

LOBBYIST ORDINANCE

Requirements for Lobbyists



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Overview

- **Chapter 2, Article 3:** Lobbyist and Lobbyist Organization Registration and Disclosure Ordinance
- **Ordinance O-19-57:** Updates to registration requirements, forms and enforcement
- **Annual registration fees and late fees**

Who must register as a lobbyist?

- § 2-3-3 defines 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.
- **Within 48 hours of any service or lobbyist campaigning** covered by the Lobbyist and Lobbyist Organization Registration and Disclosure Ordinance commences, any individual who is initially employed or retained as a lobbyist or any lobbyist organization shall register with the City Clerk filing a single registration statement.

What registration forms are required?

- Initial registration form for each official action lobbies
- Annual renewal form
- Quarterly activity reports
- Notice of Discontinuation of Lobbying (“Termination Report”) if registrant hasn’t participated in lobbying activity for 12 months and would like to terminate his/her registration

What are the filing fees?

- Initial Lobbyist Registration: \$25
- Initial Lobbyist Registration for Business Association: \$50
- **Fees have been waived for registrations in 2021 and 2022**

What are the filing schedules?

ANNUAL FILING SCHEDULE

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

QUARTERLY FILING SCHEDULE

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

What happens after I submit my form?

- Upon submission of an annual, quarterly, or termination report, the City Clerk's office will have 30 days to verify form for facial compliance.
- If the City Clerk's office finds any apparent violations in the report, the registrant will be offered 14 days for voluntary compliance.
- If registrant does not comply with the offer of voluntary compliance, the City Clerk's office will alert the City Attorney's office of the apparent violation.

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How Do I Register?

Registration lives on the City of Albuquerque's Campaign Finance Website:

<https://campaignfinance.cabq.gov/>

To begin, register as a lobbyist in the system:

The screenshot shows the City of Albuquerque Campaign Finance System Registration page. The header includes the City of Albuquerque seal and the text "CITY OF ALBUQUERQUE CAMPAIGN FINANCE". The navigation menu contains "Home", "Public Site", "Registration", and "Filer Login". The page title is "Campaign Finance System Registration" with a version number "v 20200622.1". A "Help with this page" link is visible. The registration form has a section "Select type of committee:" with three radio button options: "Candidate", "Measure Finance Committee", and "Lobbyist". The "Lobbyist" option is selected. At the bottom right, there are "Register" and "Cancel" buttons. A blue arrow points to the "Registration" menu item, and another blue arrow points to the "Register" button.

Home Public Site Registration Filer Login

Campaign Finance System Registration | v 20200622.1

Help with this page

Select type of committee:

- Candidate
- Measure Finance Committee
- Lobbyist

Register Cancel

How Do I Register?


On the registration page, fill out all the required fields.

When you've completed the form, click the "Add to List" button.

You will be able to add an Alternate Contact to your profile if you'd like. Once you fill out their information, click "Add to List."

Once all the contacts have been entered, click "Submit."

Registration | v 20210520.1

 Help with this page

Lobbyist Details

Registration Date*
Lobbyist Email*
Lobbyist Purpose*
Lobbyist Website

Lobbyist Office Details

Registering a Lobbyist in this system requires registration of a lobbyist and allows for alternate contacts to a lobbyist registration. A Lobbyist may list as many Alternate Contacts as desired and may request training on the Reporting System.

Select the 'Role' type from the dropdown box, then fill in all required fields, Click the Add to List button to save the specified contact's information.

Required fields are indicated by red asterisks.

Role*

First Name*

Middle Name

Last Name*

Suffix

Address*

City*

State*


Zip*


Area Code*

Phone*

Needs Training?

Email Address*





How Do I Register?

Once you've submitted your registration in the Campaign Finance System, you will receive an email notification along with a login and password.

The Lobbyist Registration Form, both annual and quarterly, can be downloaded from the City Clerk's website here:

<http://www.cabq.gov/clerk/registered-lobbyists>

Please fill out the form electronically.

You can then upload the form into your Campaign Finance Home Page under "Document Images."

If you have any questions about this process, please contact the City Clerk's Office at cityclerk@cabq.gov

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