

Lobbyist Compliance and Report Training



Agenda

- Changes in Registration, Scope, and Reporting
- Political Subdivisions
- Administrative
- Legislative
- Public Utilities Commission
- Electioneering Communications
- Compliance Issues – Political Contributions – Gift Ban
- Principal Report
- Walk Through Reporting Application for June Report

Registration Changes

- Register General Lobbying Categories that you anticipate are areas of interest for the principal. Similar to previous registration requirement.
- Currently 26 General Lobbying Categories – Broad Areas
- A new category can be added based on public feedback.
- Threshold for registration for individuals who are compensated is remains \$3,000 from all sources.
- Also \$3,000 for working for a business that provides government relations for government affairs services, and duties include offering consulting or advice that helps business provide those services.
- \$3,000 threshold for citizens who are not compensated for lobbying.
- Can provide alternate mailing address for entity that will file principal report.

Scope of Lobbying – Political Subdivision

- Current requirement is registration as a lobbyist if you are attempting to influence the official action of a “metropolitan governmental unit”
 - Seven counties
 - Regional Railroad Authority
 - Metropolitan Agency
 - 16 Cities with a population of greater than 50,000 in metro area
- New scope is all political subdivisions
 - Regional Railroad Authority
 - Metropolitan Agency
 - 87 counties
 - 856 cities
 - 330 school districts
 - 1,764 townships
 - Soil and Water Conservation Districts – Water Management Boards – Hospital Districts

Political Subdivisions

- Local Officials
 - Elected
 - Non Elected – Has authority to make or recommend major decisions regarding the expenditure or investment of public money.
- An action that requires a vote or approval of elected official
- A non-elected official taking action on a major decision regarding public funds.
- An employee of a political subdivision that is paid \$3,000 for time spent lobbying and spends more than 50 hours in any month attempting to influence legislative, administrative, political subdivision actions.

Political Subdivisions

- Administrative Rules
 - Major Decisions on Public Expenditures or Investments
 - Legal Advice
 - Consulting
- Rules Docket – cfb.mn.gov – link under Trending Topics

Political Subdivision

- What will you report?
 - Name of political subdivision
 - Select Specific Subject of Interest related to the General Lobbying Categories
 - Or enter a new specific subject if no existing match

Administrative Lobbying

- Only occurs when the lobbyist is attempting to influence the adoption or repeal of administrative rules.
- Administrative rulemaking starts with publication of request for comments.
- Participation in an advisory committee on administrative rules is not lobbying.
- Administrative action does not include the application or administration of a rule.
- Communication with a state agency on any other issue is not lobbying.

Administrative Lobbying

- What do you report?
 - Agency that is adopting the rules.
 - Revisor of statutes rule number
 - Specific subject of interest in the rules

Legislative Lobbying

- Development of prospective legislation, including the development of amendments.
- Attempting to influence passage of any bill, amendment, resolution, confirmation or report by the legislature.
- Working with a constitutional officer on prospective legislation or request for support or opposition to any introduced legislation.
- Action by the Governor to approve or veto legislation.

Legislative Lobbying

- What Do You Report?
 - For each General Lobbying Category up to four Specific Subjects of Interest
 - If less than four, that is fine.
 - If more than four Specific Subjects of Interest then lobbyist consults with principal to determine four highest priorities during the session.
- Does not require time tracking
- Specific Subjects of Interest must describe the issue that is important to the principal
- Board has authority to require an amendment if specific subject of interest is vague

Public Utilities Commission

- Rate setting, power plant and powerline siting, certificates if need.
- What do you report?
 - Official project name assigned by the public utilities commission.

Electioneering Communications

- What is it?
 - Communication refers to a candidate for state office whose office is on the ballot.
 - Is distributed by a television station, cable television, satellite television, or radio station.
 - Can be received by 10,000 or more individuals in the relevant election district.
 - Distributed 60 days before a general election, 30 days before a primary election, or 30 days before a party convention or caucus, for the office sought by the candidate referenced in communication.
 - Might include grassroots lobbying.

Electioneering Communications

- What it is not:
 - Expenditure, independent expenditure, or a candidate expenditure reported under 10A.
 - News story
- Reporting
 - Reportable when aggregate cost of electioneering communications exceeds \$10,000 in calendar year.
 - Each subsequent expenditure over \$10,000 is reportable.
 - Must be reported by 11:59 p.m. on the day following first day communication is publicly distributed.

Electioneering Communications

- The communication must have the disclaimer required of campaign material:
- Prepared and paid for by, entity name, address of the entity

Compliance Issues

- Prohibition on contributions during regular legislative session.
- Prohibition includes entire first and last days of session.
- If mailed, must be received prior to session.
- Must provide lobbyist registration number on or with check.
- Will not apply to the special election in District 27B

Gift Prohibition

- Items of nominal value - \$5
 - Coffee Cup – Mouse pad
- Does not include food and beverages
- Meal may be provided if public official is formally presenting at a meeting
- Plaques are allowed
- Reception if all legislators are invited at least 5 days before the event.

Reporting Changes - Principal Report

- 2024 Principal Report is for calendar year 2023, so reporting this March will not change.
- Lobbying occurring in 2024 the principal will need to track lobbying expenditures for each of the four types of lobbying.
 - Legislative Action – Administrative Action – PUC – Political Subdivisions
- Report total expenditures for each type (including lobbyist compensation).
- Round to the nearest \$9,000.

Reporting Changes - Principal Report

- New – Principals report the cost of paid advertising for grass roots lobbying .
 - Purpose of urging members of the public to contact public or local officials to influence official actions.
- Disclosure threshold is paid advertising that exceed \$2,000.
 - Includes the cost to boost the distribution of ad on social media.
 - Cost of advertising.
 - Date that advertising was purchased.
 - Name and address of vendor.
 - Description of the advertising purchased.
 - Specific subjects of interest addressed in advertisement.

Principal Report

Minnesota Campaign Finance Board

190 Centennial Office Building, 658 Cedar St, St Paul, MN 55155



www.cfb.mn.gov

Annual Report of Lobbyist Principal Period covered: January 1 through December 31, 2024

Filing Instructions

- This report must be completed and filed with the Board even if no money was spent during the reporting period.
- This report may be emailed to cf.board@state.mn.us or faxed to 651-539-1196; 800-357-4114; or mailed to 190 Centennial Office Building, 658 Cedar St, St Paul, MN 55155
- All information on this form or report is public information and may be published on the Board's website at cfb.mn.gov
- Board staff may also be reached by phone at 651-539-1187; 800-657-3889 or by email at: cf.board@state.mn.us
- Do not use pencil or red ink.

Electronic Filing Option

- This report may be filed or amended online at cfb.mn.gov/reports/#principal_reporting/
- A user name and password to use the online reporting application is sent to the individual authorized to report for a principal in February of every year. Please contact Board staff if you did not receive or have misplaced this information.

Lobbyist Principal Information

Name of principal		Registration number
Name and title of individual authorized to file this principal report		Email address
Address of principal		
City, State, Zip		Telephone
Website of principal (If none, write No Website)		

Reporting Period

Due Date: March 15, 2025 Period Covered: January 1 through December 31, 2024

Certification

This report is an amendment to the principal report filed for calendar year _____

I, _____, certify that this report is complete, true, and correct.
(print or type name)

Signature of individual representing principal

Date

A person who signs and certifies to be true a report or statement which the person knows contains false information, or who knowingly omits required information, is subject to a civil penalty imposed by the Board of up to \$3,000 and is subject to criminal prosecution for a gross misdemeanor.

This document is available in alternative formats to individuals with disabilities by calling 651-539-1180; 800-657-3889; or through the Minnesota Relay Service at 800-627-3529.

Principal Report

Reporting Total Amount Spent

- You may round the amounts spent and obligations incurred by the principal on any of the reporting categories to the nearest \$9,000. Alternatively, the principal may choose to report the actual amounts spent and obligations incurred without rounding.
- Line 2 contains the cost of attempting to influence the actions of the Minnesota Public Utilities Commission on the items listed. All other administrative lobbying of state agencies is included in the amount reported on line 3.
- All compensation paid to lobbyists in Minnesota should be prorated as appropriate and included in the amounts reported in lines 1 through 4.
- When calculating the expenditures to be reported in lines 1 through 4 remember to include all expenditures for advertising, mailing, research, analysis, compilation and dissemination of information, and public relations campaigns; all salaries and administrative expenses for paid lobbyists and support staff; and all payments to contract lobbyists.
- Line 5 contains the amount(s), exceeding \$2,000, spent on paid advertisements used for the purpose of urging the public to contact officials to influence official actions during the reporting period. The reported amount(s) should include additional distribution costs. Remember to include the date of purchase, the name and address of the vendor, a description of the advertisement, and any specific subjects addressed by the advertisement.

Minnesota Expenditures

1.) Amount spent to influence legislative action in Minnesota:

\$ _____

2.) Amount spent to influence administrative action by the **Minnesota Public Utilities Commission** in cases of rate setting, power plant and power line siting, and granting of certificates of need:

\$ _____

3.) Amount spent to influence the **administrative action** of state agencies, boards, and commissions not including the amount reported for Minnesota Public Utilities Commission actions in line 2:

\$ _____

4.) Amount spent to influence official actions of **political subdivisions** in Minnesota:

\$ _____

5.) Amount(s) spent on **paid advertising** in Minnesota exceeding \$2,000:

Cost	Purchase date	Vendor name	Vendor address	Description	Subjects addressed