

## City Commission Policy 126

### Disclosure of Representation

---

DEPARTMENT: Treasurer-Clerk

DATE ADOPTED: May 26, 1993

DATE OF LAST REVISION: September 25, 2013

#### **126.01 AUTHORITY:**

- City Commission

**126.02 PURPOSE:** The purpose of this policy is to require that persons who appear before the City Commission, Target Issue Committees, or Advisory Boards disclose the person(s), firm or company he or she is representing, if other than themselves or member of their immediate family. This disclosure is essential when these persons are being compensated either directly or indirectly for such representation.

#### **126.03 DEFINITIONS:**

**Representative:** A person shall be deemed to be acting as a representative if he is directly in the employ of or being paid a fee by another, or will receive other economic benefit to speak on behalf of another.

**126.04 GENERAL STATEMENT:** It is the policy of the City Commission to comply both with the letter of the law and general intent of the "Sunshine Law" in order to maintain a government that is open to all citizens. To this end, any individual who wishes to influence the actions of the City must likewise disclose his or her relationship(s) with those he or she represents.

**126.05 SCOPE AND APPLICABILITY:** This policy will be applicable to all individuals who appear before a City Commission, Target Issue, Target Issue Committee, or Advisory Board meeting as defined in City Commission Policy No. 108.

#### **126.06 GUIDELINES:**

1. All persons who wish to address the City Commission, Target Issue Committee, or Advisory Board will be required to complete a speaker's form prior to making any remarks. All categories on the speaker's slip should be completed for purposes of the official record. All speakers who are being compensated directly or indirectly for such representation must identify the individual, firm or business being represented. Prior to the appearance of the speaker, the Clerk of the meeting or other official will state, for the official record, the person(s) the speaker is representing.
2. Notice of this policy will be included on the speaker's slip form used to register appearances at meetings. Additionally, notice of the requirements of the Lobbyist Registration Ordinance shall be posted in the City Commission Offices.
3. Pursuant to Section 2-339 of the General Code of Ordinances, persons who are compensated to lobby on behalf of entities are required to register annually with the City Treasurer-Clerk, submit a listing of all clients (principals) represented and pay a \$25 fee

for each principal so represented. In addition, registered lobbyists are required to file quarterly compensation reports disclosing the ranges of compensation received from each principal represented.

**126.07 AMENDMENTS:** It shall be the responsibility of the City Treasurer-Clerk to administer this policy and make recommendations for amendments after consultation with other appointed officials.

**126.08 EFFECTIVE DATE:** This policy will become effective immediately upon adoption by the City Commission and will remain in effect until revised or repealed.

Revision History:

Adopted: May 26, 1993

January 25, 2012

September 25, 2013