



Lobbyist Registration and Regulation Requirements

City of Boston Ordinance
Chapter 2-15.1

General Overview

- The Office of the City Clerk is responsible for the implementation and administration of the Lobbyist Registration and Regulation Ordinance.
- The Boston City Council approved the city ordinance on September 26, 2018 and signed into law by Mayor Walsh on October 15, 2018.
- Effective date of the City Ordinance is April 16, 2019.

General Overview

- The Lobbyist Registration and Regulation Ordinance was enacted to promote good governance and to ensure transparency in government by requiring registration and disclosure of lobbying activities;
- To create fairness and consistency by applying the same rules to all persons engaged in lobbying activities;
- To reinforce the community's trust in the integrity of its government by guaranteeing convenient, timely access to information about attempts to influence the government's decisions.

General Overview

- The Lobbyist Registration and Regulation Ordinance requires **Lobbyists, Lobbyist Entities and Clients** (individual or organization) to register with the City Clerk's Office on a yearly basis and to file disclosure statements four (4) times per calendar year.
- Disclosure Statements are due no later than January 20th, April 20th, July 20th and October 20th of each year.

Definitions

- **Lobbyist:** A person retained, employed or designated by any client or lobbying entity, with or without compensation to engage in lobbying or lobbying activities.
- **Lobbying Entity:** An organization, including not-for-profits and political action committees, engaging in lobbying activities, consisting of at least one lobbyist, including foreign or domestic corporation, association, sole proprietor, partnership, limited liability partnership or company, joint stock company, joint venture or any other similar business formation.

Definitions

- **Client:** Any person, corporation, partnership, association, organization, including not-for-profit, or other entity that retains, employs, or designates any person or organization to carry on lobbying activities on behalf of such client.
- **Legislative Action:** The introduction, sponsorship, consideration, debate, amendment, passage, defeat, approval, veto or other official action or non-action on any ordinance, resolution, motion, order, appointment, application, or other matter pending or proposed in the City Council or any committee or subcommittee thereof.
- **Administrative Action:** Any decision on, or any proposal, consideration, enactment or making of any rule, regulation, or any other official non-ministerial action or non-action by any executive department, or by any employee of an executive department on any matter which is within the official jurisdiction of the executive branch, official jurisdiction of the legislative branch or any matter within the official jurisdiction of any city employee.

Definitions

- **Procurement:** The buying, purchasing, renting, leasing or otherwise acquiring or disposing, by contract or otherwise, of supplies, services or construction, or the acquisition or disposition of real property or any interest therein, including, but not limited to, the purchase, lease or rental of any such real property or the granting of easements or rights of way therein.
- **City Employee:** An employee of the City of Boston, including a person holding elected office, employees of the Mayor, of the Boston City Council, and employees of the departments of the city, members of city commissions and boards, and any other individual or group of individuals specifically authorized by law, including any appointed, non-employee member of any City agency, including an employee of the Boston Redevelopment Authority, d/b/a the Boston Planning and Development Agency, the Economic Development Industrial Corporation, the Boston Public Health Commission, Boston Licensing Board, or the Boston Water and Sewer Commission.

Lobbying or Lobbying Activities

- **Lobbying or Lobbying Activities** shall mean any attempt to influence:
 - a. Any legislative action made by the City Council or any member thereof with respect to the introduction, passage, defeat, or substance of any local legislation or resolution;
 - b. Any administrative action made by the Mayor to support, oppose, approve, or disapprove any local legislation or resolution, whether or not such legislation or resolution has been introduced in the City Council;
 - c. Any decision or administrative action made by an employee of the city with respect to the procurement of goods, services, or construction, including the preparation of contract specifications, or the solicitation, award or administration of a contract, or with respect to the solicitation, award or administration of a grant, loan, or agreement involving the disbursement of public monies;
 - d. Any decision made by the Mayor, the City Council, or city employee with respect to the approval, denial, or postponement of a decision, concerning the development of real property or zoning, including zoning approval;
 - e. Any legislative or administrative action concerning the adoption, defeat or postponement of a standard, rate, rule or regulation promulgated pursuant to any local or special law; the adoption or rejection of a policy position.

Annual Registration

- The City Ordinance requires all *Lobbyists, Lobbying Entities and Clients* to file an Annual Registration Statement with the City Clerk no later than **December 15 of the year** preceding the registration year.
- Any person or entity that first qualifies as a Lobbyist, Lobbying Entity or Client after January 1st of the registration year shall register within ten (10) days after so qualifying with the City Clerk.
- Notice of Termination of status as a Lobbyist, Lobbying Entity, or Client shall also be filed promptly with the City Clerk.

Annual Registration Fees

- Lobbyist \$150.00
 - Lobbyist Entity \$300.00
 - Client \$150.00
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- Fee to be paid during the online Registration process.
 - The penalty for a late statement shall be in the amount of \$50.00 per day up to the twentieth (20) day and an additional \$100.00 per day for every day after the twentieth (20) day until the statement is filed.

Creating Your Registration

- All Lobbyists, Lobbyist Entities and Clients are required to register by creating an account with a password and valid email address.
- All Lobbyists associated with Lobbying Entities must register individually under the Lobbyist Registration as described by the city ordinance. Lobbying Entities must also register.
- All information requested must be completed and no abbreviations of names or business entities will be accepted.
- After acknowledging that you have read and understand the overview of the requirements of the city ordinance, you may proceed to creating your account, paying the annual fee and your registration is complete.

Disclosure Statement Reporting

(Lobbyists, Lobbying Entities and Clients)

Calendar Year 2019

Due to the effective date of the city ordinance on April 16, 2019, the following **Disclosure Statements** are required this year as follows:

*on or before July 20, 2019

*on or before October 20, 2019

Calendar Year 2020

Disclosure Statements are due as follows:

*on or before January 20th

*on or before April 20th

*on or before July 20th

*on or before October 20th

Your Registration for Calendar Year 2020 is required no later than December 15, 2019.

Reporting Requirements

- *Every Lobbyist shall provide to the City Clerk an online statement under oath listing the following:*
 1. All City of Boston municipal campaign contributions to candidates and elected officials as defined in Section 1 of MGL Chapter 55 and contribution limits pertaining to Lobbyists by the MA Office of Campaign and Political Finance;
 2. The identification of each client for whom the lobbyist provided lobbying activities or services;
 3. Names of pieces of legislation, legislative action, administrative action, or the decisions of city employees that the lobbyist acted to promote, oppose, or influence;
 4. A statement of the lobbyist's position, if any, on each such piece of legislation, legislative action, administrative action or decision;
 5. The identification of the client or clients on whose behalf the lobbyist was acting with respect to each such piece of legislation, legislative action, or decision.
- The disclosure shall be required regardless of whether the lobbyist specifically referenced the particular piece of legislation or other decision while acting to promote, oppose, or influence it.

Reporting Requirements

- *Every Lobbying Entity and Client shall provide to the City Clerk an online statement under oath listing the following:*
 1. All City of Boston municipal campaign contributions as defined in Section 1 of MGL Chapter 55;
 2. Whether he or she is receiving compensation for the lobbying activities;
 3. Expenditures incurred or paid separately by such lobbying entity or client during the reporting period in connection with each decision, legislation, legislative action or administrative action of a city employee that it sought to promote, oppose, or influence and the total amount thereof incurred or paid separately by such lobbying entity or client during the reporting period.

Questions

- You may contact the Office of the City Clerk via email if you have any questions regarding registration, deadlines and/or disclosure statements.
- The email address is **lobbying@boston.gov**.