



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION  
6611 Kenilworth Avenue • Riverdale, Maryland 20737

## LOBBYING REGISTRATION FORM INSTRUCTIONS

### **BACKGROUND**

Each Lobbyist, who is any individual or entity that engages in any Lobbying or that hires a third-party to engage in Lobbying and meets criteria under M-NCPPC Administrative Practice 5-61, must register with the Maryland-National Capital Park and Planning Commission (M-NCPPC). The form must be filed no later than five (5) days after an individual or organization first meets the requirements for registration under M-NCPPC Administrative Practice 5-61 (Lobbying Disclosure).

**Lobbying:** Means any communication undertaken for compensation that is directed to a member or employee of the Commission for the purpose of directly or indirectly influencing any Commission Action, including any Grassroots Lobbying Activity.

**Grassroots Lobbying Activity:** Means hiring or engaging one or more third parties for the express purpose of soliciting others to communicate with a Commission official or employee to influence a Commission Action.

**Commission Action:** Means any executive, administrative, legislative, or quasi-legislative action taken formally by the Commission, the Planning Boards, an officer or other official so designated by the Commission. Commission Actions include:

- A. Authorizing a grant, credit, or other subsidy from the Commission,
- B. Awarding a procurement contract,
- C. Preparing and adopting resolutions, rules, regulations, and policies to direct the operation of the Commission, the Planning Boards, and other agency functions, or
- D. Making recommendations for the General Plan, area master plans, functional master plans, sector or small area plans, and any amendments to any such plans; revisions to the subdivision regulations and zoning text amendments; as well as sectional and district map amendments.

### **REQUIRED REGISTRATION**

- A. A Lobbyist is required to register unless the individual or entity: (i) qualifies for an exemption set forth in Subsection (B); or, (ii) does not exceed any *de minimus* spending threshold set forth in Subsection (C).
- B. An individual or entity is not required to register during a reporting period if one of the following exemptions applies:
  1. Government and Related Entities. The individual or entity is a government entity, the Metropolitan Washington Council of Governments, Maryland Association of Counties, the Maryland Municipal League, a comparable quasi-governmental agency designated by the Executive Director for this purpose by giving written notice in advance, or an employee of such an organization acting within the scope of their official duties;
  2. Certain Public Interest Organizations. The individual or entity is a news organization, religious institution, or not-for-profit independent college or university that is not attempting to influence a Commission Action related to the

regulation of its property or interests related to its property, or an employee of such an organization acting within the scope of their official duties;

3. Educational Purposes. The individual or entity is a student or educator Lobbying as part of a course or student activity undertaken by an elementary, secondary, or post-secondary school student or student organization;
  4. Work for Hire or By Commission Request. The individual or entity's only communications are (a) limited to work for hire by the Commission, or (b) pertaining to a particular Commission Action undertaken at the request of an agency employee or official authorized to make such request;
  5. Personal Communications. The communications undertaken by the individual or entity are limited to communications directly with, and for hire by, a Commission official or employee acting in their personal capacity to obtain personal legal advice, professional services, or other information for reasons that do not involve official Commission business or a Commission Action;
  6. Sales People. The individual or entity is an employee or bona fide sales agent promoting sales of goods or services for a commercial entity before the Commission and has advertised or otherwise solicited bids or proposals for a specific procurement transaction; or
  7. Hiring Third-Party Lobbyists. With respect to a particular Commission Action, the individual or entity does not engage directly in Lobbying but hires one or more third-parties to engage in Lobbying on its behalf, provided, that every such third-party registers timely as a Lobbyist in compliance with this Practice.
- C. An individual or entity that engages in any Lobbying and is not exempted for a reason set forth in Subsection (B) is required to register only if they exceed any of the expenditure thresholds specified, as follows:
1. Compensation Received. The individual or entity actually or constructively receives Compensation for Lobbying from one or more sources totaling \$2,500 or more during a reporting period;
  2. Compensation Paid. The individual or entity pays or incurs Compensation payable to one or more third-parties for Lobbying totaling \$2,500 or more during a reporting period;
  3. Grass Roots Spending. The individual or entity pays or incurs Compensation payable for Grass Roots Activities totaling \$1,000 or more during the reporting period;
  4. Gifts. In connection with or for the purpose of influencing Commission Action, the individual or entity pays or incurs expenses for gifts having an aggregate fair market value of at least \$100, including meals, beverages, or special events during the reporting period; or
  5. Miscellaneous Expenses. In connection with or for the purpose of influencing Commission Action, the individual or entity pays or incurs other expenses for postage, telecommunications services, electronic services, advertising, printing, and delivery services, or similar business expenses having a fair market value of at least \$500.

## **GENERAL INFORMATION**

Notify the M-NCPPC if there is a change in the status of Lobbying during the registration period. The M-NCPPC publishes information on Lobbying Disclosure requirements that are available at its office and on its website, <http://www.mncppc.org/lobbying>.

**Exempt Employer:** An employer is exempt from registration under this provision if it reasonably believes that all expenditures requiring registration will be reported by its Lobbyist and if it will engage in no other act that requires registration. Failure of a Lobbyist to report any information makes the employer immediately subject to all the filing provisions of the M-NCPPC Lobbying Disclosure policy.

**Non-Exempt Employer:** An employer who does not meet the criteria for exemption is a non-exempt employer who must register and file activity reports. A person, group, organization or business entity registering as a non-exempt employer should check the item (b) in Part C, "Exemption Status of Employer."

## **PART A. IDENTIFICATION OF REGISTRANT AND EMPLOYER**

**A(1).** Include the **name**, the **permanent address** (where the person can be reached throughout the year), **telephone number**, and **email address**. If an individual registrant is an employee or partner in a business, the name of that business should also be included with the business's permanent address. You must notify the M-NCPPC if the permanent address changes during the registration period or before all required reports have been submitted.

**A(2).** If anyone will be required to register on behalf of the registrant, list their names and contact information in Part A(2)(b). These individuals will be required to file their own registrations. A non-exempt employer must list any additional Lobbyists employed.

**A(3).** In Part A(3)(a), list information for the employer that will actually compensate or authorize the registrant to act. In Part A(3)(b), list any additional entity that the registrant will be representing, even though compensation may actually be paid by the entity listed in Part A(3)(a). For example, a registrant may be compensated by a member of a trade association (as identified in Part A(3)(a)), but Lobbying on behalf of the association itself (as identified in Part A(3)(b)). **Part A(3)(b) is not used to identify other employers for whom the registrant is required to file separate registrations.**

**A(4)(a).** The maximum allowable period of registration is from January 1 to December 31. The period of **registration may not exceed one year and must end by December 31<sup>st</sup>**. Registration must be received by the Commission **within five days** after first performing an act requiring registration.

**A(4)(b).** Identify matters on which the registrant intends to act. **Be as specific as possible.** Statements such as "any and all matters" are not sufficient. Notify the M-NCPPC if the matters to be lobbied change substantially during the registration period.

**PART B. REGISTRANT'S CERTIFICATION**

**B(1).** A Registrant must indicate status of compliance with mandatory training requirements of Administrative Practice 5-61 (Lobbying Disclosure).

**B(2).** A registrant must certify that he/she is authorized to act on behalf of the person, group, organization or business entity named in Part A(3)(a) (and Part A(3)(b), if any) of the form. Identify the name, title and contact information of the individual who provided that authorization on behalf of the employer.

**PART C. EXEMPTION STATUS OF EMPLOYER**

**Prior to completing this section, please review the section of these instructions under GENERAL INFORMATION entitled "Exempt Employer".** Complete this section by **checking either (a) or (b)**. The purpose of this section is to ensure that all expenses in support of the Lobbying activity are reported without duplication; therefore, the registrant should coordinate the correct selection for this section with the employer and all other Lobbyists for that employer.

**REGISTRANT'S SIGNATURE**

The registrant must sign their full name under oath or affirmation attesting that the contents of the registration are complete, true and correct and that the registrant is authorized to engage in Lobbying for the employer listed in Part A(3).

**WHERE TO SUMBIT THE LOBBYING REGISTRATION FORM**

Please email all completed and signed Lobbying registration forms to: [lobbying@mncppc.org](mailto:lobbying@mncppc.org).

For questions, contact the Office of the Executive Director at: 301-454-1740 or Maryland-National Capital Park and Planning Commission, 6611 Kenilworth Avenue, Riverdale, MD 20737.



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## LOBBYING REGISTRATION FORM

### GENERAL INFORMATION

Lobbyists shall file a separate registration for each employer.

### PART A. IDENTIFICATION OF REGISTRANT AND EMPLOYER

1. Identifying Information

- a) Lobbyist's Name: \_\_\_\_\_
- b) Permanent Address (include business name, if applicable):  
\_\_\_\_\_  
\_\_\_\_\_
- c) Business Telephone: (\_\_\_\_\_) \_\_\_\_\_
- d) Mobile Phone: (optional) (\_\_\_\_\_) \_\_\_\_\_
- e) E-mail Address: (required) \_\_\_\_\_

2. Identification of Others Required to Register

- a) Will any person be required to register as a Lobbyist on behalf of the person or organization identified in Part A(1)(a)? Yes \_\_\_\_\_ No \_\_\_\_\_
- b) If the answer to (a) is "Yes," identify each such person below and provide his/her contact information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Identification of Employer

- a) Identify the person or organization that compensates the registrant for activities requiring this registration:  
Name: \_\_\_\_\_  
Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
- Business Telephone: (\_\_\_\_\_) \_\_\_\_\_
- Email: \_\_\_\_\_
- Nature of Business: \_\_\_\_\_

- b) If, in the course of representing the employer identified in Part A.3(a), the registrant will also be representing other entities for which the registrant is not required to file separate registrations, identify those entities here (if none, indicate "none"). \_\_\_\_\_

4. Registration Information

- a) State the period (include both beginning and ending month, day, and year) for which this registration is effective: \_\_\_\_\_ to \_\_\_\_\_

- b) Identify the matters on which the registrant expects to act, or employ someone to act, during the registration period: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PART B. REGISTRANT'S CERTIFICATION**

1. Certification of Training Compliance

I hereby certify by checking one of the two options below that I am in compliance with the mandatory training requirements of M-NCPPC Administrative Practice 5-61 (Lobbying Disclosure), Section V:

I am current in my training status. Date of most recent training (no more than 2 years ago): \_\_\_\_\_

I have not yet been a Lobbyist for 6 months but will complete training prior to 6 months from my registration.

2. Certification of Authorization to Lobby

I am authorized to act on behalf of the employer/entity identified in Part A(3)(a) for the period set forth in Part A.4(a) and as to the matters set forth in Part A(4)(b) herein unless this authority is terminated sooner. This authorization has been granted to me by (identity of official granting authorization):

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**PART C. EXEMPTION STATUS OF EMPLOYER**

An employer who compensates one or more Lobbyists is required to separately register as a Lobbyist, **UNLESS** all expenditures requiring registration will be filed by one or more of the Lobbyists compensated by the employer. Please indicate status below (CHECK ONLY ONE).

- a)  The employer does claim an exemption from filing its own registration and activity reports because all expenditures requiring registration and reporting will be reported by the above or another registrant acting on its behalf, and the employer engages in no other Lobbying activity that requires it to register and report.
- b)  The employer does not claim an exemption from filing its own registration and activity reports. The above registrant will report only expenditures and compensation regarding the above registrant's activity. A separate registration will be submitted by the employer listed in Part A(3).

I hereby make oath or affirm under penalties of perjury that the contents of this registration are complete, true and correct to the best of my knowledge, information and belief and that I am authorized to engage in Lobbying for the employer set forth in Part A(3) above.

Signature of Lobbyist: \_\_\_\_\_

Date: \_\_\_\_\_