

Rules of Registration (Per Ord. 0084-2016)

- 1) Within ten days following engagement by a client, the legislative agent must complete an initial registration form along with a \$45 fee or preferably, register via online database at <http://columbus.gov/council/how-do-i/legislative-agent-information>. This fee will be charged on an annual basis in January so long as the legislative agent is still engaged by one or more clients to actively advocate. All money collected from this registration fee shall be deposited to the credit of the Lobbyist Registration Fund.
- 2) Following initial registration, the legislative agent must update their records with the City Clerk within ten days of being hired by an additional client.
- 3) Any change in information must be reflected in the next updated registration statement filed with the exception of being hired by a new or additional client, which must be reported within ten days of hire.
- 4) In addition to the initial registration statement, each legislative agent must file an updated registration statement with the City Clerk, no later than the last day of January and May, and September of each year. The updated registration must confirm the continuing existence of each engagement described in the initial registration statement and list the specific ordinances or resolutions on which the agent actively advocated during the period covered by the updated statement.
- 5) If a legislative agent is engaged by more than one client, the agent shall file an initial registration listing all clients, and separate updated registration statements, as required by the section, for each client engagement. Updates can also be made at <http://columbus.gov/council/how-do-i/legislative-agent-information>.
- 6) Each legislative agent must file separately, regardless of collaboration and/or employment with other legislative agents or clients.
- 7) Upon registration, the legislative agent shall be provided a copy of the registration, either electronically or in printed form, for the legislative agent and/or client's records.
- 8) The City Clerk shall be responsible for reviewing each registration statement filed under this division and for determining whether the statement contains all of the required information.
- 9) If the City Clerk determines that the registration statement does not contain all of the required information or that a legislative agent has failed to file a registration statement, the City Clerk shall notify in writing the individual who filed the registration statement regarding the deficiency in the statement or the individual who failed to file the registration statement regarding the failure.

- 10) Any individual so notified by the City Clerk shall, not later than fifteen days after receiving the notice, file a registration statement or an amended registration statement that does contain all of the information required by this section.
- 11) If any individual who receives a notice under this section fails to file a registration statement or such an amended registration statement within this fifteen-day period, the City Clerk will send out a second written notification to that individual and notify the City Attorney of the deficiency in the statement or the failure to file a registration statement.
- 12) Any individual so notified by the City Clerk shall, not later than fifteen days after receiving the notice, file a registration statement or an amended registration statement that does contain all of the information required. If any individual who receives a notice under this section fails to file a registration statement or such an amended registration statement within this additional fifteen (15) day period, the City Attorney's office will take appropriate action as authorized by Columbus City Code.
- 13) If the City Clerk provides notification to the City Attorney under this division, the City Clerk shall also notify in writing the Mayor and each member of the Council of the pending investigation.
- 14) The City Clerk shall, in the manner and form that he or she determines, maintain a current list based upon the registration statements and make it available to the public. A nominal cost may be associated with request for copying and delivering.
- 15) Within thirty (30) days of the filing deadlines, the City Clerk shall compile from registration statements filed, a complete and updated list of active registered legislative agents and their clients and publish that list electronically in the City Bulletin. The City Clerk shall provide copies of the list to the general public upon request and may charge a reasonable fee not to exceed the cost of copying and delivering the list. The City Clerk shall also ensure that the current list is available online on the website of the City Council at <http://columbus.gov/council/how-do-i/legislative-agent-information>
- 16) The City Clerk shall provide an updated list of registered legislative agents to the Members of Council and to the Mayor at any time upon request.