

ETHICS PANEL
200 East North Avenue
Baltimore, Maryland 21202
Phone: 410-396-4730 Fax: 410-396-8483
http://www.baltimorecityschools.org/school_board/ethics

LOBBYING REGISTRATION – DIRECTIONS

GENERAL INFORMATION

I. WHO MUST REGISTER

Unless excepted under Board Policy BCA Sections III.E.2-3, you must register if you engage in any lobbying, as defined in Board Policy BCA.

If you engage in lobbying on behalf of more than 1 person, you must file a separate Registration Statement for each person.

II. WHEN AND WHERE TO REGISTER

Within 5 days of engaging in any lobbying activity, a Lobbying Registration Statement must be filed with

Baltimore City Public Schools
Ethics Panel
200 East North Avenue, Room 406
Baltimore, Maryland 21202
EthicsPanel@bcps.k12.md.us
410-396-8709

III. TERM OF REGISTRATION

Unless otherwise designated on the Statement or sooner terminated as provided below, a Registration Statement remains in effect until December 31 following the filing.

The Registrant may terminate the registration sooner by:

- (a) ceasing the lobbying activity that required that registration, and
- (b) filing with the Panel (i) a Notice of Termination and (ii) within 30 days after the Notice of Termination, a final Activity Report for all lobbying activities through the date of termination.

If a Registrant becomes an official or employee of Baltimore City Public Schools, the Registrant must:

- (a) immediately cease all lobbying activities, and
- (b) within 30 days, file with the Panel (i) a Notice of Termination and (ii) a final Activity Report for all lobbying activities through the date of termination.

No special form is needed for a Notice of Termination.

IV. ANNUAL ACTIVITY REPORTS

Activity Reports must be filed:

- (a) by July 31, one report concerning the lobbyist's lobbying activities covering the period beginning January 1 through June 30; and
- (b) by January 31, one report covering the period beginning July 1 through December 31.

A separate Activity Report must be filed for each person on whose behalf the Registrant acts.

All compensation, expenses, and other items to be reported must be documented. (For more information, see Lobbying Activity Report Directions.)

V. BOOKS AND RECORDS

Every lobbyist is to obtain and preserve all accounts, bills, receipts, books, papers, documents, and other records necessary to complete and substantiate all reports, statements, or other items filed or required to be filed with the Ethics Panel.

All of these records must be (i) kept for at least 4 years from the date the report, statement, or other item was filed or required to be filed and (ii) made available for inspection by the Ethics Panel, on request and reasonable notice.

VI. PROHIBITED ACTIVITIES

- (a) Contingent compensation.

No person may engage in lobbying for compensation that is contingent or dependent in any way on the outcome of any legislative action or any executive action.

- (b) Gifts.

A lobbyist may not make any gift to an official or employee of City Schools, directly or indirectly, if the lobbyist knows or has reason to know that acceptance of the gift, or its solicitation or facilitation, would violate Board Policy BCA, Sections III.C.6b-c.

VII. PENALTIES AND SANCTIONS

Any person or organization found in violation of the lobbying provisions of Board Policy BCA shall be publicly identified and subject to other penalties as provided by law

DIRECTIONS FOR COMPLETING STATEMENT

PARTS A THROUGH C: TO BE COMPLETED BY REGISTRANT/LOBBYIST

PART D: TO BE COMPLETED PERSON ON WHOSE BEHALF REGISTRANT IS ACTING

PART A. IDENTIFICATION OF REGISTRANT/LOBBYIST

Complete all blanks. Include full name. If the individual registrant is acting as an employee, partner, or member of a firm (such as a law firm), include the name of that firm.

Note: If the address or other information given changes during the registration term, or before all required Activity Reports are submitted, written notice of the change must be given to the Panel.

PART B. IDENTIFICATION OF PRINCIPAL(S) FOR WHOM REGISTRANT/LOBBYIST IS ACTING

Complete all blanks. Identify in this Part all persons or entities on whose behalf the Registrant is acting.

In Part B(I), identify the person or entity from which the Registrant receives or will receive compensation for the lobbying activities or, if the Registrant is uncompensated, the person or entity that authorizes or directs the Registrant's lobbying activities.

In Part B(II), identify any other person or entity that the Registrant will be representing, even if the Registrant's compensation comes from someone else. For example, the employee of a member of a trade association might be lobbying as a spokesperson for the association, even though doing so on his/her employer's time. In that case, the employer that compensates him/her must be listed in Part B(I) and must complete Part D; the association that she/he is representing must be listed in Part B(II) and also must complete Part D.

PART C. REGISTRATION INFORMATION

In Part C(I), specify the period of registration. The beginning date is the earlier of the date of actual registration or the date on which the Registrant first performed an act requiring registration. The ending date may not be later than the ensuing December 31. Registration is required within 5 days after first performing an act requiring registration; thus, this Statement must be received by the Panel before the close of business of the 5th day.

In Part C(II), identify the matters on which the Registrant intends to act. Be as specific as possible. Statements like "any and all matters" are not sufficient. Use policy letters or other formal designations wherever possible. If the nature of the matter(s) changes substantially during the registration period, written notice of the change must be submitted to the Panel.

PART D. AUTHORIZATION TO ACT

This must be completed by each employer or other principal named in Part D(I) and (II). In most cases, only Part D(I) will have had to be completed; only one signature will then be required in Part D.

Where both Part D(I) and (II) have been completed, then both principals must sign and provide their names and titles in the appropriate blanks. If either principal is a corporation, the Authorization must be signed by an authorized officer or agent of the corporation who is not also the Registrant.

Part D(II) should be coordinated with the principal(s) and all other Registrants. Only one selection may be made. If two or more principals claim different status, separate Authorizations should be completed and submitted.

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IMPORTANT: CAREFULLY READ ACCOMPANYING DIRECTIONS

LOBBYING REGISTRATION STATEMENT

PART A. IDENTIFICATION OF REGISTRANT/LOBBYIST

Complete all blanks:

Name _____

Business Address (Including Firm Name) _____

Office/Business Telephone (____) _____ Email Address: _____

Profession, Occupation, or Business _____

PART B. IDENTIFICATION OF PRINCIPAL(S) FOR WHOM REGISTRANT/LOBBYIST IS ACTING

- I. Identify each person(s) from which the lobbyist receives compensation for his or her lobbying activity or, if the lobbyist is uncompensated, the person(s) who authorize(s) or direct(s) the activities covered by this registration:

{NOTE: That person must complete and sign Part D.}

Name _____

Business Address (Including Firm Name) _____

Office/Business Telephone (____) _____ Email Address: _____

Nature of Business _____

- II. Identify any other person(s) on whose behalf the lobbyist is or will be acting on matters covered by this registration (if none, put in "NONE"):

{NOTE: That person must complete and sign Part D.}

Name _____

Business Address (Including Firm Name) _____

Office/Business Telephone (____) _____ Email Address: _____

Nature of Business _____

PART C. REGISTRATION INFORMATION

I. State the period (both beginning and ending month, day, and year) for which this registration is effective:

From _____ to _____

II. Identify the matters (including formal designation if known) on which the lobbyist expects to act or employ someone to act during the registration period:

SIGNATURE OF LOBBYIST: _____

DATE: _____

PART D. AUTHORIZATION TO ACT

To be completed by each person identified in Part B:

I. Authorization

I/We certify that:

(a) For the period stated in Part C(I) and for the matters identified in Part C(II),

{Print Full Name of Registrant/Lobbyist}

is authorized to act on behalf of

_____ and

{Print Name of Employer Identified in Part B(I)}

_____.

{Print Name of Other Principal Identified in Part B(II)}

(b) All information given in this Registration Statement is correct.

II. Exemption Status of Principal

(Check if applicable.)

(a)___ The principal(s) claim(s) an exemption from filing its (their) own Registration Statement and Activity Reports on the grounds that (i) all expenses, compensation, and other items subject to reporting will be reported by the registrant/lobbyist filing this Statement, and (ii) the principal(s) will engage in no other lobbying activity that requires registration and reporting.

EMPLOYER IDENTIFIED IN PART B(I):

SIGNATURE OF EMPLOYER OR AUTHORIZED OFFICER OR AGENT: _____

PRINTED NAME AND TITLE: _____

DATE: _____

OTHER PRINCIPAL IDENTIFIED IN PART B(II):

SIGNATURE OF PRINCIPAL OR AUTHORIZED OFFICER OR AGENT: _____

PRINTED NAME AND TITLE: _____

DATE: _____