Lobbyist and Public Corporation Statement of Registration and Registration Amendment Information

*All individuals are required to have a personal NY.gov ID account and **verified** User Profile before any Filing can be submitted in LA. The User Profile is the mechanism that allows an individual access to an Organization's Profile so that they can manage their account as well as prepare and submit Filings on their behalf.*

NEW FOR 2021 – 2022

- Email verification and Recertification of Individual User **and** Organization Profiles are required before a Registration may be submitted. (See the Attestation Section for more information.)
- Revised Lobbying Agreement Forms for both Retained and Employed relationships are now available on the JCOPE website.
- Revised Lobbyist/Public Corporation Statement of Registration writable PDF form is available for paper Filers on the JCOPE website.
- New rules regarding reporting of coalition lobbying activity are in effect for the 2021 Biennial. (See page for more information.)
- Guidance on how to properly disclose parent/subsidiary relationships on Registration. (See page for more information.)
- Both Contractual Clients and Beneficial Clients are each responsible for disclosing Reportable Business Relationships, as set forth in section 943.14 of the regulations. (See page for more information.)
- Lobbying Activities reported on your Registration will NO LONGER populate to your Bi-monthly Report(s).

Revised 12/17/2020

PURPOSE

The purpose of this document is to provide Filers with further clarification of the information required to be disclosed in Registrations and Registration Amendments in JCOPE's Lobbying Application.

NOTES: This document is **not** intended to assist Individuals/Organizations in determining whether their activities require registration and reporting to JCOPE.

- For assistance in determining whether your activities are considered Lobbying Activities which require Registration and Bi-monthly reporting, please refer to the regulations available on the JCOPE website.

- For assistance with Filings themselves, please see the detailed step-by-step 'click here' instructions on how to file available on the JCOPE website.

THINGS TO KNOW

The Registration is considered a *forward-looking* document that requires the Lobbyist (including Public Corporations) to disclose the **Lobbying Activities** (Focuses and Parties) expected (or *anticipated*) to be lobbied during the biennial period.

Registrations must be filed on a biennial basis by any Lobbyist who is retained, employed, or designated to Lobby, and who meets or reasonably anticipates combined **Reportable Compensation and Expenses** in excess of $5,000 for **Lobbying Activities** on a State and/or Municipal level, in any calendar year during the biennial period.

PLEASE NOTE: An individual or Organization can engage in Lobbying Activity without having to register with JCOPE ***IF***:

1. the Lobbyist does <u>not</u> reasonably anticipate meeting/exceeding the $5,000 threshold;

AND

2. the Lobbyist has NO other Clients that cumulatively put them over the threshold.

However, Lobbyists should keep track of the Compensation/Expenses being incurred in the lobbying effort in case they **either** *reasonably anticipate* or *do exceed the threshold* at a later date within the biennial period.

Once a Lobbyist meets or anticipates meeting the cumulative $5,000 threshold, they must file a separate Statement of Registration for each Contractual Client/Beneficial Client relationship (pairing), regardless of Compensation or Expenses paid by each Client individually.

JCOPE LOBBYING APPLICATION

- A Registration or Amendment Filing may be started and, saved at any time.
- A Registration Filing can only be submitted if the Lobbying Agreement is uploaded and is effective within the biennial period being registered for.
- Once submitted, a Statement of Registration and/or Amendment cannot be deleted. The Filer must submit a Request to Withdraw to remove the Filing from public view.
- Once submitted, no changes can be made to a Registration and/or Amendment. A Registration Amendment must be submitted.

REGISTRATION/AMENDMENT DUE DATES

FOR SERVICES BEGINNING JANUARY 1, 2021 OR LATER	FILING DEADLINE
REGISTRATIONS	**Within 15 days of the start date, but no later than 10 days after actually exceeding $5,000 in compensation and expenses**
AMENDED REGISTRATIONS	**Within 10 days of any change to the required information disclosed in the original Registration**

NOTE: There is a 7-day grace period from a Filing's statutory due date to submit a required Statement and/or Report(s) before any potential late fees *may* be imposed.

INFORMATION COLLECTED ON A STATEMENT OF REGISTRATION

The online Registration form in the LA contains its own main navigation menu and can be viewed in a "tabbed format" or in "full view", depending on Filer preference.

Online Filings will populate specific Information from existing Profiles and Filings, if available:

- Principal Lobbyist Information (including Public Corporations)
- Contractual Client Information
- Beneficial Client Information
- Individual Lobbyist Information
- Co-Lobbyist Information
- Sub-Lobbyist Information

The Registration contains the following fields. Items denoted with a red asterisk '*' are required fields.

Lobbyist/Public Corporation Name*

The **Lobbyist/Public Corporation** must create and verify an Organization Profile in LA **BEFORE** a Registration can be submitted. Principal Lobbyist Information is populated to your Registration from your Organization Profile.

DEFINITION: Any person or company, firm, entity, or other Organization (including a Structured Coalition) who utilizes Employed, Retained, **or** Designated Lobbyists to lobby on its behalf, or incurs Lobbying Expenses on its own behalf.

Retained Lobbyist means a person or organization engaged to lobby for the benefit of an unaffiliated Client, and any person who is paid by a Lobbying Organization as an independent contractor but does not meet the criteria specified in the regulations.

Employed Lobbyist means a person who lobbies on behalf of the organization by which he is employed.

Designated Lobbyist means a person who is selected, appointed, named or otherwise chosen to Lobby on behalf of a Client, and is not Retained or Employed. This includes:

1. A person Lobbying on behalf of themself; and
2. A board member, director, or officer of a Client, whether compensated or uncompensated, Lobbying on such Client's behalf.

NOTE: A Principal Lobbyist is typically an entity or organization. An Individual should *only* be identified as the Principal Lobbyist if he/she has been retained or designated in his/her individual capacity and conducts business as a Lobbyist in his/her own name.

Client Information*

The **Client Organization** ***should*** have an active, verified Profile in LA **BEFORE** a Registration is submitted so the correct **information is populated from their Organization Profile(s). If necessary,** LA will allow a Lobbyist to create a 'placeholder' Organization Profile for a Client solely for the purposes of submitting a Filing.

CLARIFICATION: The **term Client** includes both *Contractual* and *Beneficial* Clients. The name(s) of both the *Contractual* and *Beneficial* Client(s) (BC) must be identified on every Registration. The *Contractual* Client and *Beneficial* Client can be the same person or entity.

PLEASE NOTE: This information is **NOT** required if you are a Public Corporation.

CONTRACTUAL CLIENT

DEFINITION: An individual or Organization that retains the services of a Lobbyist for the benefit of itself or another.

BENEFICIAL CLIENT(S)

DEFINITION: The specific individual(s) or organization(s) on whose behalf and at whose request or behest Lobbying Activity is conducted by the Lobbyist.

An individual or Organization that lobbies on its own behalf is a Beneficial Client.

EXAMPLE

1. If a Client (or a Lobbyist lobbying on own behalf) hires an administrative company to pay its bills, including those related to lobbying (i.e. compensation paid to the Lobbyists and/or payment for billboards or media related to lobbying), then whatever the Client pays the vendor for such work is a lobbying expense. The administrative company/vendor would **not** be listed as the Beneficial Client.

2. If the lobbying retainer is paid for by a parent company (or similarly related company) on behalf of a subsidiary company and only the subsidiary company is the benefitting from the lobbying services, then the Statement of Registration should list the parent company as the *Contractual* Client and the subsidiary company as the *Beneficial* Client. The Agreement should reflect this arrangement even where the parent company is just paying the bill.

AFFILIATES AND/OR SUBSIDIARIES OF THE CONTRACTUAL CLIENT

Based on the definition of affiliated in section 943.3(b) of the Lobbying regulations, a Parent Company is only required to list its Subsidiaries (Subs) as Beneficial Clients (BCs) ***under the following scenarios***:

1. Only one (or only some) Sub(s) is/are a direct beneficiary; in that case they would list the Parent and the one (or few) Subs that benefit as BCs

   - For example, if *ABC* Parent Company, hires a Lobbyist to lobby for *XYZ Subsidiary* (one of its subs) – then *ABC* and XYZ Subsidiary would be listed as BCs under that Registration.

   - However, if *ABC* hires a Lobbyist to lobby for *ABC* (and presumably all its subsidiaries), then only *ABC* (the Parent) would be the Contractual Client (CC) and BC (without listing all its Subs as BCs);

OR

2. One of the Subsidiaries is paying the Lobbyist under the agreement entered into and signed by the Parent Company. In this case, the Parent is the Contractual Client, and the Parent

and the paying Subsidiary are **both** listed as Beneficial Clients with the following caveat:

- A paying Sub would not be listed as a BC if the paying subsidiary only provides bill paying or other administrative type services.
- But if *Bubble Corp* (the Parent) retains a Lobbyist and *Russell Chips* (one of its Subsidiaries) pays for the lobbying, then both *Bubble Corp* and *Russell Chips* should be listed as Beneficial Clients.

COALITIONS

DEFINITION: A group of otherwise-unaffiliated entities or members that pool funds or resources for the primary purpose of engaging in Lobbying Activity on behalf of the members of the Coalition and have not incorporated or otherwise created a legal entity.

Beginning with the 2021 Biennial Registration Period, the Commission's regulations have been amended to simplify and clarify how Lobbying Activity by Coalitions should be disclosed. Please see the Commission's guidance document which will assist a Coalition in determining whether it is required to file Lobbying Reports as a Coalition, or if, instead, its Members are required to disclose their Coalition Contributions in their own Lobbying Reports.

In order to file properly, you must determine if you are a *Structured* Coalition or an *Unstructured* Coalition. *Structured* Coalitions are required to file as a Coalition. *Unstructured* Coalitions may **not** file as a Coalition; instead Members must disclose their contributions to *Unstructured* Coalitions on their own filings.

See the Commission's guidance document located on the JCOPE website for detailed information.

Biennial Registration Period*

DEFINITION: Every two-year period commencing with the January 1, 2005 – December 31, 2006 period, and so on thereafter.

Co-Lobbyist(s) Information (if applicable)

When more than one Lobbyist is retained by a Client **on the same single retainer agreement**, you are required to identify the other Lobbyist(s) (known as *Co-Lobbyists*) on your Registration.

Each *Co-Lobbyist* is responsible for filing their own individual Lobbying reports with the Commission and must identify other Co-Lobbyists on their Filings; but each *Co-Lobbyist* need disclose only ***their own*** Lobbying Activity and Compensation and Expenses.

Any changes to the relationship between Co-Lobbyists and/or Client(s) require an amendment to the Registration, which may require a new lobbying agreement/authorization.

> **NOTE:** *Co-Lobbyists* are **NOT** considered Designated Lobbyists, Individual Lobbyists, Employee ('in-house') Lobbyists, or Retained Lobbyists by the Principal Lobbyist responsible for submitting this Filing. The Principal Lobbyist simply needs to list the name of the Co-Lobbyist where indicated on the filing.

Sub-Lobbyist(s) Information (if applicable)

A Lobbyist who is engaged to perform Lobbying Activities by a Principal (Prime) Lobbyist is a *Sub-Lobbyist*. You are required to identify Sub-Lobbyist information **only** if a Principal Lobbyist, after entering into a Lobbying agreement with a Contractual Client, retains the services of another to perform a portion of the services within the scope of the agreement.

> **NOTE:** *Sub-Lobbyists* are **NOT** considered Designated Lobbyists, Individual Lobbyists, Employee ('in-house') Lobbyists, or Retained Lobbyists by the Principal Lobbyist responsible for submitting this Filing. The Principal Lobbyist simply needs to list the name(s) of the Sub-Lobbyist where indicated on the filing.

Sub-Lobbyist Registration and filing requirements:

1. The Sub-Lobbyist is the Principal Lobbyist
2. The Contractual Client is the Principal (Prime) Lobbyist who hired the Sub-Lobbyist to perform a portion of the services, as referenced above.
3. The Beneficial Client is the "true" Client who is the Contractual and Beneficial Client listed on the Registration of the Principal Lobbyist who hired the Sub-Lobbyist.

EXAMPLE

Principal Lobbyist *ABC Company* is retained by Contractual Client *XYZ Company*.

Principal Lobbyist *ABC Company* hires Lobbyist *DEF Company* to help perform Lobbying Activities on behalf of Contractual Client *XYZ Company.* *

> * assuming the Sub-Lobbyist meets or anticipates meeting the cumulative $5,000 threshold

Lobbyist *DEF Company* Registration would look like this*:*

- **NAME OF PRINCIPAL LOBBYIST**: *DEF Company*
- **NAME OF CONTRACTUAL CLIENT**: *ABC Company*
- **NAME OF BENEFICIAL CLIENT**: *XYZ Company*

Any changes to the relationship between Sub-Lobbyists, Principal Lobbyist and/or Client(s) requires an amendment to the Registration, which may require a new lobbying agreement/authorization.

Lobbying Agreement Information*

1. Lobbying Agreements

Every Registration requires at least one Lobbying Agreement be uploaded before LA will allow submission. **Online Filers no longer have the option to mail-in a Lobbying Agreement**.

NOTE: A Statement of Registration must be filed for each Lobbyist/Client Relationship emanating from the same lobbying agreement or authorization to lobby for the same purpose.

DEFINITION: JCOPE defines a Lobbying Agreement as an executed Lobbying Agreement form, or a copy of a signed, written Lobbying Contract or Agreement, or a written authorization signed by the Client.

When a Lobbying Agreement or Contract exists, a Lobbyist may either:

- submit a copy of such Contract/Agreement with a Statement of Registration; ***or***
- use the Lobbying Agreement form provided by JCOPE. (Lobbying Agreement forms updated December 2020)

When a Lobbying Agreement or Contract does NOT exist, a Lobbyist may submit a written authorization to lobby:

- **Written Authorization for Employed Lobbyists -** Employees' compensation rate(s) are not required to be individually listed in a written Authorization. JCOPE only requires an estimated/anticipated amount (based on all the Individuals listed on a Statement of Registration salaries combined). For example, if three Individuals are listed at the time of Registration, and they each spend a certain percentage of their time on Lobbying Activities, an amount based on the *combined* percentages and salaries should be provided. If they list $30,000, they can indicate "annually"; if it's a monthly rate, they should specify that. (**It is no longer acceptable, however, to simply indicate the $5,000 threshold is anticipated or will be exceeded.**)

PLEASE NOTE: A Lobbyist may ***only*** submit a written authorization to lobby ***if*** no lobbying Agreement or Contract exists.

REMINDER: *If you are registering **AFTER you exceed the $5,000 threshold**, your Agreement/Authorization must clearly indicate the date Lobbying Activities began, and the date the threshold was exceeded. (See **Contract Start Date** information on next page.)*

2. Type of Lobbying Relationship between the Lobbyist and the Contractual Client

(a) Employed - If you or your Organization uses employee(s) to lobby on behalf of that Organization

- Select **'Employed'**

(b) Retained - If you are a person or Organization engaged to lobby for the benefit of an unaffiliated Client

- Select **'Retained'**

NOTE: Public Corporations are **not required** to make this selection. Their 'relationship' is already determined to be a "Public Corporation".

3. Level of Government Lobbied

You must indicate the **'Level of Government'** you expect to Lobby or have attempted to influence an action enumerated in section 1-c(c)(i)-(x) of the Lobbying Act during the biennial period.

- State Lobbying
- Municipal Lobbying
- State/Municipal (Both)

4. 'Add Lobbying Agreement' Screen

(a) Contract/Supporting Documentation

Every Registration requires at least one Lobbying Agreement be uploaded before the system will allow submission. **Online Filers no longer have the option to mail-in a Lobbying Agreement**.

(b) Description of Agreement

Select the statement which best describes your Lobbying Agreement. This selection will determine the amount you owe for your Registration Filing Fee:

1. **Anticipate the $5,000 threshold will be exceeded**
   - Either $200 or $100 Registration Filing Fee – dependent on Agreement Start Date
2. **Do not anticipate exceeding the $5,000 threshold**
   - No Registration Filing Fee
3. **Pro Bono Lobbying Contract/Authorization**
   - No Registration Filing Fee

NOTE: Public Corporations are not required to pay a Registration Filing Fee.

5. **Reportable Compensation/Expense Information**

You may be required to select one of the following options:

(a) Reportable Expenses only

If selected, you are only required to provide the *Contract Start* and *Termination (End) Dates*. You are NOT required to disclose a Compensation Amount or Pay Frequency.

OR

(b) Reportable Compensation (and Expenses)

If selected, you are required to disclose at least one Compensation Amount and Pay Frequency.

6. **Contractual Client Signatory (Designated Responsible Party)**

You must provide the Last Name, First Name and Title of the Individual who signed the Lobbying Agreement form on behalf of the Contractual Client.

7. **Contract Duration/Compensation Section**

You must disclose the *Contract Start Date* and *Contract Termination (End) Date,* and *Compensation Amount(s) (if applicable)*. If you have more than one valid Lobbying Agreement in the biennial period, you must disclose information for each Lobbying Agreement.

Contract Start Date

The *Contract Start Date* is the start date provided in the executed Lobbying Agreement form, or copy of the signed, written Lobbying agreement or written authorization, indicating when **Lobbying** or **Lobbying Activity** is intended to commence (or has commenced); **not the date of execution**.

EXAMPLE:

An unregistered Individual or Organization exceeds the threshold. The Lobbyist is required to register with JCOPE **within 10 days of exceeding the threshold**. The *Contract Start Date* on the Registration would be the date the threshold was exceeded. The Agreement/ Authorization must clearly indicate the date Lobbying Activities began, and the date the threshold was exceeded.

Contract Termination (End) Date

The *Contract Termination (End) Date* is the last date the Lobbyist has agreed to or been authorized to Lobby. In the case of a month-to-month agreement, the End Date shall be presumed to be the end of the current biennial period, unless otherwise specified.

<u>Overlapping Contract Considerations</u>: If you have a lobbying agreement that began in the 2019-2020 Biennial Registration Reporting Period and continues to the 2021-2022 Biennial Registration Reporting Period, and the terms of the agreement **have not changed**, you must upload/attach this agreement to your 2021-2022 Biennial Registration in the LA, and data-enter the agreement start and termination (end) dates as provided in the "overlapping" agreement.

Compensation Amount(s)

You must provide a *Compensation Amount* and select **<u>one</u>** Pay Frequency Type. **NOTE**: Only one Pay Frequency Type may be indicated per *Compensation Amount*:

- Hourly
- Daily
- Weekly
- Bi-weekly
- Monthly
- Quarterly
- Annually
- One-time payment
- Range (you may enter a $ amount range)

CLARIFICATION: The information entered in the **Lobbying Agreement** section should correspond with the Lobbying Agreement/Authorization you are uploading for the biennial period.

EXAMPLE 1: How to disclose a **Lobbying Agreement** with multiple Durations and/or Compensation Amounts – Effective 01/01/20 through 12/31/20

Upload the **Lobbying Agreement. ADD** multiple entries in the **Contract Duration/ Compensation** Section:

<u>ENTRY 1:</u>

Contract Start Date: 01/01/2020
Contract Termination (End) Date: 03/31/2020
Compensation Amount: $5,000
Pay Frequency: monthly

<u>ENTRY 2:</u>

Contract Start Date: 04/01/2020
Contract Termination (End) Date: 07/31/2020
Compensation Amount: $10,000
Pay Frequency: monthly

ENTRY 3:

Contract Start Date: 08/01/2020
Contract Termination (End) Date: 12/31/2020
Compensation Amount: $8,000
Pay Frequency: monthly

Lobbying Agreement History

Example: Total Duration 1/1/20 - 12/31/20

Contract Name	Description	Client Signatory	Duration	Compensation
LRO1910112-03/21/2019-14.13.02	Will Exceed	Filer, Chris Vice President	01/01/2020 - 03/31/2020	$5,000 /Mo
			04/01/2020 - 07/31/2020	$10,000 /Mo
			08/01/2020 - 12/31/2020	$8,000 /Mo

EXAMPLE 2: How to disclose a multiple **Lobbying Agreements** that run concurrently within a biennial period. **(1)** Effective 01/01/2021 through 12/31/2022, $5,000 per month; **(2)** Effective 01/01/2021 through 06/30/2021, $2,000 per month

Upload the **Lobbying Agreements** together.

Example: Multiple Agreements running concurrently

Contract Name	Description	Client Signatory	Duration	Compensation
LRO2010106-12/02/2020-15.49.16	Will Exceed	Filer, Jane CAO	01/01/2021 - 06/30/2021	$2,000 /Mo
			01/01/2021 - 12/31/2022	$5,000 /Mo

Individual Lobbyist(s) Information (or In-House Lobbyists)

Individual Lobbyist(s) included in your Organization Profile do **NOT automatically populate** to your Registration; however, those Individuals are available to add to your Registration.

DEFINITION: An Individual Lobbyist is any person who engages in Direct or Grassroots Lobbying on behalf of the Principal Lobbyist for the benefit of the Client.

All Individual Lobbyist(s) who are anticipated to engage in Lobbying Activities during the biennial period should be listed on the Statement of Registration; provided, however, if a Lobbying Organization incurs no Compensation for Individual Lobbyists and only Expenses (no Compensation for Individual Lobbyists), then no Individual Lobbyists are required to be listed. In the case of a Public Corporation, in addition to any In-House Lobbyist(s), any officer or employee who engaged in Lobbying Activities must also be listed.

> **NOTE**: Select the **'Designated Lobbyist'** check-box if the Individual has been selected, appointed, named or otherwise chosen to Lobby on behalf of a Client, **and is not Retained or Employed**.

You can add *new* Individual Lobbyists directly to a Registration (***Individuals who were NOT previously listed on the Organization's Profile***). This *new* Individual Lobbyist will be immediately available for selection on other Filings and will be added to the list of Individual Lobbyists contained in your Organization's Profile as well.

(a) Individual Lobbyist Effective Date*

The **Individual Lobbyist Effective Date** is the earliest date that Individual was authorized to engage in Lobbying Activities for the Principal Lobbyist on behalf of at least one of the Clients the Principal Lobbyist has registered for. The date is used to determine that Individual's ethics training requirement. This date can be before the 2021-2022 biennial period.

Reportable Business Relationship Information*

Previously submitted RBR forms within the biennial period will populate to this Section of your Filing.

Beginning with the 2021 Biennial Registration Period, both Contractual Clients **and Beneficial Clients** are each responsible for disclosing Reportable Business Relationships, as set forth in section 943.14 of the regulations.

DEFINITION: A relationship that meets all the criteria listed in section 943.14(c)(1) of the regulations.

CLARIFICATION: A business relationship must be reported, regardless of when the relationship commenced, if at any time during a Calendar Year, all of the criteria listed in section 943.14(c)(1) of the Commission's Regulations are met.

A new RBR can be created by selecting the **'Create New RBR'** button. You can also amend your previously submitted RBR form by selecting the **'pencil'** icon in the *Action* column, next to the RBR form.

If you have not yet submitted any RBR forms, you must indicate whether a Reportable Business Relationship exists during this Calendar Year by selecting either **'Yes'** or **'No'** from the drop-down menu.

(a) If NO active Reportable Business Relationship(s) currently exists in this Calendar Year

- Select **'No'**

(b) If an active Reportable Business Relationship(s) (which has *not* previously been submitted and populated to this Section) currently exists in this Calendar Year

- Select **'Yes'**

You will be required to fill-out your RBR form once you select **'Yes'**. Any information already filled-out in your Registration will be saved. When you have completed your RBR form, you will be returned to your Registration to complete the remainder of the Filing.

See separate Reportable Business Relationship Instructions located on JCOPE's website

Lobbying Subjects* (FKA Client Business Nature)

Nature of Subjects

Lobbying Subjects identify the specific subject matter area(s) on which Lobbying occurred or is expected to occur. These Subjects identify the **'Nature of Business'** between the Lobbyist and Contractual Client.

At least one Lobbying Subject ***is required*** to be disclosed on each Filing. Multiple Lobbying Subjects can be selected from the drop-down menu. Refer to the Appendix and JCOPE's website for a complete list of Lobbying Subjects to choose from.

Lobbying Activities*

DEFINITION: The term **Lobbying** or **Lobbying Activities** shall mean and include any attempt to influence an action enumerated in section 1-c(c)(i)-(x) of the Lobbying Act. All **Lobbying Activities** are either Direct or Grassroots Lobbying.

CLARIFICATION: **Lobbying Activities** are required to be disclosed when activity included in Section 1-c(c) of the Lobbying Act is met. Proper disclosure of **Lobbying Activities includes**:

1. the **Focus Type** (State and/or Municipal Bill, Rule, Regulation, Procurement Contract, Executive Order, etc.);

2. the **Focus Identifying Number** (including the specific Bill, Resolution, Executive Order, etc.), if known; or
    a. **Description of the Focus;**

3. the **Type of Lobbying Communication** (Direct, Grassroots or Both); and,

4. the **Party(ies) Lobbied** on the specific Focus.

Proper disclosure of these **Lobbying Activities** on a Registration necessitates a level of specificity that makes clear to the public exactly *what* and *who* is being lobbied, **as known at the time of Registration**.

Please be aware the Registration reporting requirements for the Lobbying Activities section **differ from the Bi-monthly reporting requirements** in that a Registration is considered a 'forward-looking' document which requires the Filer to disclose much broader information, if known. A Bi-monthly Report, however, is a 'backward looking' document that requires the Filer to specifically disclose the **actual** activities, party or parties lobbied, and monies spent during the specified Bi-monthly reportingperiod.

NOTE: Lobbying Activities reported on your Registration will **not** populate to your Bi-monthly Report(s). Only **Lobbying Activities** reported on previously filed Bi-monthly Reports will populate to other Bi-monthly Reports.

(a) Type of Communication

Indicate the overall *Type of Communication* (Monitoring Only, Direct and/or Grassroots Lobbying) that is expected to occur (or has occurred). Your selection on the Registration is considered more global and can apply to multiple Lobbying Focuses and/or Parties Lobbied.

- **Monitoring Only**
  If you have Lobbying Activity to report, but have not specifically Lobbied a specific Party, you may choose 'monitoring only' *after* you have disclosed a Focus.

- **Direct Lobbying**
  Direct Lobbying is an attempt to influence a Lobbying Activity through Direct or Preliminary Contact with a Public Official, or through communication or interaction directed to a Public Official, or the Public Official's staff.

  NOTE: At least one Individual Lobbyist should be listed on any Filing where "Direct Lobbying" is indicated as the Type of Lobbying Activity. This would **not** include volunteers or mere members of a Lobbying Organization.

- **Grassroots Lobbying**
  Grassroots Lobbying is an attempt to influence a Public Official indirectly, or through a person or organization who solicits another to deliver a message to a Public Official.

(b) Focus Type

A *Focus Type* (State and/or Municipal Bill, Rule, Regulation, Procurement Contract, Executive Order, etc.) must be identified for each **Focus Identifying Number** (including the specific Bill, Resolution, Executive Order, etc.), if known; or **Description of the Focus** (if the identifying number is unknown).

- State Bill
- State Executive Order
- State Funding
- State Land Use
- State Permits/Licensing
- State Procurement
- State Resolution

- State Regulation/Rate-making/Rule
- State Tribal Compact Agreement - NYS Indian Nations
- Municipal Bill
- Municipal Executive Order
- Municipal Funding
- Municipal Land Use
- Municipal Ordinance
- Municipal Permits/Licensing
- Municipal Procurement
- Municipal Resolution
- Municipal Regulation/Rate-making/Rule

(c) Focus Identifying Number (if known)

Identify Senate and Assembly Bills by entering a capital 'S' for a Senate Bill number, or a capital 'A' for an Assembly Bill number. *Do not add a space, hyphen, period, or other character between the capital letter and the bill number.*

- **Correct**: A1234
- **Incorrect**: 'a1234'; **or** 'a 1234'; **or** 'A 1234'; **or** 'A_1234'

NOTE: If a State bill is amended, versions are denoted by a letter suffix A, B, C, D and so on for each time the bill is altered. Please ensure the letter at the end of the amended Bill number includes a dash before it.

- **Correct**: A1345-A
- **Incorrect**: 'a1234A'; **or** 'a 1234a'; **or** 'A 1234a'; **or** 'A_1234A'

All other Focus numbers do not require specific formatting rules for data-entry.

(d) Description of the Focus

If an **Identifying Focus Number** (such as a State and/or Municipal Bill, Rule, Regulation, Procurement Contract, Executive Order number, etc.) is ***not known***, a **Description of the Focus,** which clearly communicates the focus of the lobbying effort must be disclosed by selecting the *'Add Description if Identifying Number is unknown'* hyperlink.

For Municipal Level Focuses, indicate the originating locality in your description.

- **Correct**: 'Municipal Bill regarding single stream recycling in the Town of Bethlehem, New York'
- **Incorrect**: 'Single stream recycling'

Load Multiple State and Municipal Bills

LA offers Filers the ability to **upload *multiple* State and Municipal Bill numbers at one**

time. Each State Bill number (Senate and Assembly) **must be separated by a comma**. Senate Bill numbers and Assembly Bill numbers do not need to be loaded separately.

- **Correct:** A1234,S1234,A4567,A8790,S2345

Once you have uploaded your Focuses, they will be added to the **'My Focuses'** section of your Filing.

(e) Parties Lobbied (Targets of Lobbying Activity)

The direct connection (one-to-one relationship) between the **Focus** and the target(s) (referred to as '**Parties Lobbied**') of any reportable **Lobbying Activity** must be identified.

Because most Filers do NOT know who they will actually be lobbying in the coming year (since the Registration is a forward-looking document), the following selection is available to Filers on a Registration (so you do NOT have to select every Senator/Assembly person).

- Senate/Assembly/Executive
    - *Not Known at this Time*

If, however, a Filer has a Party that they know they will or have lobbied, they may disclose the **Party Lobbied** according to the following:

Add a **Party Name** by typing in the first few characters of the name in the 'Party' field. (**NOTE**: The 'Government Body' information will populate for you when a **Party Name** is selected from the drop-down list.)

If you need to disclose a specific title and/or name of a Public Official, Public Official's office, or unit/department within an agency that is not found in the drop-down list:

1. Select the **'Click here to add Party Name if not found'** hyperlink
2. Select the **'Government Body'** from the drop-down menu
3. Enter the **'Party Name'** in the field
4. Click **'Add'** to enter one **'Party';** click **'Add Another'** to continue to add other Parties

State Legislator or staff member of such Legislator

A directly lobbied Senator and/or Assembly person, or a staff member, must be identified using the drop-down list. Every State Legislator's name is included in the '**Party Name**' field for selection, including the ability to select "staff member" of such State Legislator. Once you start typing the first few characters, the Legislator's name and the '[Legislator's name], staff member' will appear in the drop-down list for your selection.

A. EXAMPLE:

If you lobbied Assemblyman Doug Smith, or a staff member of Assemblyman Doug Smith:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Type ***Smith*** in the '**Party**' field
3. Select the applicable choice from the drop-down list: '**Doug Smith**' OR '**Doug Smith, staff member'**

Please contact JCOPE if a Legislator's name is missing from the list.

IMPORTANT:

- **DO NOT** use the ***'Click here to add Party Name if not found'*** hyperlink to add the name of a Senate or Assembly member, or staff person of such Senate or Assembly member.
- If you do not identify detailed information as specified in this document, a Ticket will be created and JCOPE will request you amend your Filing.

Legislative Committee or staff member of such a Committee

A. EXAMPLE:

If you lobbied every member of a Senate or Assembly Committee (the entire Committee):

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Type the first few characters of the Committee name in the '**Party**' field
3. Select the applicable Senate or Assembly Committee name from the drop-down list; *i.e.* Aging (Senate Committee) **OR** Aging (Assembly Committee); then click the '**Add**' button.
4. When finished adding Parties, select the '**Close**' button

Please contact JCOPE if a Committee's name is missing from the list

B. EXAMPLE:

If you lobbied a specific staff member of a Senate and/or Assembly Committee:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Select '**Click here to add Party Name if not found**' hyperlink

3. Select the applicable Committee choice from the '**Government Body**' drop-down list: '**Senate Committee**' **OR** '**Assembly Committee**'

4. Type ***XXX name*** (Senate or Assembly Committee name), ***staff member*** in the '**Party**' field; **OR**

5. ***XXX name*** (Senate or Assembly Committee name), ***Jane Doe*** in the '**Party Name**' field

   - ***Task Force on Lyme and Tick-Borne Diseases, staff member; or***
   - ***Task Force on Lyme and Tick-Borne Diseases, John Doe***

Governor, Lieutenant Governor, and staff

If you directly lobbied the Governor, Lieutenant Governor and/or a member of their staff, you must identify them using the drop-down list as described below. For your convenience, the Governor and Lt. Governor's names are included in the '**Party Name**' field for selection, including the ability to select "staff member". (See below)

A. EXAMPLE:

If you lobbied Governor Andrew Cuomo:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Type **Governor** in the '**Party**' field
3. Select '**Governor Andrew Cuomo**' from the drop-down list

B. EXAMPLE:

If you lobbied Lieutenant Governor Kathy Hochul:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Type ***Lt. Governor*** in the '**Party**' field
3. Select '**Lt. Governor Kathy Hochul**' from the drop-down list

C. EXAMPLE:

If you lobbied a staff member of the Governor and/or Lieutenant Governor:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Type ***Executive*** in the '**Party**' field
3. Select '**Executive Chamber/Staff of Office of the Governor and Lt. Governor**' from the drop-down list

State Agencies

If you directly lobbied a Commissioner and/or staff member of a State Agency, you must identify them by using the drop-down list as described below.

A. EXAMPLE:

If you lobbied the Commissioner of Taxation and Finance:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Select '**Click here to add Party Name if not found**' hyperlink
3. Select '**State Agency**' from the '**Government Body**' drop-down list
4. Type '***Taxation and Finance, Commissioner'*** in the '**Party Name**' field; **OR**
5. '**Taxation and Finance, Commissioner Jane Doe**' in the '**Party Name**' field

B. EXAMPLE:

If you lobbied a staff member in a specific unit/division/department of the Office of Real Property Tax Services:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Select the '**Click here to add Party Name if not found**' hyperlink
3. Select '**State Agency**' from the '**Government Body**' drop-down list
4. Type '***Office of Real Property Tax Services, XXX*** (specify unit/division/department within the agency the staff member represents), ***staff member'*** in the '**Party Name**' field; **OR**
5. ***'Office of Real Property Tax Services, XXX*** (specify unit/division/department within the agency the staff member represents)**,** ***Jane Doe'*** in the '**Party Name**' field

   - ***Office of Real Property Tax Services, General Counsel's Office, staff member; or***
   - ***Office of Real Property Tax Services, General Counsel's Office, Janet Doe.***

Municipal Agencies

If you directly lobbied a Mayor, Town Supervisor, etc., and/or staff member of a Municipality, you must identify them by using the drop-down list as described below.

A. EXAMPLE:

If you lobbied the Mayor of the City of Albany:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Select '**Click here to add Party Name if not found**' hyperlink
3. Select '**City**' from the '**Government Body**' drop-down list
4. Type '***City of Albany, Mayor'*** in the '**Party Name**' field; **OR**
5. ***'City of Albany, Mayor Jane Doe'*** in the '**Party Name**' field

B. EXAMPLE:

If you lobbied a staff member of a specific unit/division/department within the City of Albany:

1. Select '**Update**' in the '**Parties Lobbied**' box
2. Select '**Click here to add Party Name if not found**' hyperlink
3. Select '**City**' from the '**Government Body**' drop-down list
4. Type '***City of Albany, XXX (***specify unit/division/department within the City the staff member represents***), staff member'*** in the '**Party Name**' field; **OR**
5. ***'City of Albany, XXX*** (specify unit/division/department within the City the staff member represents)***, Jane Doe'*** in the '**Party Name**' field
   - ***City of Albany, Event Permits, staff member; or***
   - ***City of Albany, Event Permits, Janet Doe***

Disclosing State and Municipal Level Parties Lobbied for the SAME Focus

You do not need to list a Focus more than once to show that you lobbied multiple Parties (Municipal and/or State) for that specific Focus. A combination of State and Municipal Level parties may be included on any State or Municipal level Focus (Bill, Resolution, Procurement, etc.).

1. Identify the Focus Number or Description

The identifying Focus number (such as a State and/or Municipal Bill, Rule, Regulation or Rate or Procurement Contract, Executive Order number, etc.) must be disclosed. If a Focus Number (identifying number) is **unknown**, a description of the Focus must be disclosed. The description must clearly communicate the Focus of the lobbying effort.

2. **Identify the Party(ies) you directly lobbied**

NOTE: For your convenience, every State Legislator's name is included in the **'Party Name'** field.

Example: If you performed Lobbying Activities on **both** a State and Municipal level on a Municipal Bill regarding single stream recycling in the Town of Bethlehem, New York, you would disclose the Focus **ONCE**, and disclose all the Parties lobbied for that Focus.

Please see EXAMPLES above for 'how' to properly disclose Focuses and Parties.

1. **Focus Type** = Municipal Bill
2. **Focus Number or Description** = Single stream recycling in the Town of Bethlehem, New York
3. **Parties Lobbied** = Town of Bethlehem, Supervisor; Assemblyman John Doe; Senator Jane Smith; City of Albany, Mayor

NOTE: You may select multiple 'Parties' that you anticipate lobbying within the biennial period. Each 'Party' listed on a Registration does NOT require a direct connection to any Focus(es) you have listed. However, please be aware that your Bi-monthly will require a direct one-to-one relationship indicating specifically who you lobbied on what Lobbying Activity Focus.

Government Bodies available in drop-down menu:

- Senate/Assembly/Executive*
  - *Not Known at this Time*
- Senate Committee
- Assembly Committee
- State Agency
- NYS Assembly
- NYS Senate
- Executive Chamber
- NYS School Districts
- State and Local Public Authorities and Local Development Corporations
- Industrial Development Agency
- Village
- Town
- City
- County
- Improvement/Special Districts
  - *County Special District*
  - *Town Special District*

- *Consolidated Health District*
- *Fire District*
- *Independent Special District*

*Because most Filers do NOT know who they will actually be lobbying in the coming year (since the Registration is a forward-looking document), the following selection is available to Filers on a Registration (so you do NOT have to select every Senator/Assembly person).

- Senate/Assembly/Executive
  - *Not Known at this Time*

Once you have added your Parties, they will be added to the **'My Parties Lobbied'** section of your Filing.

Attestation Information*

An Attestation is required before any Filing can be submitted.

By attesting on the Filing, the Filer acknowledges that information (provided by the Filer) for all statements and reports required under Legislative Law Article 1-a is true, correct and complete to the best knowledge and belief of the signor under penalty of perjury. (See Section 1-p of the Lobbying Act)

By attesting on an Individual Profile, the Individual acknowledges they are the person listed on the Profile and that the information contained in this filing is true, correct, and complete to the best of their knowledge and belief.

If the Individual is the Chief Administrative Officer ("CAO") of an organization that is a lobbyist or client, they further acknowledge that they are legally responsible for the veracity, accuracy and timeliness of all filings submitted on behalf of the organization to the Joint Commission on Public Ethics ("JCOPE").

If a CAO provides their User ID# to another so they can create or claim their organization's profile and thereby submit lobbying filings, reports or documents for the organization to JCOPE through its online lobbying application, the CAO further acknowledges that they are legally responsible for the veracity, accuracy and timeliness of all such information and accept all financial and legal liabilities including those related to perjury, if such information is not true, complete or timely filed.

NOTE: ALL Individual (CAO, DA, and Authorized Preparer) **and Organization Profiles will require Recertification beginning in the 2021- 2022 Biennial Period.** To ensure that Profiles contain the most up-to-date information, every Individual and Organization Profile in LA must be reviewed and recertified by the Profile owner on a **yearly basis**. The 'anniversary' date for recertification is based on the date the Profile was last certified.

- Individual Profiles must be recertified by the individual represented in the Profile.
- Organization Profiles must be recertified by either the CAO listed in the Organization Profile or a DA.
- Neither you nor your Organization will be able to utilize LA until **both** your User and Organization Profiles are recertified.

Once an Individual (User) Email address is verified for the first time, filers will <u>not</u> have to verify their Email again unless:

- A Filer edits the Email address recorded in their Individual User Profile by either manually updating their User Profile or via the Email Verification screen; or
- A Filer creates a NEW Individual User Profile.

<u>Filing Fee Payment Information (if applicable)</u>

If you are required to pay a filing fee, you will be directed to the Payment Portal. Your Registration will remain in **'Saved Status'** until the payment portion is completed.

Payment must be made at the time of submission. The following options are available:

(a) Remit payment via Online Lobbying Application with Visa, MasterCard or American Express.

NOTE: For security purposes, the new LA will only permit two attempts to pay your filing fee by credit card. After the second failed attempt, you will be required to pay by check or money order.

(b) Check/Money Order.

You may indicate payment will be made by submitting a check or money order. You must provide your check or money order number in the appropriate field of the online form.

Please make all checks payable to the **Joint Commission on Public Ethics (NYS)** and include the Filing Confirmation and Reference numbers in the memo section.

REGISTRATION AMENDMENTS — WHEN TO FILE

Lobbyists, including Public Corporations, are required to submit an amended Statement of Registration for any change, permanent or temporary, to the following information during the specified biennial period, which must be completed and submitted to the Commission **within 10 days of such change.**

Each Amended Statement of Registration requires the Filer to provide a specific date the change(s) are (or will be) effective; known as an "**Effective Date of Change**" *.

Registration Amendments can be submitted at any time during the biennial period regardless of whether the original Registration Filing or other Registration Amendments are pending, as long as the "**Effective Date of Change**" is within the same biennial period as the Registration being amended.

Registration Amendment Effective Date*

A Registration Amendment **"Effective Date of Change**" is the date a specific change (or changes) takes effect; **not the date the Amendment is submitted**.

All information will pre-populate from your Profile and most recently submitted Registration or Registration Amendment.

An Amended Statement of Registration is required to reflect any changes to:

1. Individual Lobbyists

You can add Individual Lobbyist(s) from the names already listed in your Organization Profile to your Registration Amendment.

You can also add *new* Individual Lobbyists directly to a Registration Amendment (***Individuals who were NOT previously listed on the Organization's Profile***). This *new* Individual Lobbyist will be immediately available for selection on other Filings and will be added to the list of Individual Lobbyists contained in your Organization's Profile as well.

> **NOTE:** An Amendment to add a *new* Individual Lobbyist requires **two** Effective Dates; an "**Individual Lobbyist Effective Date**" *AND* a "**Registration Amendment Effective Date**".

Individual Lobbyist Effective Date

The Individual Lobbyist's **"Effective Date"** is the earliest date that Individual was authorized to engage in Lobbying Activities for the Principal Lobbyist on behalf of at least one of the organization's clients. The date is used to determine that Individual's online ethics training requirement.

Amendment Effective Date of Change

The Amendment **"Effective Date of Change"** is the date that Individual was authorized to engage in Lobbying Activities on behalf of the Contractual Client/Beneficial Client pairing.

NOTES:

- Any Individuals removed from a Filing will still be available through the list of the Individual Lobbyists contained in your Organization's Profile.
- At least one Individual Lobbyist must be listed on any Filing where "Direct Lobbying" is indicated as the *Type of Lobbying Activity*.

2. **Level of Lobbying (State vs. local)**

Changes to the Level of Lobbying are permitted on a Registration Amendment.

3. **Identities of other 'Parties' to the Lobbying Activity**

Changes (additions/deletions) of Co-Lobbyists, Sub-Lobbyists, or Beneficial Clients are permitted on a Registration Amendment. **NOTE:** At least one Contractual Client and one Beneficial Client must be listed on a Registration and Registration Amendment.

- If your relationship with a Co- and/or Sub-Lobbyist was not already disclosed on your current Biennial Registration, you are required to submit an Amended Statement of Registration to disclose such information and provide a revised Agreement/Contract.

- If a relationship with Co-Lobbyists and/or Sub-Lobbyists changes, a Principal Lobbyist must submit a Registration Amendment to:

    1. remove a Co- and/or Sub-Lobbyist*.
    2. provide a revised Agreement/Contract.

    * **NOTE:** The Co- or Sub-Lobbyist removed from the Principal Lobbyist's Registration may be required to submit a Termination.

- You may add *new* Beneficial Client(s) directly to a Registration Amendment. LA will also ask you if there are any other Filings you would like to add the new Beneficial Client(s) to; which will authorize LA to automatically populate Amendments to those Filings.

4. **Terms of Lobbying Agreement**

Any changes to the terms of a Lobbying Agreement, including Compensation and/or Pay Frequency, Start Date, Termination (End) Date, and any decision to continue the Lobbying Agreement beyond the Termination Date are permitted on a Registration Amendment.

An Amended Registration is NOT required to reflect any changes to:

- any decision to waive, write-down, or otherwise reduce the prior Compensation and Expenses owed to the Lobbyist by the Client **after the termination of the Lobbying Agreement**.

- any changes to **Lobbying Activities** since a Registration is considered a 'forward-looking' document, and your Bi-monthly Report(s) will disclose the actual activities, and party or parties lobbied during the specified Bi-monthly reportingperiod.

WRONG PRINCIPAL LOBBYIST OR CONTRACTUAL CLIENT LISTED ON FILING

If a Registration is submitted with an inaccurate/incorrect name, possibly due to one of the following reasons:

- Wrong Profile was selected from the drop-down menu
- Filer "created a new Profile" rather than selecting a verified Profile from the drop-down menu
- Beneficial Client was incorrectly selected or entered as the Contractual Client
- Individual Lobbyists (In house/'additional' Lobbyist) is listed as the Principal Lobbyist (when it should be the Entity/Org that the Individual works for)

THE SOLUTION

Please reach out to the Registration Unit via email at Registrations@jcope.ny.gov

The email must come from the CAO or Delegated Administrator, or Preparer with the CAO included, and must contain the following information:

- Principal Lobbyist Name
- Form Confirmation # (Reg/Reg Amend)
- Brief explanation as to what changes need to be made
- Notate that you Authorize Commission Staff to make these changes on the Reg/Reg Amend and any corresponding Bi-Monthly Reports

TERMINATIONS

If the relationship between a Lobbyist and Contractual Client ends either **(1) pursuant to the Termination (End) Date specified in the Lobbying Agreement/Contract** or **(2) on December 31st of the second year of a biennial registration period**:

- Neither the Lobbyist nor the Client are required to notify the Commission in writing of such termination.

Since the function for submitting a Termination in the new LA is not yet operational, please follow the steps below to notify the Commission of a Termination:

1. **Send a notification to JCOPE via email or paper letter.**
   Notification via email can be sent from any authorized person (CAO/DA/Preparer, and/or whoever signed the Lobbying agreement or authorization on behalf of the Lobbying Organization that was submitted to JCOPE).

2. **Provide the following information in the notification:**
   (a) **AGREEMENT/CONTRACT** Termination:
      i. Biennial Period of Registration
      ii. Principal Lobbyist Name
      iii. Contractual Client Name
      iv. Beneficial Client Name(s)
      v. Contract End DATE (as listed on the most recent agreement)
      vi. Form Confirmation numbers that pertain to the filing being terminated (LRO, LRA, PRO, PRA) (ONLY required for Lobbyist, Public Corporation Termination)
      vii. Termination Effective Date
   (b) **PAPER/PDF INDIVIDUAL LOBBYIST** Termination from an Organization (Profile):
      i. Biennial Period
      ii. Individual Lobbyist Name
      iii. Principal Lobbyist Name
      iv. Termination Effective Date

How to terminate an Individual Lobbyist

An 'Individual Lobbyist' can be terminated online by accessing an Organization Profile and selecting the Individual Lobbyist tab:

1. Select the **'Edit'** button
2. Select the *pencil icon* next to the Individual Lobbyist name you are terminating
3. Enter the **'Termination Date'** in the field
4. Attestation
5. Click **'Save'**

NOTE: The *terminated* Individual will still display on the **Individual Lobbyist** tab but will **not** be selectable on any Filings for reporting periods that occur AFTER the **'Termination Date'**.

Sample Termination Letters can be found on JCOPE's website.

NOTE: You may continue to submit Registration Amendments to extend an expired (terminated) Agreement/Contract. If a 'lapse' exists between the original Lobbying Agreement "Contract Termination (End)" Date and the amended Lobbying Agreement "Contract Start Date", the Filer must submit a "Lapse letter" to explain the discrepancy. (Sample 'Lapse letter' is available on JCOPE's website.)

Lobbyists and Clients must continue to file all required Reports by their statutory due dates, reporting all Lobbying Activity **up to the Termination Effective Date**.

TICKETING IN THE NEW LOBBYING APPLICATION

The new Lobbying Application provides for a mechanism of communication between the Filer and JCOPE Staff, facilitating filing issue awareness and deficiency resolution through a system of Ticketing. Tickets may be generated by Staff to address a specific issue, or in some cases, auto-generated by the Lobbying Application. Tickets will appear on your dashboard in the LA.

APPENDIX A

LOBBYING SUBJECTS

Refer to JCOPE's website for the most up-to-date list.

1. Agribusiness – General
2. Agribusiness – Agricultural Services & Products
3. Agribusiness – Food Processing & Sales
4. Agribusiness – Tobacco
5. Budget/Appropriations
6. Cannabis/Marijuana
7. Chemicals/Chemical Industry
8. Construction – General
9. Construction – Building Materials & Equipment
10. Construction – Construction Services
11. Consumer Issues/Safety/Protection
12. Criminal Justice – general
13. Criminal Justice – Criminal Law & Procedures (includes sentencing)
14. Criminal Justice – Law Enforcement
15. Criminal Justice – Police Issues
16. Corrections
17. Economic Development – General
18. Economic Development – Tourism
19. Economic Development – Sports/Entertainment
20. Economic Development – Tax Incentives
21. Education – General
22. Education – Testing
23. Education – Funding
24. Education – Charter Schools
25. Education – Evaluations
26. Energy & Natural Resources – General
27. Energy & Natural Resources– Alternative Energy Production & Services
28. Energy & Natural Resources – Oil/Fuel/Gas
29. Energy & Natural Resources – Waste Management
30. Energy & Natural Resources – Environmental Conservation/Preservation
31. Energy & Natural Resources – Parks & Recreational Activities
33. Ethics Laws and Regulations
34. Finance, Insurance & Financial Services – General
35. Finance, Insurance & Financial Services – Commercial Banks & Credit Unions
36. Finance, Insurance & Financial Services – Finance & Credit Companies
37. Finance, Insurance & Financial Services – Mortgage Finance
38. Finance, Insurance & Financial Services – Securities & Investment

39. Gaming – General
40. Gaming – Casinos
41. Gaming – Horse Racing
42. Gaming – Lottery
43. Gaming – Recreation & Live Entertainment
44. Health – General
45. Health – Health Professions
46. Health – Health Services / HMOs
47. Health – Hospitals & Nursing Homes
48. Health – Pharmaceuticals/ Health Products
49. Health – Medicine/ Medicaid
50. Health – Cigarette/ Tobacco
51. Human Rights/Civil Rights
52. Insurance – General
53. Insurance – Auto
54. Insurance – Health
55. Insurance – Life
56. Insurance – Property & Casualty
57. Labor – General
58. Labor – Labor Issues/ Unions
59. Labor – Prevailing wage/ Minimum Wage
60. Labor – Pensions/ Retirement
61. Lobbying Laws and Regulations
62. Media – General
63. Media – Printing & Publishing
64. Media – Books, Magazines & Newspapers
65. Media – Motion Picture/Television/Recorded Music/Music Production & Distribution
66. Media – First Amendment – Press
67. Miscellaneous Business – General
68. Miscellaneous Business – Advertising/ Public Relations
69. Public Utilities – General
70. Public Utilities – Telecommunications
71. Public Utilities – Cable/Broadband
72. Public Utilities – Water
73. Public Utilities – Gas
74. Public Utilities – Electric
75. Real Estate – General
76. Real Estate – Affordable Housing
77. Real Estate – Construction
78. Tax – General
79. Tax – Corporate
80. Tax – Exempt Organizations
81. Tax – Personal Income

82. Tax – Real Property
83. Tax – School
84. Tax – Development Credits
85. Transportation – General
86. Transportation – Mass Transit
87. Transportation– Railroad/Canals
88. Transportation – Safety
89. Transportation - Trucking
90. Transportation – Air Transport
91. Transportation – Automotive Industry/ Manufacturers
92. Veterans Affairs