

HONOLULU ETHICS COMMISSION

Instructions for Lobbyist Registration Form

These instructions are designed to assist you, as a lobbyist, in completing the lobbyist registration form. If the instructions do not answer your questions, please contact the Honolulu Ethics Commission (“Commission”) at (808) 768-9242 or ethics@honolulu.gov.

WHO MUST FILE

Under Revised Ordinances of Honolulu (ROH) §3-13.3(a), a “lobbyist” must register with the Commission within five days of becoming a lobbyist. A “lobbyist” also must file an annual report with the Commission.

“Lobbyist” means any person who engages oneself for pay or other consideration for the purpose of influencing, directly or indirectly, and whether by such person or through any agent or employee or other person in any manner whatsoever, the policy making process of the City and County of Honolulu. A person who accepts membership dues or contributions made, or a fee or salary paid, with the understanding that the person accepting the same intends to devote a portion of the funds contributed or the time for which the salary is paid to lobbying activities shall be deemed to have “engaged oneself” to conduct such activities.

“The policy making process” means any action taken by an officer or employee of the City and County of Honolulu with respect to any bill, resolution or other measure in the city council, or with respect to any rule, regulation, standard, rate or other regulatory enactment of any city agency.

You are not a lobbyist and do not need to register as a “lobbyist” and submit an annual report if:

- (1) you appear at a public hearing before the council, its committees or city agencies to express your opinion on pending legislation and/or rules and regulations involved in the city’s policymaking process;
- (2) you are a federal, state, or county official or employee acting in your official capacity;
- (3) you are an elected public official acting in your official capacity;
- (4) you own, publish, or are employed by a newspaper or other regularly published periodical, radio or television station, which in the ordinary course of business publishes news items, editorials or other comments, or paid advertisements, which directly or indirectly urge the taking of legislative or executive action and engage in no further or other activities in connection with influencing decisions in the policy making process;
- (5) you represent a bona fide church solely for the purpose of protecting the public right to practice the doctrines of the church; or

- (6) you are an unpaid volunteer representing a nonprofit organization, association or corporation; provided that the organization, association or corporation:
- (A) is registered as a lobbyist; and
 - (B) files a written authorization with the Commission specifically designating such person to represent it; and such persons may engage in lobbying activities without registering as a “lobbyist.”

WHERE TO FILE

File the lobbyist registration form with the Honolulu Ethics Commission. You can (1) e-mail your completed form to the Commission at ethics@honolulu.gov (attach your form as a PDF to your e-mail), or (2) deliver or mail your completed paper form to the Honolulu Ethics Commission, 925 Dillingham Boulevard, Suite 190, Honolulu, Hawaii 96817.

HOW TO COMPLETE THE LOBBYIST REGISTRATION FORM

The lobbyist registration form is fillable online. If you lobby for more than one person or organization, submit a separate registration form for each person or organization that you represent. Registration forms are available on the Commission's website at www.honolulu.gov/ethics.

PART I LOBBYIST INFORMATION

Fill in your full name, mailing address (street address or P.O. Box and email address) and telephone number, as well as your immediate employer, if applicable.

PART II.A ORGANIZATION

Indicate the entity you lobby for or represent and the number of members and methods used by members to make policy decisions, if applicable. If not applicable, check the box “n/a.”

PART II.B NO LONGER LOBBYING

Check the box if you are no longer lobbying on behalf of the organization listed in Part II.A. and fill in the applicable date. Notify the Commission within 10 days of ceasing lobbying activities.

PART III DESCRIPTION OF SUBJECT ON WHICH YOU EXPECT TO LOBBY

Indicate the subjects on which you expect to lobby. Fill in specific legislation, if known.

PART IV LOBBYIST CERTIFICATION

Notarize the "Lobbyist Certification" section. This is required by law (ROH §3-13.4).

PART V AUTHORIZATION TO LOBBY

Forward the form to the person or organization for which you lobby to complete the "Authorization to Lobby" section. Written authorization must be given by the president, or an officer delegated such power by the president, or the organization's board of directors.