

LOBBYING REGISTRATION AND REPORTING FAQ

On June 11, 2003, the Washington Suburban Sanitary Commission (WSSC) adopted a Code of Ethics which, among other things, requires lobbyists to register and to file reports regarding lobbyist activity with the Board of Ethics. This FAQ sheet was compiled to assist lobbyists with these new requirements.

Question: Who must register as a Lobbyist?

Answer: Generally, any individual or organization that communicates with a Commissioner or WSSC employee to influence executive or administrative action by WSSC. For monetary thresholds and other specific requirements, please refer to Article 6 of the WSSC Code of Ethics.

Question: When must a lobbyist register with WSSC?

Answer: Preferably prior to the commencement of any lobbying activity, but in any event, not later than five days after an individual or organization undertakes activity which qualifies it to file the lobbyist registration.

Question: To whom should I send the lobbyist registration and reporting forms?

Answer: Please mail all forms to the Board of Ethics, c/o Internal Audit, Washington Suburban Sanitary Commission, 14501 Sweitzer Lane, Laurel, MD 20707.

Question: When are the lobbyist reporting forms due?

Answer: For the July 1 through December 1, 2003 reporting period, the reporting forms must be filed by January 31, 2004. For the January 1 through June 30, 2004 reporting period, the forms must be filed by July 31, 2004.

Question: Will the lobbyist reporting forms be made available on WSSC's website?

Answer: Yes, they will be available in PDF format on the website no later than January 1, 2004.

Question: Where can I obtain a copy of the Code of Ethics?

Answer: To view and/or copy the Code of Ethics, please call Lucretia Morris, Acting Secretary of WSSC at 301-206-8200. The fee for copying is \$.25 per page.

