



## ACTIVITY REPORT INFORMATION SHEET

### 1. **Persons Required to File the Activity Report**

The Public Ethics Law, Article 7, Title 7, of the Anne Arundel County Code, requires lobbyists to file Lobbying Activity Reports with the Anne Arundel County Ethics Commission.

### 2. **How Many Reports to File**

A separate Activity Report must be filed for each employer on whose behalf the lobbyist is registered to act. An Activity Report must be completed even if there has been no activity during the period, and even if there has been no compensation received or expenses incurred.

### 3. **When to File**

The Activity Reports must be filed twice a year:

- by **May 31** covering the preceding November 1 through April 30; and
- by **November 30** covering the preceding May 1 through October 31.

### 4. **Books and Records**

A person who is subject to the provisions of this Article shall obtain and preserve all accounts, bills, receipts, books, papers, and documents necessary to complete and substantiate any reports, statements, or records required to be made under this article for three years from the date of filing the report, statement, or record containing these items. The papers and documents shall be made available for inspection on request by the Ethics Commission after reasonable notice.

### 5. **Definitions**

A. **"Lobbyist"** means any person who communicates with any employee in the Legislative or Executive Branch of County Government for the purpose of influencing any executive or legislative action, and who for that purpose:

- (1) incurs personally, or through a representative, expenses of \$100 or more or receives \$100 or more as compensation, exclusive of personal travel or subsistence expenses during a reporting period;
- (2) expends cumulatively \$50 or more during a reporting period on one or more employees in the Executive or Legislative Branch for meals, beverages, special events, or gifts in connection with or with the purpose of influencing executive or legislative action; or
- (3) expends \$1,000 or more, including postage, in a reporting period for the express purpose of soliciting others to communicate with any employee to influence any legislative or executive action; or
- (4) spends at least \$500 to provide compensation to one or more persons required to register under this article.

B. The following activities are **exempt** from lobbyist registration and reporting requirements:

- (1) Professional services in drafting bills or in advising and rendering opinions to clients as to the construction and effect of proposed or pending legislation, if these services do not otherwise constitute activities as a lobbyist;

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(2) Appearances before the County Council at its specific invitation or request, but only if the person engages in no further or other activities in connection with the passage or defeat of legislation;

(3) Appearances as part of the official duties of an elected or appointed official or employee of the State, political subdivision of the State, or the United States, and not on behalf of any other entity;

(4) Actions of a publisher or working member of the press, radio, or television in the ordinary course of the business of disseminating news or making editorial comment to the general public, if that person does not engage in lobbying that would directly and specifically benefit the economic, business, or professional interests of that person or that person's employer;

(5) Appearances before the County Council at the specific invitation or request of a lobbyist, if no other act is undertaken for which reporting is required and if the person appearing states to the County Council that the person is appearing at the request of the lobbyist;

(6) Representation of a bona fide religious organization solely for the purpose of protecting the right of its own members to practice the doctrine of the organization;

(7) Appearance as part of the official duties of an officer, director, member, or employee of an association engaged exclusively in lobbying for counties and municipalities and not on behalf of any other entity; and

(8) Activities undertaken by a [County] employee in connection with the employee's official duties, and not on behalf of any other entity.

C. "**Compensation**" means money or any other valuable thing, regardless of form, received or to be received by a person from an employer for service rendered. For purposes of Title 7, if lobbying is only a portion of a person's employment, "compensation" means a prorated amount that is based on the time devoted by the person to lobbying compared to the time devoted to other employment duties.

D. "**Employer**" means a person who pays or agrees to pay compensation to another person for services rendered.

E. "**Gift**" means the transfer of anything of economic value, regardless of form, without adequate and lawful consideration. "Gift" does not include the solicitation, acceptance, receipt, or regulation of a political contribution that is regulated in accordance with the Election Law Article of the Maryland Code; or any State law regulating the conduct of elections or the receipt of political contributions.

F. "**Immediate family**" means an individual's spouse and dependent children.

## 6. **Failure to File**

If a fully completed activity report is not filed by the dates specified, the Ethics Commission may revoke the lobbyist's registration upon twenty (20) days' prior written notification.

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