

**TOWN OF LAUDERDALE-BY-THE-SEA
LOBBYIST'S CONTACT LOG**

(to be completed by Lobbyist for Meeting with Commissioner at Town Premises)

Lobbyist Name: _____

Lobbyist's Principal/Employer: _____

Name of person or entity for whom/which you are lobbying: _____

Name(s) of the Town Commissioner(s) with whom you will be meeting:

Name(s) of your employer and or principal to be present at a meeting with a Town Commissioner at which lobbying activity is to occur:

Date of scheduled meeting: _____ Time of scheduled meeting: _____

Purpose and subject matter of the meeting:

Signed this ___ day of _____, 2___

Acknowledgement of Receipt:

By: _____
Lobbyist

Town Clerk

Print Name

Date

Ordinance 2011-20, enacting Section 2-1 of the Town Code, and Broward County Code of Ethics:

(3) *Lobbyists.*

a. Elected Officials should avoid even the appearance of impropriety in their interaction and dealings with lobbyists registered under their local governmental entity's lobbyist registration system and with the principals or employers of such lobbyists.

b. To promote full and complete transparency, lobbyists and their principals or employers who intend to meet or otherwise communicate with an Elected Official for the purpose of engaging in lobbying activities, either at the Elected Official's offices or elsewhere on the local government's premises, must legibly complete a contact log listing each Elected Official with whom the lobbyist, principal, or employer meets or intends on meeting or communicating.

1. The information stated on the contact log shall include the lobbyist's name; the name of the entity by which the lobbyist is employed; the name of the person or entity for whom or which he or she is lobbying; the name of each Elected Official with whom he or she is meeting or communicating; the date and time of each such meeting; and the specific purpose and subject matter of each such meeting.

2. The contact log shall be completed contemporaneously with the meeting(s) and shall be filed for public inspection.

c. To further promote full and complete transparency, Elected Officials must disclose any and all lobbying activity that knowingly occurs between themselves and individual lobbyists or their principals or employers outside of their governmental offices/premises. This shall include communicating by any form of telephonic or electronic media.

1. The disclosure shall include the lobbyist's name; the name of the entity by which the lobbyist is employed; the name of the person or entity for whom or which he or she is lobbying; the date, time, and location of the meeting; and the specific purpose and subject matter of the meeting.

2. The disclosure shall be made within ten (10) business days of the lobbying activity, but must, in any event, be made prior to any vote on a matter that was the subject of the lobbying activity.

3. The disclosure shall be filed for public inspection.