### Procedure Title:
Lobbyist Registration and Termination

<table>
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<th>Procedure Number:</th>
<th>DHS-010-002-02</th>
<th>Version: 1.0</th>
<th>Effective Date: 10/01/2003</th>
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Approved By: DHS Director or Deputy Director

#### Date Approved: 10/01/2003

**Procedure**

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<th>Step</th>
<th>Responsible Party</th>
<th>Action</th>
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</table>
| 1.   | Employee          | Receives authorization from manager before engaging in any lobbying activity.  

Ceases lobbying activity at any time per manager’s request.  

**Note:** no lobbying without prior authorization.  

| 2.   | Employee          | If approaching 24 hours of lobbying in the current calendar quarter  

- Informs manager  
- Completes the Department of Administrative Services’ [Request to Register as Lobbyist](#) form  
- Completes the Oregon Government Standards and Practices Commission (GSPC) [Individual Lobbyist Registration Statement](#) form  

| 3.   | Manager           | Approves or disapproves registration request.  

- If approved, forwards application for Assistant Director’s approval.  
- If disapproved, ensures employee ceases all lobbying activity.  

| 4.   | Assistant Director| Approves or disapproves registration request.  

- If approved, forwards approved application to DHS’ Legislative and Intergovernmental Relations Manager.  
- If disqualified, notifies employee’s manager.  

| 5.   | Manager           | Notifies employee of application status.  

- If application is disapproved, ensures that employee
6. Director/Deputy  
Approves or disapproves application.
- If approved, forwards original application to DAS for approval, maintains copy in Director’s Office files, and forwards copy to employee’s manager.
- If disapproved, writes "denied" on application, returns application to employee’s manager, and maintains copy in Director’s Office files.

7. Manager  
Notifies employee of application status.
- If application is disapproved, ensures that employee ceases all lobbying activity.

8. DHS’ Legislative and Intergovernmental Relations Manager  
Maintains copies of approved and disapproved registrations on file for four years.

9. Cluster Legislative Coordinator  
Forwards copy of DAS approved application to DHS’ Legislative and Intergovernmental Relations Manager.

10. DHS’ Legislative and Intergovernmental Relations Manager  
Maintains copy of DAS approved application for four years.

11. Employee  
Terminates registered lobbyist status with the GSPC when lobbying activities no longer require registration, e.g. at the end of a legislative session.
- Completes the GSPC Lobbyist Termination form
- Forwards a copy of the completed form to DHS’ Legislative and Intergovernmental Relations Manager
- Submits completed form to the GSPC

12. Cluster  
Will retain all documentation related to lobbyist registration and termination for four years.

**Policy that applies:**
DHS-010-002, Working with the Legislature

**Form(s) that apply:**
GSPC Individual Lobbyist Registration Statement
GSPC Lobbyist Termination

**Contact(s):**
Name: Director's Office Lobbying Coordinator; Phone: 503-945-6609;
Email: dhs.directorsoffice@state.or.us

**Procedure History:**
- Version 1.0:
Keywords:
(List keywords here that might be used by someone to search for this policy on the internet)