



King County

Executive Policies and Procedures

TITLE Public Disclosure Reporting Requirements: Lobbying Activities	EFFECTIVE	APPROVAL <i>D. Hill</i>
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- 1.0 SUBJECT TITLE: State Public Disclosure Lobbying Activity Reporting for King County Executive Offices and Departments.
- 1.1 Effective Date: January 1, 1987
- 1.2 Type of Action: Amending INF 17-1 (old system), change of Doc. ID #only (11-19-87).
- 2.0 PURPOSE:
- 2.1 To establish Uniform State Public Disclosure Commission lobbying report filing requirements for King County Executive offices and departments.
- 3.0 ORGANIZATIONS AFFECTED: All Executive offices and departments.
- 4.0 REFERENCES: - Chapter 42.17 RCW
- Chapter 390-20 Washington Administrative Code
- 5.0 DEFINITIONS:
- 5.1 "Public Disclosure Commission" means the State Public Disclosure Commission, established under Chapter 42.17 RCW.
- 5.2 "Public Disclosure Act" means the State Public Disclosure Act as provided for in Chapter 42.17 RCW.
- 5.3 "Executive Offices and Departments" means the Office of the County Executive, the Office of Budget and Finance, and the Executive Departments of King County.
- 5.3.1 Executive Departments shall include:
- A. Any office, division, bureau, board, commission or agency of the County which:
- 1) Directly reports to or is under the administrative control of that Executive Department;
 - 2) Represents the official position of the Executive Department, office, division, bureau, board, commission or agency of King County before the State Legislature; or

3) Lobbies the State Legislature on behalf of or represents the Executive Department, office, division, bureau, board, commission or agency of the County; or

B. Any County Local Agency as defined under RCW 42.17.020(1) as now or hereafter amended.

5.4 "Lobby, Lobbying, and Lobbyist" each carry the same definition as provided for in Chapter 42.17 RCW, as now or hereafter amended.

6.0 POLICY: Executive offices and departments shall be individually responsible for reporting lobbyist activity as required by the State Public Disclosure Act and this Executive Policy/Procedure.

7.0 PROCEDURES:

7.1 Prior to engaging in lobbying activity, or other contact involving the State Legislature as it relates to the official position of King County on matters before the State Legislature, all employees or officers of King County shall:

- 1) Obtain verbal or written approval for such lobbying or contact from the appropriate department head; and
- 2) Notify the Executive Office of such appearance.

7.2 All reportable lobbying activity by each officer or employee of the department, or any reportable lobbying activity by any office, division, board, commission or agency of the County as defined in this Executive Policies and Procedure, shall be separately reported by each department to the Public Disclosure Commission in Olympia, in accordance with State law and the rules and regulations of the Public Disclosure Commission.

7.3 All Executive Offices and Departments shall submit to the Executive Office a copy of their lobbying report filed with the Public Disclosure Commission. Should the Executive Office or Department not be required to file a report with the Public Disclosure Commission for the applicable reporting period, the office or department shall submit a report to the Executive Office concerning the reporting status of the office or department for the applicable reporting period. Reports on lobbying activity shall be submitted to the Executive Office at least ten days prior to the due date for filing quarterly lobbying reports with the Public Disclosure Commission. The due dates for filing quarterly lobbying reports with the Public Disclosure Commission are as follows: First Quarter - April 30; Second Quarter - July 31; Third Quarter - October 31; and Fourth Quarter - January 31.

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8.0 RESPONSIBILITIES:

8.1 Department Directors, the Deputy County Executive, and the Director of the Office of Budget and Finance, shall be individually responsible for complying with the requirements of the State Public Disclosure Act, Chapter 42.17 RCW, as it relates to reporting the activity of those who lobby on behalf of their Executive Departments and Offices of King County, as defined in this policy and procedure.

8.1.1 Department Directors shall issue appropriate rules and regulations concerning the lobbying activity of their Executive Department, as defined in this policy and procedure.

8.1.2 The Deputy County Executive and the Director of the Office of Budget and Finance shall issue appropriate rules and regulations concerning the lobbying activity of the Executive Office and the Office of Budget and Finance, respectively.

8.1.3 Department Directors, the Deputy County Executive, and the Director of the Office of Budget and Finance shall determine the appropriate reporting units for their Executive Department or Office, and shall issue appropriate rules and regulations for assuring compliance with the requirements of the State Public Disclosure Act by the Executive Department or Office, as defined in this policy and procedure.

9.0 APPENDIX: Lobbying Activity Report Form

