

# Public Agency Lobbying



**Washington State  
Public Disclosure Commission  
PO Box 40908  
Olympia, WA 98504-0908  
(360) 753-1111  
1-877-601-2828 toll free in WA State  
[www.pdc.wa.gov](http://www.pdc.wa.gov)**

# Lobbying includes ...

acting with the intent to influence, in a material way, the adoption or rejection of specific proposed or reasonably anticipated bills, resolutions, motions, amendments, nominations, and other like matters before the state legislature or governor.

What can your agency do?

# Permissible activity:

- Communicating with legislators and/or staff or the governor and/or his staff on matters pertaining to official agency business
- Advocating the official position or interests of the agency
- Requesting necessary legislative action or appropriations through proper official channels
- Communicating with a member of the legislature upon request

**What is prohibited?**

# Not permitted:

- Indirect lobbying
  - Grass roots lobbying
  - Initiatives to the legislature
  - Asking stakeholders to lobby
- Spending public funds for gifts or campaign contributions to any elected official or officer or employee of any agency

# Involvement in the initiative process

- Agencies may not use public resources to support or oppose an effort to get an initiative before the legislature
- Agencies may lobby for passage or defeat of initiatives once they are before the legislature



Activities that are not  
reportable lobbying

# Not reportable ...

- Telephone conversations
- Written correspondence
- A report to the legislature in response to an express request
- Federal/local lobbying

- Communications between or within state agencies or between or within local agencies
- A state agency's appropriation request to OFM and OFM's requests to the legislature for appropriations other than for its own agency budget
- Annual reports or similar official reports required annually or biennially by law

- Preparation or adoption of policy positions within an agency or group of agencies
- In-person lobbying by an elected official\*



\***Non-public funds >\$25** spent by anyone, including an elected official, in connection with an agency's lobbying effort must be reported.

Non-public (personal) funds are usually spent to entertain or buy gifts for state officials or employees.

Reportable lobbying activities

# Reportable:

- In person lobbying  
[except elected officials]
  - Testifying at committee hearings
  - Conversations with legislators and/or staff
  - Conversations with governor and/or staff
- Personal funds >\$25.00  
[including \$ spent by elected officials]
  - Gifts
  - Entertainment

- Travel & per diem costs
- Cost of materials prepared primarily for lobbying
- Payments to consultants and other contractors made in connection with lobbying

L-5 Sample Worksheet

**AGENCY INFORMATION FOR PUBLIC DISCLOSURE QUARTERLY REPORTS**

**PERIOD COVERED** (check one)

- January/February/March
- April/May/June
- July/August/September
- October/November/December

**REPORT STATUS** (check one)

- Reportable Activity
- No Reportable Activity

Full Name of Official/Committee	DESCRIPTION OF LOBBYING ACTIVITY <i>(Include subject - HB/SB - Support/Oppose/N/A)</i>	LOBBYING EXPENDITURES				
		DATE	HOURS/M INUTES	TRAVEL & PER DIEM	PRINTING	CONTRACTURAL
			0.00	\$0.00	\$0.00	\$0.00

**CERTIFICATION (TO BE SIGNED)**

I certify that this is a true and accurate report to the best of my knowledge.

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



NOTES:

1. All applicable agency staff who are lobbying must complete this form and sign the Certification at the bottom of the form. Please turn this form into the person responsible for filing the agency L-5 report.
2. "Lobbying" means only those in-person meetings with state legislators and/or legislative staff to influence state legislation, or in-person contacts with other agency staff to influence their rules which includes testifying at hearings. *Attendance at the hearing or communication by telephone or in writing does not constitute lobbying.*
3. The description of lobbying activity should include the subject and bill number (e.g., teacher training, HB 3313) and person(s) or group(s) contacted.
4. Salary costs are computed by multiplying the hourly rate of the employee (monthly pay divided by 174 hours) multiplied by the number of hours lobbying, then divided by 522.
5. Any expenditure exceeding \$15 of personal or non-public funds for or on behalf of one or more legislators, state elected officials, or state public officers or employees in connection with in-person lobbying should be listed on a separate page. Examples of reportable expenditures include entertainment, meals, and campaign contributions. The name of the individual spending the funds, the date of expenditure, the source and amount of funds, and the name of the individual receiving the funds should be identified.