



## UNEXECUTED LOBBYING AGREEMENT

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### *Instructions and Lobbying Agreement Form*

#### UNEXECUTED LOBBYING AGREEMENT - WHEN TO USE

If you are a Retained Lobbyist who is prepared to register with the Commission, but has not received the signed (executed) Lobbying Agreement back from your Client, you may avoid statutory late fees provided the following criteria are met and actions are taken:

1. An extension from the Commission related to that specific Statement of Registration or Registration Amendment has not been received.
2. A complete and **timely** Statement of Registration, or Registration Amendment, is submitted to the Commission with:
  - (a) the copy of the unexecuted Agreement that was provided to the Client for signature, (or, if applicable, the unexecuted form entitled “**Lobbying Agreement Form – Retained Lobbyist**”, as provided by the Commission);

**and**

  - (b) the completed form entitled “**Unexecuted Lobbying Agreement Form – Retained Lobbyist**”, as provided by the Commission.

#### **To be considered timely:**

- A Registration must be submitted within 15 days of the actual ‘start’ date referenced in the unexecuted Agreement.
  - A Registration Amendment must be submitted within 10 days of the effective date of change.
3. The Lobbying Agreement (or “**Lobbying Agreement Form – Retained Lobbyist**”) must be fully executed within 30 days of the original submission date of the Statement of Registration (or Amended Statement of Registration) that contained both the unexecuted Agreement and the ‘**Unexecuted Lobbying Agreement Form – Retained Lobbyist**’.
  4. Once the Lobbying Agreement (or “**Lobbying Agreement Form – Retained Lobbyist**”) is signed (executed) by the Client, a Registration Amendment must be filed with the Commission **within 10 days of the execution date** and must include:
    - (a) the copy of the executed Lobbying Agreement; **or**
    - (b) the executed form entitled “**Lobbying Agreement Form – Retained Lobbyist**”, as provided by the Commission.

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**NOTE:** You are **prohibited by law** from performing any Lobbying Activity or receiving **Compensation** for such activities until a completed STATEMENT OF REGISTRATION (OR REGISTRATION AMENDMENT) including an executed Agreement or the executed form entitled ‘Lobbying Agreement Form – Retained Lobbyist’ is filed with JCOPE.

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#### **EXAMPLE :**

Lobbyist submits a Statement of Registration (with a start date of January 15) on January 30<sup>th</sup> and includes an unexecuted Agreement and the completed form entitled “**Unexecuted Lobbying Agreement Form – Retained Lobbyist**”. The Client signs the Agreement by March 1<sup>st</sup>. The Lobbyist then submits a Registration Amendment, including a copy of the fully executed Agreement, to the Commission by March 11<sup>th</sup>.



## UNEXECUTED LOBBYING AGREEMENT FORM: RETAINED LOBBYISTS

*A Retained Lobbyist that is prepared to register but has not received the signed Lobbying Agreement back from their Client, may submit the following Unexecuted Lobbying Agreement Form (in addition to a copy of the unexecuted Lobbying Agreement) with a Statement of Registration or Registration Amendment.*

### I. CONTRACT DURATION AND COMPENSATION

<b>Lobbyist Name:</b>			
<b>Contractual Client Name:</b>			
<b>Co-Lobbyist Name:</b> <i>(If applicable)</i>			
<b>Amendment Information:</b> <i>Indicate if amendment and reason.</i>	<b>Check if amendment to original agreement</b> <input type="checkbox"/>		
	<b>Select all that apply:</b>		
	<input type="checkbox"/> Adding a Contract	<input type="checkbox"/> Change in terms (start/end dates)	
	<input type="checkbox"/> Compensation change		
	<input type="checkbox"/> Add/Remove Co-Lobbyist _____		
	<input type="checkbox"/> Other (Please specify) _____		
<b>Start Date:</b> <i>First date the Lobbyist has agreed to or been authorized to lobby.</i>	___ / ___ / ___	<b>Termination Date*:</b> <i>Last date the Lobbyist has agreed to or been authorized to lobby.</i>	___ / ___ / ___
<b>Compensation**:</b> <i>Amount and Pay Frequency and/or rate of pay. See Section III Addendum on following page to enter additional compensation or date ranges.</i>	<b>Pay Frequency (select one)</b>		
	<input type="checkbox"/> Hourly	<input type="checkbox"/> Daily	<input type="checkbox"/> Weekly
	<input type="checkbox"/> Monthly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> One Time
		<input type="checkbox"/> Bi-Weekly	<input type="checkbox"/> Annually
		<input type="checkbox"/> Range	
	<b>Compensation Amount:</b> \$ <span style="border: 1px solid red; display: inline-block; width: 150px; height: 15px; vertical-align: middle;"></span>		
	<input type="checkbox"/> <i>Check here if services are being provided Pro Bono</i>		

**Will other services, in addition to lobbying, be provided by the individuals authorized to lobby?**  Yes  No

### II. SIGNATURES

This form must be signed by the Responsible Party of the Principal Lobbyist. (Note: The Lobbyist is using this form because the Client has not returned an executed Agreement to the Lobbyist within the timeframe needed to submit a Statement of Registration/Amendment).

<b>Lobbyist Signature:</b>	
<b>Printed Name:</b>	
<b>Date:</b>	

**NOTES:**

\*For month-to-month agreements, the Termination Date shall be presumed to be the end of the current biennial period, unless otherwise specified.

**\*\* Regarding Compensation:**

- If the retainer is based on a daily or hourly rate, the fee per day or per hour must be reported;
- If multiple parties with multiple hourly rates will be covered by the retainer, all rates shall be disclosed; and
- If the Lobbyist is an Employed Lobbyist, as defined in Part 943.3(h) of the Commission’s regulations, please use the form entitled “*Lobbying Agreement Form for Employed Lobbyists.*”

**III. ADDENDUM**

Enter additional compensation information below, continued from first page. If your Lobbying Agreement with a Client includes varying dates and/or compensation amounts, you must disclose such dates and compensation amounts. The information for **ALL** durations and compensation amounts must be disclosed. Indicate each unique compensation and/or duration in a separate box.

*For Example:*

***Duration/Compensation Amount 1***

- Start Date: 1/1/21
- Termination Date: 12/31/21
- Compensation Amount: \$1,000 per month

***Duration/Compensation Amount 2***

- Start Date: 1/1/21
- Termination Date: 1/31/22
- Compensation Amount: \$500 per month

**DURATION/COMPENSATION\*\*:** *Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section I.*

**A.**      **Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_      **Termination Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Pay Frequency** (*select one*)

- Hourly       Daily       Weekly       Bi-Weekly       Annually  
 Monthly       Quarterly       One Time       Range

**Compensation Amount:** \$

**B.**      **Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_      **Termination Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Pay Frequency** (*select one*)

- Hourly       Daily       Weekly       Bi-Weekly       Annually  
 Monthly       Quarterly       One Time       Range

**Compensation Amount:** \$