

**Administrative Procedures for Policy #1740 (Administration) of the Board of Education
Regarding Ethics: Lobbying Disclosure**

- I. Definitions
 - A. All definitions are found in Administrative Procedure 1740.1 of the Board of Education Regarding Ethics Definitions.
- II. A person shall file a lobbying registration statement with the Ethics Panel or office designated by the Panel if the person:
 - A. Personally appears before any school official or employee with the intent to influence that person in performance of the official duties of the official or employee; and
 - B. In connection with the intent to influence, expends or reasonably expects to expend in a given calendar year in excess of \$500 on food, entertainment, or other gifts for officials and employees of the Board of Education or school system.
- III. A person shall file a registration statement required under this section on or before the later of January 15 of the calendar year or within five days after first performing an act that requires registration in the calendar year.
 - A. The registration statement shall identify:
 1. The registrant;
 2. Any other person on whose behalf the registrant acts; and
 3. The subject matter on which the registrant proposes to make appearances specified in section I. above.
 - B. The registration statement shall cover a defined registration period not to exceed one calendar year.
- IV. Within 30 days after the end of a calendar year during which a person registered under this procedure, the person shall file a report with the Ethics Panel or office designated by the Panel disclosing:
 - A. The value, date, and nature of any food, entertainment, or other gift provided to a school official or employee; and
 - B. If a gift or series of gifts to a single official or employee exceeds \$100 in value, the identity of the official or employee.
- V. The Ethics Panel or office designated by the Panel shall maintain the registrations and reports filed under this procedure as public records available for public inspection and copying