 - JULY 31

Category Summary

Gifts:	\$0.00	Equipment:	\$0.00
Meals:	\$100.00	Advertising:	\$0.00
Entertainment:	\$0.00	Travel:	\$0.00
Lodging:	\$0.00	Postage:	\$0.00
Other:	\$0.00		

Report Sections

- VENDOR CONTRACT SECTION
- EXPENDITURES SECTION
- TERMINATION OF GROUPS SECTION**

Status

* Required
Completed with 1 Entry
Optional

Thank

you!