

Procedure Title:	Lobbyist Registration and Termination				
Procedure Number:	DHS-010-002-02	Version:	1.0	Effective Date:	10/01/2003

10/01/2003

Approved By: DHS Director or Deputy Director

Date Approved

Procedure

Step	Responsible Party	Action
1.	Employee	<p>Receives authorization from manager before engaging in any lobbying activity.</p> <p>Ceases lobbying activity at any time per manager's request.</p> <p>Note: <i>no lobbying without prior authorization.</i></p>
2.	Employee	<p>If approaching 24 hours of lobbying in the current calendar quarter</p> <ul style="list-style-type: none"> • Informs manager • Completes the Department of Administrative Services' <u>Request to Register as Lobbyist</u> form • Completes the Oregon Government Standards and Practices Commission (GSPC) <u>Individual Lobbyist Registration Statement</u> form
3.	Manager	<p>Approves or disapproves registration request.</p> <ul style="list-style-type: none"> • If approved, forwards application for Assistant Director's approval. • If disapproved, ensures employee ceases all lobbying activity.
4.	Assistant Director	<p>Approves or disapproves registration request.</p> <ul style="list-style-type: none"> • If approved, forwards approved application to DHS' Legislative and Intergovernmental Relations Manager. • If disapproved, notifies employee's manager.
5.	Manager	<p>Notifies employee of application status.</p> <ul style="list-style-type: none"> • If application is disapproved, ensures that employee

		ceases all lobbying activity.
6.	Director/Deputy	<p>Approves or disapproves application.</p> <ul style="list-style-type: none"> • If approved, forwards original application to DAS for approval, maintains copy in Director's Office files, and forwards copy to employee's manager. • If disapproved, writes "denied" on application, returns application to employee's manager, and maintains copy in Director's Office files.
7.	Manager	<p>Notifies employee of application status.</p> <ul style="list-style-type: none"> • If application is disapproved, ensures that employee ceases all lobbying activity.
8.	DHS' Legislative and Intergovernmental Relations Manager	Maintains copies of approved and disapproved registrations on file for four years.
9.	Cluster Legislative Coordinator	Forwards copy of DAS approved application to DHS' Legislative and Intergovernmental Relations Manager.
10.	DHS' Legislative and Intergovernmental Relations Manager	Maintains copy of DAS approved application for four years.
11.	Employee	<p>Terminates registered lobbyist status with the GSPC when lobbying activities no longer require registration, e.g. at the end of a legislative session.</p> <ul style="list-style-type: none"> • Completes the GSPC Lobbyist Termination form • Forwards a copy of the completed form to DHS' Legislative and Intergovernmental Relations Manger • Submits completed form to the GSPC
12.	Cluster	Will retain all documentation related to lobbyist registration and termination for four years.

Policy that applies:

[DHS-010-002, Working with the Legislature](#)

Form(s) that apply:

[GSPC Individual Lobbyist Registration Statement](#)

[GSPC Lobbyist Termination](#)

Contact(s):

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Procedure History:

- **Version 1.0:**

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Keywords:

(List keywords here that might be used by someone to search for this policy on the internet)

