



No. 5-61

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LOBBYING DISCLOSURE

AUTHORITY	This practice was approved by the Commission November 9, 1983. It was last revised January 19, 2022 by the Commission.
APPLICATION	This Practice applies to all individuals or groups who Lobby Commissioners and employees (including appointees) of the Maryland-National Capital Park and Planning Commission for the purpose of influencing executive, administrative, legislative, or quasi-legislative action of the Commission, the Planning Boards, as well as agency employees. Lobbying provisions applicable to the Merit System Board may be found in the Merit Board's Rules of Procedures.
PURPOSE AND BACKGROUND	<p>To ensure that Lobbying the Maryland-National Capital Park and Planning Commission, the Montgomery County Planning Board, the Prince George's County Planning Board, for the purpose of influencing any administrative, legislative, quasi-legislative, or executive action, does not violate ethical norms or erode the highest trust placed by the public in Commissioners, appointees, and employees of the Commission.</p> <p>Subsequent to the initial adoption, the Practice has been amended as follows:</p> <ul style="list-style-type: none">▪ June 12, 1985: Revised to reflect the Practice applies to Lobbying appointees and the Merit System Board; clarify Lobbying applies to attempting to influence legislative or quasi-legislative actions; and add definitions for legislative or quasi-legislative functions.• January 19, 2022: Revised to update definitions and references; clarify Lobbyist registration requirements and exemptions; add provisions for reports to the Chief Administrative Officers of Montgomery County and Prince George's County; add training requirement; add reference to public inspections of Lobbyist records; and reflect Lobbying provisions applicable to the Merit System Board may be found in the Merit Board's Rules of Procedures.
REFERENCES	<ul style="list-style-type: none">• Maryland Public Ethics Law, General Provisions Article, Title 5, Annotated Code of Maryland.• Merit System Rules and Regulations, Chapter 1800, Political Activities• M-NCPPC Notice 14-04, Employee Conduct with Respect to Political Activities

**REFERENCES
(Continued)**

- M-NCPPC Administrative Practices addressing gifts, including, but not limited to:
 - Practice 2-24, Ethics
 - Practice 2-72, Conditions for Acceptance of Awards from Outside the Commission
 - Practice 4-10, Purchasing Policy

DEFINITIONS

Commission: Means the Maryland-National Capital Park and Planning Commission (“M-NCPPC” or “agency”).

Compensation: Means the payment or, if earlier, the accrual of an obligation to pay, any salaries, fees and the actual cost of fringe benefits reasonably allocable in exchange for Lobbying activities undertaken by any employee, contractual employee, consultant or other independent third-party contractor of any nature.

Commission Action: Means any executive, administrative, legislative, or quasi-legislative action taken formally by the Commission, the Planning Boards, an officer or other official so designated by the Commission. Commission Actions include:

- a) Authorizing a grant, credit, or other subsidy from the Commission,
- b) Awarding a procurement contract,
- c) Preparing and adopting resolutions, rules, regulations, and policies to direct the operation of the Commission, the Planning Boards, and other agency functions,
- d) Making recommendations for the General Plan, area master plans, functional master plans, sector or small area plans, and any amendments to any such plans; , revisions to the subdivision regulations and zoning text amendments; as well as sectional and district map amendments.

Grassroots Lobbying Activity: Means hiring or engaging one or more third parties for the express purpose of soliciting others to communicate with a Commission official or employee to influence a Commission Action.

Individual or entity: Means any person, organization, unincorporated association, or other legal entity.

Lobbying: Means any communication undertaken for compensation that is directed to a member or employee of the Commission for the purpose of directly or indirectly influencing any Commission Action, including any Grassroots Lobbying Activity.

Lobbyist: Means any individual or entity that engages in any Lobbying or hires a third-party to engage in Lobbying.

POLICY

I. Who Must Register as a Lobbyist

- A. A Lobbyist is required to register unless the individual or entity: (i) qualifies for an exemption set forth in Subsection I(B); or, (ii) does not exceed any *de minimus* spending threshold set forth in Subsection I(C).
- B. An individual or entity is not required to register during a reporting period if one of the following exemptions applies:
1. Government and Related Entities. The individual or entity is a government entity, the Metropolitan Washington Council of Governments, Maryland Association of Counties, the Maryland Municipal League, a comparable quasi-governmental agency designated by the Executive Director for this purpose by giving written notice in advance, or an employee of such an organization acting within the scope of their official duties;
 2. Certain Public Interest Organizations. The individual or entity is a news organization, religious institution, or not-for-profit independent college or university that is not attempting to influence a Commission Action related to the regulation of its property or interests related to its property, or an employee of such an organization acting within the scope of their official duties;
 3. Educational Purposes. The individual or entity is a student or educator Lobbying as part of a course or student activity undertaken by an elementary, secondary, or post-secondary school student or student organization;
 4. Work for Hire or By Commission Request. The individual or entity's only communications are (a) limited to work for hire by the Commission, or (b) pertaining to a particular Commission Action undertaken at the request of an agency employee or official authorized to make such request;
 5. Personal Communications. The communications undertaken by the individual or entity are limited to communications directly with, and for hire by, a Commission official or employee acting in their personal capacity to obtain personal legal advice, professional services, or other information for reasons that do not involve official Commission business or a Commission Action;
 6. Sales People. The individual or entity is an employee or bona fide sales agent promoting sales of goods or services for a commercial entity before the Commission and has advertised or otherwise solicited bids or proposals for a specific procurement transaction;
 7. Hiring Third-Party Lobbyists. With respect to a particular Commission Action, the individual or entity does not engage directly in Lobbying but hires one or more third-parties to engage in Lobbying on its behalf, provided that every such third-party registers timely as a Lobbyist in compliance with this Practice.
- C. An individual or entity that engages in any Lobbying and is not exempted for a reason set forth in Subsection I(B) is required to register only if they exceed any of the expenditure thresholds specified, as follows:

1. Compensation Received. The individual or entity actually or constructively receives Compensation for Lobbying from one or more sources totaling \$2,500 or more during a reporting period;
2. Compensation Paid. The individual or entity pays or incurs Compensation payable to one or more third-parties for Lobbying totaling \$2,500 or more during a reporting period;
3. Grass Roots Spending. The individual or entity pays or incurs Compensation payable for Grass Roots Activities totaling \$1,000 or more during the reporting period;
4. Gifts. In connection with or for the purpose of influencing Commission Action, the individual or entity pays or incurs expenses for gifts having an aggregate fair market value of at least \$100, including meals, beverages, or special events during the reporting period; or
5. Miscellaneous Expenses. In connection with or for the purpose of influencing Commission Action, the individual or entity pays or incurs other expenses for postage, telecommunications services, electronic services, advertising, printing, and delivery services, or similar business expenses having a fair market value of at least \$500.

II. How and When to Register as a Lobbyist

- A. Every individual or entity required to register with the M-NCPPC pursuant to Section I must disclose the following information on a form provided by the agency.
 1. The Lobbyist's name and permanent address;
 2. The name and permanent address of any individual or entity who will Lobby on behalf of the Lobbyist;
 3. The name, address, and nature of business of an individual or entity who compensates the Lobbyist; and
 4. The identification, by formal designation, if known, of each matter on which the Lobbyist expects to Lobby or employs someone to Lobby.
- B. This form must be filed no later than five (5) days after an individual or entity first meets the requirements for registration under this Practice. The maximum allowable period of registration is from January 1 through December 31. The period of registration may not exceed one year and must end by December 31st .
- C. A Lobbyist must register separately for each employer.
- D. Each registration, if applicable, shall include the authorization required under Section III.
- E. Each Lobbyist may file a notice of termination within 30 days after:
 1. Ceasing any Lobbying activity; and
 2. Filing the reports required under this Practice.

III. Authority to Lobby

- A. An entity that engages a Lobbyist for the purpose of Lobbying shall provide a signed authorization for the person to act. If the entity is a corporation or other entity, an authorized officer or agent other than the Lobbyist shall sign the written authorization.
- B. The authorization to act required by Subsection (A) of this section shall include the name and address of the Lobbyist, the period during which the Lobbyist is authorized to act (subject to subsequent modification), and the subject matter on which the Lobbyist represents the entity.
- C. Any individual or entity must not pay any other person a fee or any other compensation that depends on or varies with the success or defeat of any Commission Action.

IV. Reports of Lobbying to the Commission

- A. Each Lobbyist must file a Lobbyist Activity Report with the agency, affirmed under oath, covering the period of January 1st through December 31st of the previous year, by January 31st of the current year.
- B. Failure to timely file a Lobbyist Activity Report may result in a fee of \$10 for each late day, up to a maximum of \$1,000.
- C. For an entity that is required to register as a Lobbyist (i.e., not an individual), an authorized officer or agent of the registrant must sign the form. Each Lobbyist must file a separate activity report for each individual or entity from whom the Lobbyist receives compensation. The report must include:
 - 1. A complete and current statement of the information required to be supplied pursuant to this Practice.
 - 2. Total expenditures on acts requiring registration in each of the following categories:
 - a. Meals and beverages for Commissioners, or employees, or their immediate families;
 - b. Entertainment, including parties, dinners, athletic events, and other functions to which all members of the agency and employees are invited;
 - c. Expenses of food, lodging, and scheduled entertainment of Commissioners and employees for a meeting which is given in return for participation in a panel or speaking engagement at the meeting;
 - d. Expenses for a ticket or free admission to Commissioners and employees to attend charitable, cultural or political events where a Commissioner or employee is invited by the event holder;
 - e. Gifts to or for Commissioners, or employees, or their immediate families;
 - f. Total compensation paid to the registrant not including either expenses reported under subsections (a), (h), (i), (j), (k) or salaries, compensation, and reimbursed expenses for the staff of the registrants;
 - g. Salaries, compensation and reimbursed expenses for staff who were not required to register;

- h. Office expenses of the registrant not reported in subsection (f);
 - i. Professional and technical research and assistance not reported in subsection (f);
 - j. Publications which expressly encourage persons to communicate with Commissioners or employees;
 - k. Names of witnesses, and the fees and expenses paid to each;
 - l. Any other relevant expenses.
3. The name of each Commissioner, or employee, or immediate family member, who has benefited from gifts with a cumulative value of \$75 or more during the reporting period given by the registrant or anyone acting on behalf of the registrant, whether or not the gifts were given in connection with the registrant's Lobbying activities.

For the purpose of this subsection, gifts totaling less than \$20 in a calendar day need not be counted toward the cumulative value of \$75, but if the cumulative value of \$75 is attained or exceeded, each gift of \$20 or more, thereafter, shall be itemized by date, recipient, amount of value, and the nature of the gift. Expenses reported for each meeting, event, or seminar shall be stated with the date, location, and total expense incurred by the registrant but need not be stated with allocation of expenses to each individual participant.

D. The agency may require any registrant to file additional reports as it may deem necessary.

E. Notice to Commissioner or Employee Named in Report

- 1. If any report filed with the Executive Director contains the name of a Commissioner, or employee of the agency or member of their immediate family, the Executive Director shall notify the Commissioner or employee within 30 days, with a copy of such notification sent to the agency.
- 2. Following notification of inclusion of their name in a report filed by a registrant, the Commissioner or employee shall have 30 days to file a written exception or explanation to the inclusion of their name.

V. Training Course

Lobbyists shall complete the M-NCPPC Lobbyist training course within six (6) months of registering with the agency or within two years following the date of the most recently completed training course.

VI. Agency Reports

A. The Executive Director, on behalf of the agency, will:

- 1. Submit a copy of this Practice, inclusive of all future amendments, to the Maryland State Ethics Commission.

2. On or before April 30th of each year:
 - a. Prepare an annual report on the Lobbying before the agency for the previous calendar year.
 - b. Submit the annual report to the Chief Administrative Officer of Montgomery County and Prince George's County, and
 - c. Publish the annual report on the agency's website, www.mncppc.org.

VII. Public Inspection of Lobbyist Records

- A. The agency must maintain all required documents under this Practice and make them available to the public for inspection and copying.
- B. The agency may establish procedures for inspection. The agency may charge fees for copying as permitted by the Maryland Public Information Act, § 4-205, Annotated Code of Maryland.

VIII. Compliance and Enforcement

- A. The Executive Director is vested with the authority to implement and enforce this Practice, including the authority to collect and maintain Lobbying registration and activity reports, as well as to promulgate any forms, internal administrative procedures, and develop online applications or tools deemed necessary or appropriate for such implementation.
- B. The Maryland-National Capital Park and Planning Commission will enforce strict compliance of this Practice, including by reporting any known violations in accordance with Section VI above for this purpose.
- C. Without limiting the generality foregoing, except upon good cause shown, the Executive Director may suspend Lobbying privileges for a Lobbyist who violates this Practice.

APPENDICES:

- A. Lobbyist Registration Instructions and Form
- B. Lobbyist Activity Report Instructions and Form



LOBBYING REGISTRATION FORM

INSTRUCTIONS

BACKGROUND

Each Lobbyist, who is any individual or entity that engages in any Lobbying or that hires a third-party to engage in Lobbying and meets criteria under M-NCPPC Administrative Practice 5-61, must register with the Maryland-National Capital Park and Planning Commission (M-NCPPC). The form must be filed no later than five (5) days after an individual or organization first meets the requirements for registration under M-NCPPC Administrative Practice 5-61 (Lobbying Disclosure).

Lobbying: Means any communication undertaken for compensation that is directed to a member or employee of the Commission for the purpose of directly or indirectly influencing any Commission Action, including any Grassroots Lobbying Activity.

Grassroots Lobbying Activity: Means hiring or engaging one or more third parties for the express purpose of soliciting others to communicate with a Commission official or employee to influence a Commission Action.

Commission Action: Means any executive, administrative, legislative, or quasi-legislative action taken formally by the Commission, the Planning Boards, an officer or other official so designated by the Commission. Commission Actions include:

- A. Authorizing a grant, credit, or other subsidy from the Commission,
- B. Awarding a procurement contract,
- C. Preparing and adopting resolutions, rules, regulations, and policies to direct the operation of the Commission, the Planning Boards, and other agency functions, or
- D. Making recommendations for the General Plan, area master plans, functional master plans, sector or small area plans, and any amendments to any such plans; revisions to the subdivision regulations and zoning text amendments; as well as sectional and district map amendments.

REQUIRED REGISTRATION

- A. A Lobbyist is required to register unless the individual or entity: (i) qualifies for an exemption set forth in Subsection (B); or, (ii) does not exceed any *de minimus* spending threshold set forth in Subsection (C).
- B. An individual or entity is not required to register during a reporting period if one of the following exemptions applies:
 - 1. Government and Related Entities. The individual or entity is a government entity, the Metropolitan Washington Council of Governments, Maryland Association of Counties, the Maryland Municipal League, a comparable quasi-governmental agency designated by the Executive Director for this purpose by giving written notice in advance, or an employee of such an organization acting within the scope of their official duties;
 - 2. Certain Public Interest Organizations. The individual or entity is a news organization, religious institution, or not-

for-profit independent college or university that is not attempting to influence a Commission Action related to the regulation of its property or interests related to its property, or an employee of such an organization acting within the scope of their official duties;

3. Educational Purposes. The individual or entity is a student or educator Lobbying as part of a course or student activity undertaken by an elementary, secondary, or post-secondary school student or student organization;
 4. Work for Hire or By Commission Request. The individual or entity's only communications are (a) limited to work for hire by the Commission, or (b) pertaining to a particular Commission Action undertaken at the request of an agency employee or official authorized to make such request;
 5. Personal Communications. The communications undertaken by the individual or entity are limited to communications directly with, and for hire by, a Commission official or employee acting in their personal capacity to obtain personal legal advice, professional services, or other information for reasons that do not involve official Commission business or a Commission Action;
 6. Sales People. The individual or entity is an employee or bona fide sales agent promoting sales of goods or services for a commercial entity before the Commission and has advertised or otherwise solicited bids or proposals for a specific procurement transaction; or
 7. Hiring Third-Party Lobbyists. With respect to a particular Commission Action, the individual or entity does not engage directly in Lobbying but hires one or more third-parties to engage in Lobbying on its behalf, provided that every such third-party registers timely as a Lobbyist in compliance with this Practice.
- C. An individual or entity that engages in any Lobbying and is not exempted for a reason set forth in Subsection (B) is required to register only if they exceed any of the expenditure thresholds specified, as follows:
1. Compensation Received. The individual or entity actually or constructively receives Compensation for Lobbying from one or more sources totaling \$2,500 or more during a reporting period;
 2. Compensation Paid. The individual or entity pays or incurs Compensation payable to one or more third-parties for Lobbying totaling \$2,500 or more during a reporting period;
 3. Grass Roots Spending. The individual or entity pays or incurs Compensation payable for Grass Roots Activities totaling \$1,000 or more during the reporting period;
 4. Gifts. In connection with or for the purpose of influencing Commission Action, the individual or entity pays or incurs expenses for gifts having an aggregate fair market value of at least \$100, including meals, beverages, or special events during the reporting period; or
 5. Miscellaneous Expenses. In connection with or for the purpose of influencing Commission Action, the individual or entity pays or incurs other expenses for postage, telecommunications services, electronic services, advertising, printing, and delivery services, or similar business expenses having a fair market value of at least \$500.

GENERAL INFORMATION

Notify the M-NCPPC if there is a change in the status of Lobbying during the registration period. The M-NCPPC publishes information on Lobbying Disclosure requirements that are available at its office and on its website, <http://www.m-ncppc.org/lobbying>.

Exempt Employer: An employer is exempt from registration under this provision if it reasonably believes that all expenditures requiring registration will be reported by its Lobbyist and if it will engage in no other act that requires registration. Failure of a Lobbyist to report any information makes the employer immediately subject to all the filing provisions of the M-NCPPC Lobbying Disclosure policy.

Non-Exempt Employer: An employer who does not meet the criteria for exemption is a non-exempt employer who must register and file activity reports. A person, group, organization or business entity registering as a non-exempt employer should check the item (b) in Part C, "Exemption Status of Employer."

PART A. IDENTIFICATION OF REGISTRANT AND EMPLOYER

A(1). Include the **name**, the **permanent address** (where the person can be reached throughout the year), **telephone number**, and **email address**. If an individual registrant is an employee or partner in a business, the name of that business should also be included with the business's permanent address. You must notify the M-NCPPC if the permanent address changes during the registration period or before all required reports have been submitted.

A(2). If anyone will be required to register on behalf of the registrant, list their names and contact information in Part A(2)(b). These individuals will be required to file their own registrations. A non-exempt employer must list any additional Lobbyists employed.

A(3). In Part A(3)(a), list information for the employer that will actually compensate or authorize the registrant to act. In Part A(3)(b), list any additional entity that the registrant will be representing, even though compensation may actually be paid by the entity listed in Part A(3)(a). For example, a registrant may be compensated by a member of a trade association (as identified in Part A(3)(a)), but Lobbying on behalf of the association itself (as identified in Part A(3)(b)). **Part A(3)(b) is not used to identify other employers for whom the registrant is required to file separate registrations.**

A(4)(a). The maximum allowable period of registration is from January 1 to December 31. The period of **registration may not exceed one year and must end by December 31st**. Registration must be received by the Commission **within five days** after first performing an act requiring registration.

A(4)(b). Identify matters on which the registrant intends to act. **Be as specific as possible**. Statements such as "any and all matters" are not sufficient. Notify the M-NCPPC if the matters to be lobbied change substantially during the registration period.

PART B. REGISTRANT'S CERTIFICATION

B(1). A Registrant must indicate status of compliance with mandatory training requirements of Administrative Practice 5-61 (Lobbying Disclosure).

B(2). A registrant must certify that he/she is authorized to act on behalf of the person, group, organization or business entity named in Part A(3)(a) (and Part A(3)(b), if any) of the form. Identify the name, title and contact information of the individual who provided that authorization on behalf of the employer.

PART C. EXEMPTION STATUS OF EMPLOYER

Prior to completing this section, please review the section of these instructions under GENERAL INFORMATION entitled "Exempt Employer." Complete this section by **checking either (a) or (b)**. The purpose of this section is to ensure that all expenses in support of the Lobbying activity are reported without duplication; therefore, the registrant should coordinate the correct selection for this section with the employer and all other Lobbyists for that employer.

REGISTRANT'S SIGNATURE

The registrant must sign their full name under oath or affirmation attesting that the contents of the registration are complete, true and correct and that the registrant is authorized to engage in Lobbying for the employer listed in Part A(3).

WHERE TO SUBMIT THE LOBBYING REGISTRATION FORM

Please email all completed and signed Lobbying registration forms to: lobbying@mncppc.org.

For questions, contact the Office of the Executive Director at: 301-454-1740 or Maryland-National Capital Park and Planning Commission, 6611 Kenilworth Avenue, Riverdale, MD 20737.



THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue • Riverdale, Maryland 20737

LOBBYING REGISTRATION FORM

GENERAL INFORMATION

Lobbyists shall file a separate registration for each employer.

PART A. IDENTIFICATION OF REGISTRANT AND EMPLOYER

1. Identifying Information

- a) Lobbyist's Name: _____
- b) Permanent Address (include business name, if applicable): _____

- c) Business Telephone: (____) _____
- d) Mobile Phone: (optional) (____) _____
- e) E-mail Address: (required) _____

2. Identification of Others Required to Register

- a) Will any person be required to register as a Lobbyist on behalf of the person or organization identified in Part A(1)(a)? Yes _____ No _____
- b) If the answer to (a) is "Yes," identify each such person below and provide his/her contact information:

3. Identification of Employer

- a) Identify the person or organization that compensates the registrant for activities requiring this registration:
Name: _____
Permanent Address: _____

Business Telephone: (____) _____
Email: _____
Nature of Business: _____
- b) If, in the course of representing the employer identified in Part A.3(a), the registrant will also be representing other entities for which the registrant is not required to file separate registrations, identify those entities here (if none, indicate "none"). _____

4. Registration Information

- a) State the period (include both beginning and ending month, day, and year) for which this registration is effective: _____ to _____
- b) Identify the matters on which the registrant expects to act, or employ someone to act, during the registration period: _____

PART B. REGISTRANT'S CERTIFICATION

1. Certification of Training Compliance

I hereby certify by checking one of the two options below that I am in compliance with the mandatory training requirements of M-NCPPC Administrative Practice 5-61 (Lobbying Disclosure), Section V:

____ I am current in my training status. Date of most recent training (no more than 2 years ago):

____ I have not yet been a Lobbyist for 6 months but will complete training prior to 6 months from my registration.

2. Certification of Authorization to Lobby

I am authorized to act on behalf of the employer/entity identified in Part A(3)(a) for the period set forth in Part A.4(a) and as to the matters set forth in Part A(4)(b) herein unless this authority is terminated sooner. This authorization has been granted to me by (identity of official granting authorization):

Name and Title: _____

Address: _____

Telephone: _____

E-mail: _____

PART C. EXEMPTION STATUS OF EMPLOYER

An employer who compensates one or more Lobbyists is required to separately register as a Lobbyist, **UNLESS** all expenditures requiring registration will be filed by one or more of the Lobbyists compensated by the employer. Please indicate status below (CHECK ONLY ONE).

- a) ____ The employer does claim an exemption from filing its own registration and activity reports because all expenditures requiring registration and reporting will be reported by the above or another registrant acting on its behalf, and the employer engages in no other Lobbying activity that requires it to register and report.
- b) ____ The employer does not claim an exemption from filing its own registration and activity reports. The above registrant will report only expenditures and compensation regarding the above registrant's activity. A separate registration will be submitted by the employer listed in Part A(3).

I hereby make oath or affirm under penalties of perjury that the contents of this registration are complete, true and correct to the best of my knowledge, information and belief and that I am authorized to engage in Lobbying for the employer set forth in Part A(3) above.

Signature of Lobbyist: _____

Date: _____

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue

Riverdale, MD 20737

Phone: 301-454-1740 <http://www.mncppc.org/>

LOBBYING ACTIVITY REPORT INSTRUCTIONS

You must file a separate Lobbying Activity Report for each registration at the end of each reporting period (January 1st through December 31st) during all or part of which you are registered as a regulated lobbyist. If you are registered as a regulated lobbyist for all or any part of a reporting period, you must file an Activity Report for that reporting period, even if you did not engage in any lobbying activities, receive any compensation, or incur any expenses for lobbying during the reporting period. **If you had no activity, you should check the box in the instruction section at the top of the Activity Report and complete Parts A and D.**

A regulated lobbyist who is registered to lobby on behalf of more than one employer **must file a separate form for each employer**. Use one Activity Report Form for each registration. Each form should disclose all funds expended in support of the lobbying effort. Each expenditure should be reported only once on the form. If there is more than one regulated lobbyist for an employer or if both the employer and the regulated lobbyist are reporting, you should coordinate report preparation with the other party so that no expenditure is reported on more than one form.

The report for the reporting period (January 1st through December 31st) is due by **January 31st**. The period of registration may not exceed one year and must end by December 31st .

PART A. Identification of Registered Lobbyist and Employer

Sections **A-1, A-2, A-3, and A-4** should include the same information as provided on the Registration Form. If there are any changes from the information on the Registration Form, you must note the changes on the Activity Report.

Section **A-5**: If there is any change to the exemption status of your employer, please explain the change in writing.

PART B. Compensation and Expenses

In this Part, you must report compensation received, or to be received, and expenses incurred for all lobbying related activities during the reporting period. If the regulated lobbyist's employer is entitled to a reporting exemption, the regulated lobbyist must report all of the employer's expenses in support of the lobbying activity. **You should consult with your employer and any other regulated lobbyist(s) engaged by your employer prior to submission of this report to ensure accuracy.**

B-1: In this section, you must list the total expense incurred for meals and beverages for M-NCPPC Commissioners, employees, or their immediate families. Meal expenses for the regulated lobbyist's own meals should be listed in section B-12. Meals and beverages that are part of special events or meetings are reported in sections B-2 and B-3.

B-2: List the date, location, group of invitees and total expense incurred for food, beverages, and incidental expenses for all entertainment, including parties, dinners, athletic events, and other functions to which all members of the Commission and employees have received written invitations.

B-3: In this section, list the date, location and total amount of expenses incurred for food, lodging, and scheduled entertainment of Commissioners and employees in return for participation in panels or for speaking engagements at meetings. This section includes the formal role as a participant on a panel or engagement as a speaker at a meeting that has a published agenda. It does not include mere attendance at a meeting or incidental dialogue at a meeting. If the total amount of expenditures on any one Commissioner or employee is \$200 or more for any meeting, also include the Commissioner's or employee's name and the amount expended for the person at the meeting.

B-4: You should list expenses for a ticket or free admission extended to Commissioners and employees. List only the cost or value of admission to attend a charitable, cultural or political event to which Commissioners and employees were invited by the person sponsoring or conducting the event.

B-5: List the value of all other gifts (other than food or beverages, special events, or meetings reported in items B-1, B-2, and B-3) made to, or for the benefit of, Commissioners or employees or their immediate families.

B-6: List the total compensation paid or to be paid to the registrant for lobbying activities during the reporting period. If the lobbying activities addressed in Part B are only a portion of the services for which the employer compensated the regulated lobbyist, include the prorated amount for lobbying services in this section. If the reported compensation has been prorated, check the box in section B-5. If there are multiple-fee or contract regulated lobbyists within a firm registered for an employer, document the basis for the fee allocation. Do not claim another regulated lobbyist's compensation in this section.

B-7: List the total amount of salaries and other compensation paid or to be paid by the regulated lobbyist to staff for activities during the reporting period. Include expenses incurred by the staff for which they were reimbursed by the regulated lobbyist or employer.

B-8: List the total expenses incurred for operating the regulated lobbyist's office in connection with lobbying activities included in this report. Office expenses may include rent, telephone, utilities, transportation, parking, etc. Do not include expenses reported in sections B-5 and B-6. If a fee or contract lobbyist is not billing office costs directly, it may be sufficient to assume that these costs are included in the amount reported as compensation.

B-9: List the total cost of professional and technical research and other assistance in support of the lobbying activities included in this report. Do not include expenses reported in sections B-6.

B-10: List the total expenses for preparing, printing, and distributing publications or other expenses that expressly encourage people to communicate with Commissioners or employees. This may include salaries, contractual employees, postage, telecommunications, electronic services, advertising, delivery services, or radio, television or billboard advertising. This amount may be prorated to reflect a portion of the publication related to lobbying.

B-11: List the names of each witness and the fees and expenses paid to each. Include the total amount of fees and expenses paid to all witnesses on the line in the column on the right.

B-12: List the total amount of all expenses not otherwise reported that were incurred in support of the lobbying activities included in this report. The regulated lobbyist's own meals and lodging, and mileage or travel reimbursements are listed in this section.

PART C

Identify each Commissioner, employee, and member of their immediate family who has benefited from gifts with a cumulative value of \$75 or more during the reporting period given by the registrant or anyone acting on behalf of the registrant, whether or not given in connection with the registrant's lobbying activities.

Gifts totaling less than \$15 in a calendar day need not be counted toward the cumulative value of \$75, but if the cumulative value is reached or exceeded, each gift of \$15 or more, thereafter, must be itemized by date, recipient, amount of value, and nature of the gift.

PART D

Sign and have notarized.

MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

6611 Kenilworth Avenue

Riverdale, MD 20737

Phone: 301-454-1740 <http://www.mncppc.org/>

LOBBYING ACTIVITY REPORT

Read instructions carefully before completing this form. If you had reportable expenses or compensation during the reporting period, complete Parts A through D of the Activity Report. If you had no reportable compensation or expenses during the reporting period, but were registered to engage in lobbying, check here ___ and complete Parts A and D. If additional forms are required for this employer, those forms should be attached to, and made part of, this filing.

Each registrant shall file with the Commission one report per reporting period, under oath, concerning their lobbying activities. The reports shall be filed by the due date indicated, covering the previous reporting period.

Period covered by this report: January 1st through December 31st, 20___ (report due by **January 31st**)

Is this a termination report? ___ Yes ___ No. If "Yes," provide date of termination _____

Each regulated lobbyist shall file a separate activity report for each person from whom he receives compensation.

If the registrant is not an individual, an authorized officer or agent of the registrant shall sign the form.

A. Identification of Registered Lobbyist and Employer

A-1. Identifying information (if different from registration form, please contact M-NCPPC):

a) Lobbyist's Name _____

b) Permanent Address (include business name if applicable) _____

c) Business Telephone () _____

A-2. Identification of Others Required to Register:

a) Was any other person required to register as a regulated lobbyist on behalf of the person or organization identified in section A-1? Yes ___ No ___

b) If the answer to a) is "Yes," identify each such person below and provide their contact information:

A-3. Identification of Employer:

- a) Identify the person or organization that compensated the regulated lobbyist for activities requiring this report: Name _____
 Permanent Address _____
 Business Telephone () _____
 Nature of Business _____

- b) Identify any other entities the regulated lobbyist represents regarding the matters covered by this report. (If none, write "none.") _____

A-4. Registration Information:

- a) State the period (include both beginning and ending month, day and year) for which the registration is effective: _____ to _____
- b) Identify the matters on which the registered lobbyist acted or employed someone to act during the registration period covered by this report:

A-5. Does the employer listed in A-3 claim to be exempt from lobbyist registration and reporting because all expenditures requiring registration and reporting will be reported by the above regulated lobbyist or another regulated lobbyist acting on its behalf? Yes _____ No _____

If the exemption claimed differs from the registration form, please explain in writing.

B. Compensation and Expenses

Enter total expenditures on acts requiring registration in each of the following categories.

B-1. Meals and beverages for M-NCPPC Commissioners, employees, or their immediate families. (Do not include expenses for meal and beverages which are part of special events or meetings and are reported in Section B-2 or Section B-3 below.) **B-1 \$** _____

B-2. List date, location, group of invitees and total expenses for all entertainment, including parties, dinners, athletic events, and other functions to which any of the M-NCPPC Commissioners or employees are invited.

Total B-2 Expenses
\$ _____

B-3. Expenses of food, lodging, and scheduled entertainment of M-NCPPC Commissioners and employees for a meeting which is given in return for participation in a panel or speaking engagement at the meeting. List date, location, and total expense for each meeting. If the total amount in expenses on any one Commissioner or employee is \$200 or more for any meeting, also include the person's name and the amount expended for the person at the meeting.

Total B-3 Expenses
\$ _____

B-4 Expenses for a ticket or free admission to Commissioners and employees to attend charitable, cultural or political events where a Commissioner or employee is invited by the event holder. List event, location, date, M-NCPPC unit and total expenses for each event.

Total B-4 Expenses
\$ _____

B-5. Gifts to, or for, M-NCPPC Commissioners, employees or their immediate families (not including sums reported in B-1, B-2, B-3, and B-4).

B-5 \$ _____

B-6. Total compensation paid to the registrant (not including sums either expenses reported in any other section of Part B).

B-6 \$ _____

Check here if the amount has been prorated because the registrant is compensated for services in addition to lobbying activities.

B-7. Salaries, compensation and reimbursed expenses for staff who were not required to register.

B-7 \$ _____

B-8. Office expenses of the registrant not reported in B-6 and B-7.

B-8 \$ _____

B-9. Cost of professional and technical research and assistance not reported in B-6 and B-7

B-9 \$ _____

B-10. Grassroots expenses (e.g., publications and expenses which expressly encourage persons to communicate with Commissioners or employees).

B-10 \$ _____

B-11. Names of witnesses and the fees and expenses paid to each:

B-11 \$ _____

B-12 Any other relevant expenses. Explain:

B-12 \$ _____

C. Beneficiaries of Gifts with Cumulative Value of \$75 or More

<u>Person's Name</u>	<u>Position or Relationship</u>	<u>Date</u>	<u>Nature of the Gift</u>	<u>\$ Value of the Gift</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

D. Signature and Oath

I hereby make oath or affirm under the penalties of perjury that the contents of this report including any attachments thereto, are complete, true and correct to the best of my knowledge, information and belief.

[SEAL]

Signature of Person Filing: _____

Date: _____

Sworn to before me this _____ day of _____, 20_____

Signature of Notary Public: _____

Printed/typed Name of Notary Public: _____

My Commission Expires: _____