

HONOLULU ETHICS COMMISSION

Mission Statement

To ensure that all employees, elected officials, and appointed officers demonstrate the highest standards of ethical conduct so that the public may have trust and confidence in the integrity of government.

“We hold the public’s trust.”



Honolulu Ethics Commission

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ETHICS GUIDANCE for CITY LOBBYISTS

**Registrations, Annual Reports
Due by January 10th Each Year**

Q: AM I A LOBBYIST?

A: You are a lobbyist if you are paid to influence, directly or indirectly, the City's policy making process.

The "policy making process" includes city officer or employee actions on a bill, resolution, rule, regulation, standard, rate, or other regulatory law.

Register with the Ethics Commission by Jan. 10th of each year or within 5 days of lobbying the City. Report your lobbying activities for the preceding calendar year by Jan. 10th of each year.

Q: WHERE CAN I FIND LOBBYIST FORMS?

A: The Ethics Commission website: www.honolulu.gov/ethics. Notarize your registration form and have an officer of the organization you represent authorize you to lobby. Notarize your annual report and show expenditures, compensation, subjects on which you lobbied, and decisions you sought to influence.

The State Constitution requires the City to adopt a code of ethics, including lobbyist regulation. The City implemented this mandate by declaring that identification of those who engage in efforts to persuade the City Council or city officers would preserve and maintain the integrity of the policy making process. The purpose of lobbyist regulation is to make available to city officials and the public information on lobbyist activities.

YOU ARE NOT A LOBBYIST IF YOU ...

- Express your personal opinion at a city public hearing.
- Appear in your official capacity as a federal, state, or county official.
- Appear in your official capacity as an elected public official.
- Own, publish, or are employed by a newspaper or regularly published periodical.
- Represent a church to protect the public right to practice the church's doctrines.
- Are an unpaid volunteer for a nonprofit organization that designates you as its representative in a letter to the Ethics Commission.

This brochure is a general guide and not legal advice.