

CHARLES COUNTY ETHICS COMMISSION

c/o Office of the County Attorney

P.O. Box 2150

La Plata, Maryland 20646

301-645-0555

LOBBYING REGISTRATION INFORMATION AND FORMS

General Information:

According to Section 170.8 (A), (B) & (C) of the Code of Ethics for Charles County:

A person shall file a lobbying registration statement with the commission if the person:

- (1) Personally appears before a county official or employee with the intent to influence that person in performance of the official duties of the official or employee; and
- (2) In connection with the intent to influence, expends or reasonably expects to expend in a given calendar year in excess of \$100.00 on food, entertainment, or other gifts for officials or employees of the County.

A person shall file a registration statement required under this section on or before the later of January 15 of the calendar year or within 5 days after first performing an act that requires registration in the calendar year.

Reports:

According to Section 170.8 (D):

Within 30 days after the end of any calendar year during which a person was registered under this section, the person shall file a report with the commission disclosing:

- (1) The value, date, and nature of any food, entertainment, or other gift provided to a county official or employee; and
- (2) If a gift exceeds \$20.00 in value or series of gifts to a single official or employee exceeds \$100.00 in value, the identity of the official or employee.

LOBBYIST REGISTRATION FORM

REPORTING PERIOD: _____

To be filled by those required to register within seven days of first lobbying activity.

<p>A. IDENTIFICATION OF LOBBYIST:</p> <p>NAME: _____</p> <p>OCCUPATION: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>PHONE: _____</p>

<p>B. IDENTIFICATION OF ENTITY OF WHOSE BEHALF REGISTRANT IS ACTING</p> <p>NAME: _____</p> <p>OCCUPATION: _____</p> <p>ADDRESS: _____</p> <p>_____</p> <p>PHONE: _____</p>

<p>C. IDENTIFICATION OF SUBJECT MATTER:</p> <p>Identify the subject matters(s) about which the registrant will lobby.</p>
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<p>D. AFFIRMATION</p> <p>I HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT THE FACTS SET FORTH HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.</p> <p>_____</p> <p>Signature of lobbyist _____</p> <p>Date:</p>

LOBBYING ACTIVITY REPORT

To be filed within 30 days after the end of any calendar year of lobbyist reporting period.

A. IDENTIFICATION OF LOBBYIST:

NAME: _____

OCCUPATION: _____

ADDRESS: _____

PHONE: _____

B. MEALS AND BEVERAGES:

List of total amount paid for meals and beverages for county officials, employees, and their immediate families.

\$ _____

Please itemize for each event the name of the official, employee, or immediate family member receiving meal and/or beverages, the date, the location, and the amount paid. *Attach additional pages as needed.*

Name	Date	Location	Amount Paid

C. SPECIAL EVENTS:

List of total amount paid for special events, including parties, dinners, athletic events, entertainment, and other functions, for county officials, employees, and their immediate families.

\$ _____

Please itemize for each special event the date, the location, and the amount paid for County official, employee, or immediate family. *Attach additional pages as needed.*

Name	Date	Location	Amount Paid

LOBBYING ACTIVITY REPORT

D. MEETINGS AND CONFERENCES:

List of total amount paid on behalf of County Officials and employees for food, lodging, and scheduled entertainment at a conference or meeting, and which is provided in return for their participation in a panel discussion or speech

\$ _____

Please itemize the name of the official, employee, or immediate family member who attended, the date, the location, and the amount paid. *Attach additional pages as needed.*

Name	Date	Location	Amount Paid

E. ALL OTHER GIFTS:

List of total amount paid for all other gifts for county officials, employees, and their immediate families.

\$ _____

Please itemize for each event the name of the official, employee, or immediate family member who received a gift (including case) valued at \$50 or more, or a series of gifts with a value of \$50 or more during this reporting period, the nature of the gift, the date given, and the value of the gift. *Attach additional pages as needed.*

Name	Date	Location	Amount Paid

D. AFFIRMATION

I HEREBY CERTIFY UNDER THE PENALTIES OF PERJURY THAT THE FACTS SET FORTH HEREIN ARE TRUE TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Signature of lobbyist

Date: