Lobbyist Ordinance

Requirements for Boards and Commissions

The Office of the City Clerk

June 2019
Who is Considered a City Official? § 4-8-2(2)

• The Mayor, Mayor-Elect, Council Members, and Council Members-Elect
• Any City employee, other than employees whose duties are solely clerical
• A member of any City Board, commission, or body created by the Council and listed by the City Clerk under City Code § 2-1-3(C)
Appearance Declarations: § 4-8-8

When speaking before City Council, a City Board or body created by the Council, registered lobbyists must:

• Register to speak prior to meeting
• Verbally identify self and business entity (if registered by business entity)
• Verbally identify the client they represent
Appearance Declarations: § 4-8-8

Prior to oral communication with a City Official, registered lobbyists must verbally:

• Identify self and business entity (if applicable)
• Identify the client they represent
Scheduled Meeting Disclosure: § 4-8-8(C)

Written disclosure is required for:

• Scheduled meeting with City Official
• Regarding a municipal question
• For compensation
• On behalf of another person
• NOT LIMITED TO REGISTERED LOBBYISTS
Scheduled Meetings:

Scheduled “Face-to-Face” meetings include:

• A previously agreed upon date, time, and location
• Applies to preselected time-slot window
• **Not** unplanned, unscheduled, or "first-come-first-serve" interactions
• **Not** telephone or conference calls, Skype, or other "virtual" meetings
Sign-In for Scheduled Meetings: § 4-8-8(C)(E)

A City Office or Department must provide a sign-in sheet or other practical method of obtaining the information below for scheduled meetings with a City Official regarding a municipal question:

- Person’s name and address
- Name of City Official meeting with
- Name of client or person on whose behalf the person is appearing
- A statement disclosing whether the person is being compensated for the meeting
Board and Commission Responsibilities
What do I need to do?

• Excepting public meetings under TOMA, for a scheduled face-to-face meeting re COA matters, you must provide a method for the attendee(s) to provide:
  • Person’s name and address
  • Name of City Official meeting with
  • Name of client or person on whose behalf the person is appearing
  • A statement disclosing whether the person is being compensated for the meeting
What do I need to do?

- Effective June 1, each Board and Commission member must incorporate the following language into his/her email messages when accepting or requesting a meeting:

  **Scheduled Meeting Disclosure Information:**

  Written disclosure is required by visitors when attending a scheduled meeting with a City Official regarding a municipal question for compensation on behalf of another person. Anyone scheduling or accepting a meeting invitation with a City Official must either acknowledge that the disclosure requirement does not apply or respond to the following survey:

  https://www.surveymonkey.com/r/BCVisitorLog

- Failure to provide a method will result in the individual B&C member being required to maintain a physical sign-in sheet for scheduled meetings and possibly having a complaint filed with the Ethics Review Commission.
Per § 4-8-8(C), visitors who:
1) Are appearing on behalf of a client or another person for a scheduled meeting on a "Municipal Question" under the terms of the Lobbying Ordinance
AND
2) Have received or expect to receive compensation for attending this meeting
AND
3) Are not a government employee or official
Must complete the information below. Definitions and additional information can be found at http://www.austintexas.gov/departments/lobbyists

1. Your name

2. Your Address

3. Person you're meeting with

4. Board, Commission or Task Force this person serves on

5. Meeting Date

Date of your scheduled meeting

6. Client or Organization You're Representing

7. Have you or do you expect to receive compensation for this meeting?

  ○ Yes
  ○ No

Done
Questions?