



**CUYAHOGA COUNTY
AGENCY OF INSPECTOR GENERAL**

**LOBBYIST
REGISTRATION &
ETHICS
CERTIFICATION**

Pre-Lobbying Requirements

The Cuyahoga County Code requires Lobbyists to register with the Inspector General within thirty days after the start of lobbying activity on behalf of his or her client. If you meet certain limited criteria, you may be exempt from the registration process.

The Cuyahoga County Code defines a Lobbyist as:

- any individual employed or retained by a client to contact via private written or oral communication any County elected official, employee, or board member to influence the award of County contracts, the appointment or confirmation of any individual, or the formulation, modification, or adoption of any County legislation, regulation, or policy. A Lobbyist shall not include any individual who spends less than five percent (5%) of his or her compensated time lobbying governmental entities on behalf a specific client. "Lobbyist" shall not include anyone who performs any of the actions described in this paragraph without compensation, whose performance of such action consists solely of testimony provided at public meetings, or whose performance of such actions are an incidental and insignificant portion of one's duties.

The following Lobbyists DO NOT need to Register with the AIG:

- Lobbyists who meet one of the following exemptions are not required to register:
 - A person who owns, publishes, or is employed by a media outlet. This subsection does not exempt persons whose relation to a media outlet is only incidental to a lobbying effort, or where a position taken or advocated by a media outlet directly affects a County policy in which the media outlet has a direct or indirect economic interest;
 - Governmental entities and their agents, provided the communications relate solely to subjects of governmental interest;
 - A not-for-profit corporation solely seeking to provide a free service, or financial or in-kind support, for a county program or initiative.
 - An attorney or other person whose contact with a County employee or elected official is made solely as part of resolving a dispute with the County, provided that the contact is solely with County employees or officials who do not vote on, or have final authority over, the policy decision.

If you meet one of the above exemptions, you DO NOT need to Register with the AIG.

Mandatory Lobbyist Registration

Lobbyists who do not meet one of the above listed exemptions must register with the AIG every 4 years by completing the following:

1. Complete the Lobbyist Registration Form;
2. Sign/Affirm the online Ethics Certification Form,
3. Complete the 30-minute video ethics training program; and
4. Pay a \$100.00 registration fee.

Registered Lobbyists must also submit an annual disclosure form to the AIG by January 1 of each calendar year.

For additional information and to access the annual disclosure forms please visit <http://inspectorgeneral.cuyahogacounty.us/en-US/Lobbyist-Registration-Forms.aspx>

Lobbyist Registration Form

Registered Lobbyist Information:

Name:

Job Title:

Phone Number:

Email Address:

Business Address

Street Number:

City:

State:

Zip Code:

List all positions and time periods the Registered Lobbyist has held as an elected official, employee, or board member of a city, county or state:

Employees or Agents:

(Individuals, Businesses, Organizations or other Entities which you have authorized to lobby on your behalf)

Employee/Agent 1

Name:

Job Title:

Phone Number:

Email Address:

Business Address

Street Number:

City:

State:

Zip Code:

List all positions and time periods Employee/Agent 1 has held as an elected official, employee, or board member of a city, county or state:

Employee/Agent 2

Name:

Job Title:

Phone Number:

Email Address:

Business Address

Street Number:

City:

State:

Zip Code:

List all positions and time periods Employee/Agent 2 has held as an elected official, employee, or board member of a city, county or state:

*Information for additional Principals should be listed on a separate sheet of paper and attached to this form.

Clients

(Individuals, Businesses, Organizations or other Entities which have compensated you to lobby on their behalf)

Client 1

Name:

Job Title:

Phone Number:

Email Address:

Business Address

Street Number:

City:

State:

Zip Code:

List all matters on which the registered lobbyist has lobbied for Client 1 in the past year and all future lobbying matters contracted with Client 1?

Client 2

Name:

Job Title:

Phone Number:

Email Address:

Business Address

Street Number:

City:

State:

Zip Code:

List all matters on which the registered lobbyist has lobbied for Client 2 in the past year and all future lobbying matters contracted with Client 2?

*Information for additional Principals should be listed on a separate sheet of paper and attached to this form.

Ethics Law Certification Form

I hereby certify the following:

- I have been provided with the electronic website address (<http://code.cuyahogacounty.us/en-US/CCRC-T4.aspx>) for the Cuyahoga County Ethics Law;
- I agree that I have read and I understand the pertinent sections of the Cuyahoga County Ethics Law¹;
- I agree to follow the pertinent sections of the Cuyahoga County Ethics Law; and
- I acknowledge that I am responsible for periodically reviewing the Cuyahoga County Ethics Law to stay abreast of any pertinent amendments.

Signature

Date

Name (print)

Title

¹ The County Code can be viewed at <http://code.cuyahogacounty.us/>