



# UNEXECUTED LOBBYING AGREEMENT FORM

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## *Instructions and Lobbying Agreement Form*

### UNEXECUTED LOBBYING AGREEMENT - WHEN TO USE

If you are a Retained Lobbyist who is prepared to register with the Commission, but has not received the signed (executed) Lobbying Agreement/contract back from your Client, you may avoid statutory late fees provided the following criteria are met and actions are taken:

1. You have **not** already been granted an extension from the Commission related to that specific Statement of Registration or Registration Amendment.

**NOTE:** If you have submitted an extension request but have not received approval from the Commission, you may request to retract your extension request in order to submit an ***Unexecuted Lobbying Agreement Form***.

2. You have **timely\*** submitted your Statement of Registration, or Registration Amendment, and uploaded **both** of the following documents:

(a) the copy of the Lobbying Agreement/contract that was provided to the Client for signature;

**and**

(b) the completed form entitled '***Unexecuted Lobbying Agreement Form: Retained Lobbyist***', as provided by the Commission.

#### **\*To be considered timely:**

- A Registration must be submitted within 15 days of the actual 'start' date referenced in the Lobbying Agreement/contract that is awaiting the Client's signature.
- A Registration Amendment must be submitted within 10 days of the execution date.

3. The Lobbying Agreement/contract must be fully executed (signed) **within 30 days of the original submission date** of the Statement of Registration or Amended Statement of Registration. (The original submission date is the date the Filing was submitted that contained both the unsigned Lobbying Agreement/contract **and** the '***Unexecuted Lobbying Agreement Form: Retained Lobbyist***').)

(a) Filers may provide their own agreement/contract, or they may use the '***Lobbying Agreement Form – Retained Lobbyist***' available on the Commission website.

*Revised 6/28/2022*

4. Once the Lobbying Agreement/contract has been executed, the Retained Lobbyist must submit a Registration Amendment within 10 days of the execution date, and include either:

(i) a copy of the executed (signed by both parties) Lobbying Agreement/contract;

**or**

(ii) the “**Lobbying Agreement Form – Retained Lobbyist**” (signed by both parties), as provided by the Commission. (submitted in lieu of a signed Agreement/contract)

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*NOTE: You are **prohibited by law** from performing any Lobbying Activity or receiving **Compensation** toward such activities until a completed STATEMENT OF REGISTRATION (OR REGISTRATION AMENDMENT,) including an executed Agreement or the executed form entitled ‘Lobbying Agreement Form – Retained Lobbyist,’ is filed with the Commission.*

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**EXAMPLE OF TIMELY SUBMISSION OF A REGISTRATION AND AMENDMENT:**

Lobbyist submits a Statement of Registration on January 30<sup>th</sup> (with a start date of January 15<sup>th</sup>) and includes a copy of the unexecuted Agreement and the completed form entitled “**Unexecuted Lobbying Agreement Form – Retained Lobbyist**”. The Client signs (executes) the Agreement on March 1<sup>st</sup>. The Lobbyist then submits a Registration Amendment, including the copy of the fully executed Agreement, to the Commission by March 11<sup>th</sup>. Both the Statement of Registration and Registration Amendment would be considered timely submitted.



# UNEXECUTED LOBBYING AGREEMENT FORM

## SECTION I — CONTRACT INFORMATION

A Retained Lobbyist that is prepared to register but has not received the signed Lobbying Agreement back from their Client, may submit the following Unexecuted Lobbying Agreement Form (in addition to a copy of the unexecuted Lobbying Agreement) with a Statement of Registration or Registration Amendment.

### LOBBYIST AND CLIENT INFORMATION

Lobbyist Name

Contractual Client Name

Co-Lobbyist Name (If applicable)

### AMENDMENT INFORMATION

Check if amendment to original agreement

Indicate reason for amendment. Check all that apply:

- Adding a Contract  Change in terms (start/end dates)
- Compensation Change
- Add/Remove Co-Lobbyist
- Other (Please specify)

### CONTRACT DURATION\*

Start Date is the first date the Lobbyist has agreed to or been authorized to lobby. The Termination Date is the last date the Lobbyist has agreed to or been authorized to lobby.

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Termination Date\* \_\_\_\_/\_\_\_\_/\_\_\_\_

### COMPENSATION INFORMATION\*\*

See Section III Addendum on following page to enter additional compensation or date ranges.

Pay Frequency (select one)

- Hourly  Daily  Weekly  Bi-Weekly  Annually
- Monthly  Quarterly  One Time  Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

Check if services are being provided Pro Bono

## SECTION II — OTHER SERVICES AND SIGNATURES

### OTHER SERVICES

Will other services, in addition to lobbying, be provided by the individuals authorized to lobby?  YES  NO

### SIGNATURE

*This form must be signed by the Responsible Party of the Principal Lobbyist. (Note: The Lobbyist is using this form because the Client has not returned an executed Agreement to the Lobbyist within the timeframe needed to submit a timely Statement of Registration/Amendment).*

LOBBYIST SIGNATURE X

PRINT NAME

DATE

### NOTES:

\**For month-to-month agreements*, the Termination Date shall be presumed to be the end of the current biennial period, unless otherwise specified.

\*\* *Regarding Compensation:*

- If the retainer is based on a daily or hourly rate, the fee per day or per hour must be reported;
- If multiple parties with multiple hourly rates will be covered by the retainer, all rates shall be disclosed.

## SECTION III — ADDENDUM (OPTIONAL)

Enter additional compensation information below, continued from first page. If your Lobbying Agreement includes varying dates and/or compensation amounts, the information for ALL durations and compensation amounts must be disclosed. Indicate each unique compensation and/or duration in a separate box.

Example:

### Duration/Compensation Amount 1

- Start Date: 1/1/21
- Termination Date: 12/31/21
- Compensation Amount: \$1,000 per month

### Duration/Compensation Amount 2

- Start Date: 1/1/21
- Termination Date: 1/31/22
- Compensation Amount: \$500 per month

#### A. DURATION/COMPENSATION\*\*:

Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section I.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

#### B. DURATION/COMPENSATION\*\*:

Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section I.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$

#### C. DURATION/COMPENSATION\*\*:

Amount and Pay Frequency and/or rate of pay. Include Start Date and Termination Date only if dates differ from contract dates given in Section I.

Start Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Termination Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Pay Frequency (select one)

- Hourly       Daily       Weekly       Bi-Weekly       Annually
- Monthly       Quarterly       One Time       Range \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Compensation Amount \$