

Rules of Registration

- 1) The legislative agent must complete an initial registration form along with a \$45 fee. This fee will be charged on an annual basis so long as the legislative agent is still engaged by one or more clients to actively advocate.
- 2) Following initial registration, the legislative agent must update their records with the City Clerk within ten days of being hired by an additional client.
- 3) Any change in any information must be reflected in the next updated registration statement filed with the exception of being hired by a new or additional client which must be reported within ten days of hire.
- 4) In addition to the initial registration statement, each legislative agent must file an updated registration statement with the City Clerk, no later than the last day of January and July of each year. The updated registration must confirm the continuing existence of each engagement described in the initial registration statement and list the specific ordinances or resolutions on which the agent actively advocated during the period covered by the updated statement.
- 5) If a legislative agent is engaged by more than one client, the agent shall file an initial registration listing all clients, and updated registration statements, as required by the section, for each client engagement.
- 6) Each legislative agent must file separately, regardless of collaboration and/or employment with other legislative agents or clients.
- 7) The Clerk's office shall make available to the legislative agent and/or the client a printable copy of the registration for the legislative agent and/or client's records.
- 8) The City Clerk shall be responsible for reviewing each registration statement for completeness.
- 9) If the City Clerk notifies the legislative agent that the registration is incomplete, the legislative agent has fifteen days after receiving the notice to submit an amended registration.
- 10) City Clerk will maintain a current list of registrations and make it available on the Website of the City of Columbus in report form.
- 11) Hard copies of all registration files made available to the public upon request. A nominal cost may be associated with request for copying and delivering.
- 12) A database of all registrants will be available to the general public on the City of Columbus website.
- 13) The City Clerk's office will publish a compiled registration list in the City Bulletin each August.