

City of Albuquerque Lobbyist Requirements

Frequently Asked Questions

Registering as a Lobbyist

1. Am I required to register as a lobbyist?

The City's Lobbyist and Lobbyist Organization Registration and Disclosure Ordinance ("Lobbyist Ordinance"), ROA 1994, Sections 2-3-1 to -8, defines a lobbyist as: "Any individual who is directly or indirectly compensated for the specific purpose of lobbying; is designated by an individual, interest group, or organization or entity to represent it on a substantial or regular basis for the purpose of lobbying; or in the course of his employment is engaged in lobbying on a substantial or regular basis." ROA 1994, § 2-3-3.

All lobbyists and lobbyist organizations must be registered with the City within 48 hours of providing any service or lobbyist campaigning covered by the Lobbyist Ordinance. ROA 1994, § 2-3-4.

2. What if I work for a business entity that has one or more employees who are subject to the registration requirement? Who is required to register?

Section 2-3-4 of the City Charter requires either the lobbyist or the lobbyist organization to register.

If the lobbyist chooses to register individually, the lobbyist will be required to submit the registration and pay the registration fee. The lobbyist's employer will not be required to submit a registration for the lobbyist as well.

3. When is my annual registration period?

| Registration Dates | Initial Registration Payment Due |
|-------------------------|----------------------------------|
| January 1 – March 31 | April 1 – April 10 |
| April 1 – June 30 | July 1 – July 10 |
| July 1 – September 30 | October 1 – October 10 |
| October 1 – December 31 | January 1 – January 10 |

4. What are the fees?

- Initial Lobbyist Registration: \$25
- Initial Lobbyist Registration for Business Association: \$50
- **Fees will be waived for any lobbyist registering in 2021.**

5. What is an Official Action?

The action or non-action of a City Official related to any legislative, policy making or rulemaking proceeding or any proposed ballot measure as defined in the Charter of the City of Albuquerque. ROA 1994, § 2-3-3.

6. How do I terminate my registration as a lobbyist?

If a registrant has not engaged in any lobbying in twelve months, the registrant may file a **Notice of Discontinuation of Lobbying** with the City Clerk. Once such notice is filed with the City Clerk, the registrant will no longer be responsible for filing quarterly reports. In the event that the registrant seeks to resume lobbying, they will be required to re-register. ROA 1994, § 2-3-4(F).

Reporting Requirements for Registered Lobbyists

7. What am I required to file?

Any individual or business entity meeting the definition of either a lobbyist or lobbyist organization in Section 2-3-3 must complete a Lobbyist Registration Form within 48 hours of any service or lobbying campaigning covered in the Lobbyist Ordinance.

In addition, any registrant must file a quarterly activity report between the first and tenth day in April, July, October and January to report on the registrant lobbying activities during the previous calendar quarter.

8. What review of the Lobbyist Report Form will occur?

Within 30 days of their submission, lobbyist registrations and quarterly activity reports will be reviewed by the City Clerk for facial compliance, timeliness, and apparent completeness.

The City Clerk will give notice of any apparent violations of the form, and give registrant 14 business days for voluntary compliance.

If registrant does not comply, the City Clerk will provide notice to the City Attorney of the apparent violation. See ROA 1994, § 2-3-5.

9. How do I complete the Official Action portion of the Lobbyist Reporting Form?

For each official action a lobbyist will lobby, a separate registration form shall be completed. For each official action, the registration must complete the specific description, the client for whom they are lobbying on behalf of for this specific official action, and check all subject matters that apply. For a complete description of the requirements, please reference Section 2-3-4(A) of the Lobbyist Ordinance.

10. If representing a coalition do I need to report every individual member?

Section 2-3-3 defines Client as: "[T]he real party in interest for whose benefit the services of a lobbyist are actually performed. An individual member of a business, association, or organization shall not be deemed to be a 'client' solely by reason of the fact that such member is individually represented by an employee or agent of the same as a regular part of such employee's or agent's duties or responsibilities as long as such member does not pay an amount of money or other consideration specifically for the purpose of representation in lobbying capacity."

11. What information will be posted online?

Links to PDFs of the annual registration forms, quarterly activity reports, and notice of discontinuation of lobbying reports will be made available on the Campaign Finance Website.

12. When are the Quarterly Activity Reports due?

| Quarter | Activity Start Date | Activity End Date | Report Due Date |
|---------|---------------------|-------------------|------------------------|
| Q1 | January 1 | March 31 | April 1 – April 10 |
| Q2 | April 1 | June 30 | July 1 – July 10 |
| Q3 | July 1 | September 30 | October 1 – October 10 |
| Q4 | October 1 | December 31 | January 1 – January 10 |

13. How are my reports submitted?

Lobbyists or Lobbyist Organizations will need to register on the City of Albuquerque’s Campaign Finance Website: <https://campaignfinance.cabq.gov/>

Once your registration on the site has been accepted, you will receive an email notification. Once you are logged into your account, you can download the [Lobbyist Registration Form](#) from the City Clerk’s website and upload the completed form on your “home page” in the “document images” section. More detailed instructions can be found on the PPT Lobbyist Training on the City Clerk’s website.

14. If I have no activity to report for the reporting period, do I need to file a Quarterly Activity Report?

Yes. The Quarterly Activity Report must be submitted every quarter even if there is no activity, for as long as you are a registered lobbyist with the City of Albuquerque. The quarterly activity report allows for the option of a “Statement of No Activity.”