

INSTRUCTIONS FOR LOBBYIST REGISTRATION FORM

The following instructions are designed to assist you, as a lobbyist, in completing the lobbyist registration form. For further reference, please review Article 15, Section 2-91.3 of the Hawai'i County Code in its entirety. Interpretations of the definition of 'lobbyist' can be made by filing a request with the County Board of Ethics.

Definition of Lobbyist: A lobbyist means any individual engaged for pay or other consideration who spends more than five hours in any month or \$275 in any six-month period for the purpose of attempting to influence legislative or administrative action by communicating or urging others to communicate with public officials.

Who Must File: A lobbyist must register with the Hawai'i County Clerk within five days of becoming a lobbyist. A separate registration is required for each organization you represent.

Required Information: Each lobbyist shall provide and certify the following information:

- (A) The name, mailing address, and business telephone number of the lobbyist.
- (B) The name and principal place of business of each person by whom the lobbyist is retained or employed or on whose behalf the lobbyist appears or works and a written authorization to act as a lobbyist from each person by whom the lobbyist is employed or with whom the lobbyist contracts.
- (C) The subject area on which the lobbyist expects to lobby.

Change in Status:

- (A) A lobbyist shall report any change in any of the information contained in the registration statement within ten days after the change has occurred.
- (B) A lobbyist shall file a notice of termination within ten days after the lobbyist ceases the activity which required the lobbyist's registration. The lobbyist and the employer of the lobbyist shall remain subject, however, to the requirements of the Hawai'i County Code for the period during which the registration was effective.

Exceptions: This section shall not apply to:

- (A) Any individual who represents him or herself and not any other person before the council or administrative agency;
- (B) Any Federal, State, or County official or employee acting in the official or employee's official capacity;
- (C) Any elected public official acting in the official or employee's official capacity;

- (D) Any newspaper or other regularly published periodical or radio or television station (including any individual who owns, publishes, or is employed by a newspaper or periodical or radio or television station) while publishing in the regular course of business news items, editorials, or other comments, or paid advertisements, which directly or indirectly urge the passage or defeat of legislative or administrative action;
- (E) Any attorney authorized to practice law in the State of Hawai‘i, who, while practicing law, represents clients who are affected by any proposed legislative or administrative action by the council or any administrative agency. The practice of law comprehends all the activities of a lawyer in advising and assisting others in any legal matter in and out of court; and
- (F) Any person who possesses special skills and knowledge relevant to certain areas of legislation, whose skills and knowledge may be helpful to the legislative and executive branches of County government, and who is appearing at the request of the council or an administrative agency, even though receiving reimbursement for the appearance.

Filing Requirements: Each lobbyist shall file a statement of expenditures with the County Clerk on July 31 and January 31 of each year. If the date falls on a Saturday, Sunday or holiday, the report is due on the next business day. The July 31 report shall cover the period from January 1 through June 30 of the year of the report; and the January 31 report shall cover the period from July 1 through December 31 of the calendar year preceding the January 31 report.

Advisory Opinions: The Board of Ethics is empowered to render advisory opinions with respect to the application of this section to any person.¹ No person who conforms his conduct to an advisory opinion of the board regarding this section shall be subject to the penalties provided herein.

Penalties: Any person who willfully fails to file any statement or report required by this section or who willfully files a statement or report containing false information or material omission of any fact, who engages in activities prohibited by this section, or who fails to provide any information required by this section shall be guilty of a petty misdemeanor.

¹ Section 2-91.3 (g), Hawai‘i County Code



**OFFICE OF
THE COUNTY CLERK
25 Aupuni Street, Room 209
Hilo, Hawai'i 96720
Telephone: (808) 961-8255**

LOBBYIST REGISTRATION FORM

You must file this form with the Office of the County Clerk if you are an individual who is engaged for pay or other consideration and spends or expects to spend more than five hours lobbying in any month or more than \$275 in any six month period.

(Type or Print Clearly)

NAME	Last	First	Middle
MAILING ADDRESS	Street	City	State Zip Code
TELEPHONE NUMBER	NAME OF PERSON OR ORGANIZATION YOU LOBBY FOR (DO NOT ABBREVIATE)		
MAILING ADDRESS	Street	City	State Zip Code
EMPLOYEE ORGANIZATION			
MAILING ADDRESS	Street	City	State Zip Code

DESCRIPTION OF SUBJECTS UPON WHICH YOU EXPECT TO LOBBY

<input type="checkbox"/> <i>Economic Development:</i> commerce and industry, trade and finance, tourism, agriculture	<input type="checkbox"/> <i>Government-wide support:</i> government financing, taxation, revenue, appropriation, personnel services, employee funds	<input type="checkbox"/> <i>Employment:</i> work opportunity, working conditions, compensation, unemployment and disability compensation, vocational rehabilitation	<input type="checkbox"/> <i>Other:</i> (Please indicate below) _____ _____
<input type="checkbox"/> <i>Environmental protection:</i> pollution control, environmental preservation and enhancement	<input type="checkbox"/> <i>Public safety:</i> law enforcement and corrections, safety from physical disasters	<input type="checkbox"/> <i>Transportation:</i> air, water, and land transportation facilities and services	
<input type="checkbox"/> <i>Culture and recreation:</i> cultural history and events, recreational activities	<input type="checkbox"/> <i>Individual rights:</i> consumer protection, business and professional regulation of services, legal assistance	<input type="checkbox"/> <i>Social Problems:</i> Social services, public assistance, housing	

CERTIFICATION OF LOBBYIST

I hereby certify that the information furnished above is, to the best of my knowledge, correct and complete.

(Signature of Lobbyist) _____ (Date)

AUTHORIZATION TO LOBBY

NAME	TITLE OF AUTHORIZING OFFICER OR PERSON REPRESENTED
NAME OF ORGANIZATION (if applicable)	
ADDRESS OF ORGANIZATION OR PERSON	Street City State Zip Code
<i>I hereby authorize the above-named person to engage in lobbying activities on behalf of the undersigned.</i>	
_____ (Signature of Authorizing Officer of Person Represented)	_____ (Date)



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**LOBBYIST REPORT OF EXPENDITURES,
CONTRIBUTIONS, AND SUBJECT AREAS**

(Type or print clearly – no carbon required)

For lobbying reporting period: Lobbyist: _____ Phone: _____
 January 1 – June 30 Employer _____
 July 1 – December 31 Mailing Address _____
 Year of Report 20____.

PART I. TOTAL EXPENDITURES

The total sum or value of all expenditures for the purpose of lobbying during the statement period was: \$0 \$275 or less Over \$275.
 The total number of hours spent for the purpose of lobbying during the statement period was: 0 5 hours or less More than 5 hours in any month.

EMPLOYERS' NAMES AND MAILING ADDRESSES: (If more than 3 employers, please use additional forms.)

No. 1 _____
 No. 2 _____
 No. 3 _____

EXPENDITURES (do not include the expenses of preparing written testimony and exhibits for a hearing before the council or an administrative agency)		AMOUNT REIMBURSED BY EMPLOYERS TO LOBBYIST FOR EACH CATEGORY			
Category	Total Amount	Employer 1	Employer 2	Employer 3	Amount Not Attributable To A Specific Employer
1. Preparation & distribution of lobbying materials					
2. Media advertising					
3. Telegraph, telephone, and other forms of telecommunication					
4. Postage					
5. Fees and allowances					
6. Entertainment					
7. Food & beverages					
8. Travel & lodging					
9. Gifts					
10. Loans					
11. Other disbursements					
TOTAL EXPENDITURES					

EXPENDITURES OF \$25 OR MORE PER PERSON PER DAY

List in this section all expenditures incurred by you for the purpose of lobbying of \$25 or more per person per day during the statement period.

- This section is not applicable.
- Expenditures incurred in the total sum of \$25 or more per person per day were made for the following persons:

Name	Address	Amount of value

AGGREGATE EXPENDITURES OF \$150 OR MORE PER PERSON

List in this section all expenditures incurred by you for the purpose of lobbying in the total sum of \$150 or more per person during the statement period.

- This section is not applicable.
- Expenditures incurred in the aggregate of \$150 or more per person were made for the following persons:

Name	Address	Amount of value

PART II. CONTRIBUTIONS TO LOBBYIST

List in this section all contributions received by you for the purpose of lobbying in the total sum of \$25 per person during the statement period.

- This section is not applicable.
- Contributions in the total sum of \$25 or more per person were received from the following persons:

Name	Address	Amount of value

PART III. SUBJECT AREAS OF LEGISLATIVE AND/OR ADMINISTRATIVE ACTION

Legislative and/or administrative action in the following areas was supported or opposed during the statement period:

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> <i>Economic development:</i>
commerce and industry,
trade and finance,
tourism, agriculture | <input type="checkbox"/> <i>Government-wide support:</i>
government financing,
taxation, revenue,
appropriation, personnel,
services, employee funds | <input type="checkbox"/> <i>Employment:</i>
work opportunity,
working conditions,
compensation,
unemployment and
disability compensation,
vocational rehabilitation | <input type="checkbox"/> <i>Other:</i> (Please indicate
below)

_____ |
| <input type="checkbox"/> <i>Environmental protection:</i>
pollution control, environ-
mental preservation and
enhancement | <input type="checkbox"/> <i>Public safety:</i>
law enforcement and
corrections, safety from
physical disasters | <input type="checkbox"/> <i>Transportation:</i>
air, water, and land
transportation facilities
and services | |
| <input type="checkbox"/> <i>Culture and recreation:</i>
cultural history and
events, recreational
activities | <input type="checkbox"/> <i>Individual rights:</i>
consumer protection,
business and profes-
sional regulation of
services, legal assistance | <input type="checkbox"/> <i>Social problems:</i>
social services, public
assistance, housing | |

I hereby certify that the statements made above are correct and complete to the best of my knowledge.

(Signature of Lobbyist)

(Date)