

## **Rule 1            Filing Reports**

A. Electronic Filing. Filers, using web-browsing software, will enter the Lobbyist eFiling site by opening the following web page: [www2.ci.seattle.wa.us/ethics/lobbyfiler/login.asp](http://www2.ci.seattle.wa.us/ethics/lobbyfiler/login.asp). Users will then log in to the application using the user name and password provided to them by Commission staff. The filer will then follow the instructions for filing reports application.

B. Passwords. The Commission will assign each individual filer a password which may be used by the filer to gain access to the application. The application provides filers with the ability to change the password at any time. A person to whom the Commission assigns a password is personally responsible for all filings made using that password or any succeeding password established using the initially assigned password.

## **Rule 2            Reports by Lobbyists' Employers**

A. The requirement in SMC 2.06.020.A.3 that a lobbyist's employer must provide written authorization confirming the lobbyist's employment can be satisfied by (A) an e-mail to [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov), (B) a letter sent by fax to the Commission at (206) 684-8590, or (C) a letter sent by mail to the Seattle Ethics and Elections Commission at P.O. Box 24729, Seattle, WA 98124.

B. The option in SMC 2.06.040.A.1 for a lobbyist's employer to verify the accuracy of the annual report filed by the lobbyist, in lieu of the employer filing a separate report with the Commission, can be satisfied by the employer's submission of a copy of the lobbyist's report signed by the employer and (A) sent by e-mail to [ethicsandelections@seattle.gov](mailto:ethicsandelections@seattle.gov), (B) sent by fax to the Commission at (206) 684-8590, or (C) sent by mail to the Seattle Ethics and Elections Commission at P.O. Box 24729, Seattle, WA 98124.

## **Rule 3            Exceeding the Casual Lobbying Threshold**

A. The commission recognizes that a lobbyist who reasonably expects to qualify for the exemption from registration and reporting which is provided for those who limit their lobbying to four days or parts thereof in a calendar quarter may thereafter become ineligible for that exemption, thus violating SMC 2.06.020 and SMC 2.06.110.A by not having registered within the prescribed time period.

B. The Commission shall not initiate enforcement proceedings against a lobbyist or his or her employer in circumstances described in subsection (A) of this section if the lobbyist:

1. Registers pursuant to SMC 2.06.020 before doing any lobbying in excess of the exemption limitations in SMC 2.06.020.A.2; and

2. Files a report when next due under SMC 2.06.030, which report includes all reportable information for the lobbying activities cumulatively causing the exemption limitations to be reached.

**Rule 4            Enforcement Discretion**

A. The Commission shall not commence enforcement proceedings against a lobbyist or his or her employer if:

1. The lobbyist's total compensation for lobbying activities does not exceed \$100 in a calendar quarter; and
2. The lobbyist registers and reports within five business days of the Executive Director's request that he or she do so.

**Rule 5            Exemption for lobbyists employed by other governments**

A person shall be deemed to be "specifically employed or retained by a government agency to lobby," and ineligible for the exemption at SMC 2.06.060.A.4, when he or she spends in excess of 20 percent of his or her time working for the agency, in a calendar quarter, either engaged in lobbying or engaged in preparation and planning activities, or research and other background work that is intended, at the time it is performed, for use in connection with lobbying. For the purposes of determining eligibility for this exemption, employees and contractors must include their time spent on lobbying activities related to lobbying federal, state or local officials.

**Rule 6            Lobbyist Registration Form**

**Rule 7            Lobbyist Quarterly Reporting Form**

**Rule 8            Optional Lobbyist Employer Annual Reporting Form**