

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

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**4520.0100 DEFINITIONS.**

**Subpart 1. Applicability.** When they are used in this chapter, the terms defined in this part have the meanings given them.

**Subp. 2. Address.** "Address" means, for an individual, the individual's home mailing address or, for an association, the place where the association conducts its business, including the street and number, the post office box or rural route, if appropriate, the room number, and the city, state, and zip code. An individual may provide a business address rather than a home mailing address.

**Subp. 3.** [Repealed, 10 SR 1266]

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

**Subp. 5. File, filed, filing.** "File," "filed," and "filing," mean delivery to the office of the Ethical Practices Board by 4:30 p.m. on the prescribed filing date or postmarked on the filing date. If the filing date is a Saturday, Sunday, or legal holiday, the filing date is the next regular business day.

**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" has the meaning given in Minnesota Statutes, section 10A.01, subdivision 18.

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

**History:** *10 SR 1266; 11 SR 1611*

**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*

**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*

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## REPRESENTATION DISCLOSURE 4520.0800

### 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*