

# Lobbyist and Principal Registration ~ Required ~

## LOBBYING

The practice of attempting to influence legislative or administrative action by oral or written communication with any county official, including time spent in preparation for such communication and appearance at public hearings or meetings.

## LOBBYIST

Any person who is employed by a principal or who contracts for or receives economic consideration, other than reimbursement for actual expenses, from a principal and whose duties include lobbying on behalf of the principal. If an individual's duties on behalf of the principal are not limited exclusively to lobbying, the individual is a lobbyist only if he or she makes lobbying communications on more than 3 days within the reporting period.

## PRINCIPAL

Any person who is represented by a lobbyist.

**No person may engage in lobbying as a lobbyist unless the person has been registered and authorized to act as a lobbyist for the principal whom the lobbyist represents and no principal may authorize a lobbyist to engage in lobbying until both the principal and the lobbyist register.** *(Exceptions apply.)*

The **Office of the County Clerk** (414/278-4067) is located on the first floor of the Courthouse in Room 105. Additional information and registration forms for lobbyists and principals are available on the County Clerk's website at: <http://county.milwaukee.gov/CountyClerk> . The Lobbying Manual is also available from the **Office of the Ethics Board** (414/278-5332) located on the second floor of the Courthouse, Suite 212.

Pursuant to Milwaukee County General Ordinance (M.C.G.O.), Chapter 14.03, any person who acts as a lobbyist is required to register annually and to file in person, by mail, or electronically, on forms prescribed by the Ethics Board and submitted to the County Clerk. Registration fees apply.

A **lobbyist** who appears on a matter, either verbally or in writing, before a meeting of the County Board, a standing committee, a board, or a commission shall disclose his/her name, employer, and authorizing principal to the committee clerk as a matter of public record.

A **principal** shall file a separate authorization for each lobbyist retained by the principal. Authorization fees apply.

Lobbyist and principal **registration becomes effective when filed and when applicable fees are received** by the County Clerk and expires at the end of the calendar year.

Upon termination of a person's employment or engagement as a lobbyist, the principal shall notify the County Clerk on a report form prescribed by the Ethics Board and provided by the County Clerk.

