

INSTRUCTIONS FOR INDIVIDUAL LOBBYIST
INITIAL REGISTRATION AND AMENDMENT FORMS
ORANGE COUNTY ORDINANCE 11-014 – Effective July, 1, 2011

The Individual Lobbyist Registration Statement is used for:

- Registration of an individual contract lobbyist (sole proprietor)
- Registration of an individual lobbyist employed by Lobbying Firm
- Registration of an individual lobbyist employed by any corporation, partnership, limited liability company

DEFINITION

A “County Lobbyist” is one who receives compensation of \$500 or more in any calendar month for engaging in lobbying activities of the Orange County Board of Supervisors, or is employed by his or her employer and receives compensation of \$500 or more in any calendar month to engage in lobbying activities of the Orange County Board of Supervisors. For the purposes of this Ordinance an “employer” shall include, but not be limited to, any corporation, partnership, limited liability company, labor organization, labor union, or any other business entity.

The definition of a “County lobbyist” shall not apply to representatives of corporations organized under Section 501(c)(3) or Section 501(c)(6) of the United States Internal Revenue Code who are not seeking grants from, or contracts with, the County of Orange.

DEADLINE FOR FILING REGISTRATION

Within ten (10) days of becoming a County lobbyist, and annually thereafter, that person shall register as such with the Clerk of the Board (COB) and file the necessary completed Registration Form supplied by the COB.

REGISTRATION REQUIREMENTS

The Registration Form supplied by the COB shall require the County lobbyist to disclose all the following:

- (1) The full name, business address, telephone number, and e-mail address of the County lobbyist;
- (2) The full name, business address, telephone number and e-mail address of each employer, person or entity that has contracted for the services of the retained County lobbyist to conduct lobbying activities on its behalf.

AMENDMENT TO REGISTRATION

An Amendment to Registration Form must be completed and filed by the County lobbyist with the COB within ten (10) days of any change in the accuracy of the information reported on the Registration Form, including, but not limited to, any termination of services by the County lobbyist and the addition or loss of any County lobbyist employer.

FILING FEES

Each County lobbyist shall pay a filing fee when filing or renewing a Registration Form. Initial registration is \$75.00. Annual renewal of registration is \$50.00 effective January 1, 2012, and for each calendar year thereafter. There are no additional fees for filing amendments to the registration.

REPORTING

Starting October 1, 2011, County lobbyist reports shall be made available for public inspection on the County's website.