



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
3.110	Department Responsibilities Under The County's Lobbyist Ordinance	12/14/93

PURPOSE

The Lobbyist Ordinance of Los Angeles County requires lobbyists and lobbyist employers, as defined in the ordinance, who seek to influence official actions of the County to register with the Executive Office and to report their lobbying activities. The ordinance contains significant penalties for those who do not comply with its requirements. Pursuant to rules adopted by the Board of Supervisors, County departments are obligated to make affected organizations and individuals, including County employees, aware of the provisions of the ordinance. This policy statement describes each department's responsibilities with respect to the County's lobbyist registration program.

REFERENCE

December 14, 1993, [Board Order 8](#) - Rules Relative to County of Los Angeles Lobbyist Registration

December 15, 1993 Executive Office Memo, "Lobbyist Rules"

[Chapter 2.160](#) of the Los Angeles County Code

August 21, 2007 [Board Order 55](#)

September 25, 2007 [Board Order 24](#)

POLICY

All County departments shall identify individuals and entities with whom they have business dealings and who may be subject to the County's lobbyist ordinance, and shall advise them of the content of the lobbyist ordinance. In furtherance of this policy departments shall make a reading copy of the ordinance available to the public and shall post signs at each location where people who are potentially subject to the ordinance are likely to contact the department.

Each department must ensure that the appropriate departmental forms include a certification, to be signed by contractors and by applicants for permits, licenses, grants and franchises, that they are familiar with the requirements of Chapter 2.160 of the Los Angeles County Code.

Departments shall distribute copies of Section 2.160.120 of the County Code to all employees whose duties are not primarily clerical or manual. Each department's new employee orientation procedures shall include a copy of Section 2.160.120 of the County Code which shall be given to all new employees who are subject to its provisions. (Section 2.160.120 of the County Code prohibits a lobbyist or lobbying firm from making, and a County official from accepting, a gift or gifts aggregating more than \$50.00 in any calendar month.)

RESPONSIBLE DEPARTMENT

Executive Office of the Board of Supervisors

DATE ISSUED/SUNSET DATE

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