

CHAPTER 4511
CAMPAIGN FINANCE AND PUBLIC
DISCLOSURE BOARD
LOBBYIST REGISTRATION AND REPORTING

4511 0100 DEFINITIONS
 4511 0200 REGISTRATION

4511 0400 TERMINATION
 4511 0500 REPORTING REQUIREMENTS

4511.0100 DEFINITIONS.

[For text of subpart 1, see M.R.]

Subp. 1a **Designated lobbyist.** “Designated lobbyist” means a lobbyist responsible for reporting the lobbying disbursements of the entity the lobbyist represents. An entity that employs lobbyists may have only one designated lobbyist at any given time.

[For text of subps 2 to 6, see MR.]

Subp. 7 **Reporting lobbyist.** “Reporting lobbyist” means a lobbyist responsible for reporting lobbying disbursements of two or more lobbyists representing the same entity. Lobbying disbursements made on behalf of an entity may be reported by each individual lobbyist that represents an entity, or by one or more reporting lobbyists, or a combination of individual reports and reports from a reporting lobbyist.

Statutory Authority: *MS s 10A 02*

History: *26 SR 1363*

4511.0200 REGISTRATION.

[For text of subpart 1, see M.R.]

Subp. 2 **Separate registration for each lobbyist.** Multiple lobbyists representing the same individual, association, political subdivision, or higher education system must each register separately. A lobbyist who provides lobbying disbursements to the board through a reporting lobbyist must list the name and registration number of the reporting lobbyist on a lobbyist registration. If the reporting lobbyist changes, or if the lobbyist ceases to report through a reporting lobbyist, the lobbyist must amend the registration within ten days.

Subp. 3. **Registration of designated lobbyist.** A designated lobbyist must indicate on the lobbyist registration form that the lobbyist will be reporting disbursements for the entity the lobbyist represents. An entity that employs lobbyists may have only one designated lobbyist. A designated lobbyist who ceases to be responsible for reporting the lobbying disbursements of an entity must amend the lobbyist’s registration with the board within ten days.

Subp. 4. **Registration of reporting lobbyist.** A reporting lobbyist must indicate on the lobbyist registration form that the lobbyist will be reporting disbursements for additional lobbyists representing the same entity. The registration must list the name and registration number of each lobbyist that will be included in reports of disbursements made by the reporting lobbyist. Changes to the list of lobbyists represented by a reporting lobbyist must be amended on the reporting lobbyist registration within ten days, or provided to the board at the time of filing a report required by Minnesota Statutes, section 10A 04, subdivision 2.

Statutory Authority: *MS s 10A.02*

History: *26 SR 1363*

4511.0400 TERMINATION.

Subpart 1 **Lobbyist termination.** A lobbyist who has ceased lobbying for a particular entity may terminate registration by filing a lobbyist termination form and a lobbyist disbursement report covering the period from the last report filed through the

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date of termination. If the lobbying disbursements of the lobbyist are reported by a reporting lobbyist, the nonreporting lobbyist may terminate by filing a lobbyist termination form and notifying the reporting lobbyist of all disbursements made by the lobbyist during the period from the last report filed through the date of termination.

Subp 2 Reporting lobbyist termination. A reporting lobbyist who has ceased lobbying for a particular entity may terminate registration by filing a lobbyist termination form and a lobbyist disbursement report covering the period from the last report filed through the date of termination. The termination of a reporting lobbyist reverts the reporting responsibility back to each lobbyist listed on the registration of the reporting lobbyist.

Subp 3. Designated lobbyist termination. A designated lobbyist who has ceased lobbying for a particular entity may terminate registration using the procedure provided in subpart 1. When the designated lobbyist of a lobbying entity terminates, the entity is responsible to assign the responsibility to report entity lobbying disbursements to another lobbyist.

Statutory Authority: *MS s 10A 02*

History: *26 SR 1363*

4511.0500 REPORTING REQUIREMENTS.

Subpart 1 Separate reporting required for each entity. A lobbyist must report separately for each entity for which the lobbyist is registered, unless the disbursements are reported in the manner provided in subpart 2.

Subp 2 Reporting by multiple lobbyists representing the same entity. Items A to F apply if a single individual, association, political subdivision, or public higher education system is represented by more than one lobbyist.

A The entity must appoint one designated lobbyist to report lobbyist disbursements made by the entity. The designated lobbyist must indicate that status on the periodic reports of lobbyist disbursements.

B A reporting lobbyist may consent to report on behalf of one or more other lobbyists for the same entity, in which case, the other lobbyists are persons about whose activities the reporting lobbyist must disclose and are subject to the disclosure requirements of Minnesota Statutes, section 10A.04, subdivision 3. Lobbyist disbursement reports filed by a reporting lobbyist must include the names and registration numbers of the other lobbyists whose activities are included in the report.

C. Lobbyists whose activities are accounted for by a reporting lobbyist are not required to file lobbyist disbursement reports.

D A lobbyist whose lobbying disbursements are provided to the board through a reporting lobbyist must supply all relevant information on disbursements to the reporting lobbyist no later than five days before the prescribed filing date.

E The reporting periods and due dates for a reporting lobbyist are those provided in Minnesota Statutes, section 10A.04, subdivision 3. The board must notify by certified mail or personal service each reporting lobbyist that fails to file a required report within seven days of a statutory filing date. Additionally, the board must notify by certified mail or personal service each lobbyist listed on the registration of the reporting lobbyist of the failure of the reporting lobbyist to file in a timely manner. Within seven days of receipt of this notice, each lobbyist must report disbursements to the board. If a lobbyist fails to file a report within seven days of receiving this notice from the board, the board may impose a late filing fee of \$5 per day, not to exceed a maximum of \$100, commencing with the eighth day after receiving notice.

F The reporting lobbyist must indicate the names and registration numbers of any lobbyists who did not provide their lobbying disbursements for inclusion in a report. The board must send notice by certified mail or personal service to a lobbyist who failed to provide the required disbursement information to the reporting lobbyist. The notice must require that the lobbyist file an individual lobbyist disbursement report within seven days of receipt of the notice. If a lobbyist fails to file a report within seven

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days of receiving notice from the board, the board may impose a late filing fee of \$5 per day, not to exceed a maximum of \$100, commencing with the eighth day after receiving notice

Subp 3. **Report of officers and directors information.** With each report of lobbyist disbursements, a designated lobbyist must report any change in the name and address of

[For text of items A and B, see MR]

[For text of subp 4, see MR]

Subp. 5. **Reporting gifts.** A gift to a public or local official from a principal for which a lobbyist is registered must be reported by the designated reporting lobbyist

Statutory Authority: *MS s 10A 02*

History: *26 SR 1363*