

**CHAPTER 4520**  
**ETHICAL PRACTICES BOARD**  
**REPRESENTATION DISCLOSURE**

4520.0100 DEFINITIONS.

4520.0200 PURPOSE.

4520.0300 APPLICABILITY OF REPRESENTATION  
DISCLOSURE PROVISIONS.

4520.0400 OBLIGATION AND TIME TO REPORT.

4520.0500 REQUIRED REPORTING  
INFORMATION.

4520.0600 OBTAINING AND FILING FORMS.

4520.0700 CHANGES AND CORRECTIONS.

4520.0800 FILING FALSE STATEMENTS.

**4520.0100 DEFINITIONS.**

Subpart 1. **Act.** "Act" means Laws of Minnesota 1974, chapter 470, approved April 12, 1974, and effective April 13, 1974 (Minnesota Statutes 1974, sections 10A.01 to 10A.34).

Subp. 2. **Address.** "Address" means street and number (post office box or rural route, if appropriate), room number (if any), city, and zip code.

Subp. 3. **Association.** "Association" means business, corporation, firm, partnership, committee, labor organization, club, or any other group of two or more persons, which includes more than an immediate family, acting in concert. Minnesota Statutes 1974, section 10A.01, subdivision 3.

Subp. 4. **Fee.** "Fee" means any compensation or other consideration for service done or to be done.

Subp. 5. **File, filed, and filing.** "File," "filed," and "filing," mean delivery to the Minnesota Ethical Practices Board by midnight of the prescribed date for filing or deposit as certified mail in an established United States post office, postage prepaid, no later than midnight two days before the prescribed filing date.

Subp. 6. **Initial appearance at a hearing.** "Initial appearance at a hearing" means the first appearance by a public official representing a client for a fee at a hearing on a single subject. If a public hearing on a single subject is continued, the initial appearance means the first appearance by the public official at such hearing.

Subp. 7. **Public official.** "Public official" means: any member of the legislature; any person holding a constitutional office in the executive branch and his chief administrative deputy; any member of a state board or commission with rulemaking authority as provided in Minnesota Statutes, section 14.02, subdivision 4; any person employed by the legislature as secretary of the senate, chief clerk of the house, revisor of statutes, legislative auditor, or researcher or attorney in the office of legislative research; any person employed by the executive branch in a position specified in Minnesota Statutes, section 15A.081; any member of the Metropolitan Council, Metropolitan Transit Commission, Metropolitan Sewer Board, or Metropolitan Airports Commission. Minnesota Statutes 1974, section 10A.01, subdivision 18.

**Statutory Authority:** *MS s 10A.02 subd 13*

**4520.0200 PURPOSE.**

The purpose of parts 4520.0100 to 4520.0800 is to implement the representation disclosure provisions of Minnesota Statutes, chapter 10A.

**Statutory Authority:** *MS s 10A.02 subd 13*

# MINNESOTA RULES 1985

3499

REPRESENTATION DISCLOSURE 4520.0800

## **4520.0300 APPLICABILITY OF REPRESENTATION DISCLOSURE PROVISIONS.**

The representation disclosure provisions of Minnesota Statutes, chapter 10A apply to any public official who represents a client for a fee before any individual, board, commission, or agency with rulemaking authority in a hearing conducted under Minnesota Statutes, chapter 14 or authority to set rates, site power plants and powerlines, and grant certificates of need under Minnesota Statutes, chapter 116J. This provision applies only to a public official and does not apply to the official's spouse or family, or to business or professional associates of the official.

**Statutory Authority:** *MS s 10A.02 subd 13*

## **4520.0400 OBLIGATION AND TIME TO REPORT.**

Any public official who represents a client for a fee before any individual, board, commission, or agency with rulemaking authority in a hearing conducted under Minnesota Statutes, chapter 14, or authority to set rates, site power plants and powerlines, and grant certificates of need under Minnesota Statutes, chapter 116J shall disclose his participation in the action within 14 days after his initial appearance by filing a representation disclosure statement with the board.

**Statutory Authority:** *MS s 10A.02 subd 13*

## **4520.0500 REQUIRED REPORTING INFORMATION.**

Each public official required to report shall provide the following information: name, address, and office held; name and address of each client; the name of the individual, board, commission, or agency conducting the hearing and the date and location of the initial appearance at the hearing; and a general description of the subject or subjects on which the public official represented the client in the hearing.

**Statutory Authority:** *MS s 10A.02 subd 13*

## **4520.0600 OBTAINING AND FILING FORMS.**

All representation disclosure statements shall be on the forms made available by the board and must be filed with the board.

**Statutory Authority:** *MS s 10A.02 subd 13*

## **4520.0700 CHANGES AND CORRECTIONS.**

Any material changes in information contained in a representation disclosure statement previously submitted, and any corrections, shall be filed in writing with the board within ten days following the date of the event prompting the change or the date upon which the person filing became aware of the inaccuracy. The change or correction shall identify the form and paragraph containing the information to be changed or corrected, and shall be signed and certified to be true by the person filing it.

**Statutory Authority:** *MS s 10A.02 subd 13*

## **4520.0800 FILING FALSE STATEMENTS.**

Any statement required by parts 4520.0100 to 4520.0800 shall be signed and certified to be true by the person required to file the statement. Any person who signs and certifies to be true a statement which he knows contains false information, or who knowingly omits required information, is guilty of a gross misdemeanor.

**Statutory Authority:** *MS s 10A.02 subd 13*