



SEATTLE'S LOBBYING LAW

Indirect Lobbyist Reporting Guide

In March 2008, the Seattle City Council voted to require that individuals paid to lobby the City Council and the Mayor's office register with the Seattle Ethics and Elections Commission (SEEC). The law went into effect on September 17, 2008. In December of 2020, the Seattle City Council updated the lobbying law with Ordinance 126260, which went into effect June 13, 2021.

This guide provides an overview of the process for registering and filing reports as an indirect lobbyist, also known as grassroots lobbying reporting, with the City of Seattle. Please contact the SEEC if you have questions about how the law applies to a specific scenario.

1. How are Indirect Lobbying Reports Filed?

The SEEC has established an online filing system for reporting lobbying activity. Contact Chrissy.Courtney@seattle.gov for login credentials to the lobbying reporting application.

2. When do Indirect Lobbyists have to Register and Report?

Any person who has spent more than \$1,500 within 3 months or more than \$750 within 1 month to present a program to the public primarily to influence legislation is considered a grassroots lobbying campaign sponsor and must register within 30 days after becoming an indirect lobbyist.

3. What Must Indirect Lobbyists Report?

Indirect lobbyists will need to report the following information when registering:

a. Information about the sponsor:

- Name, address, business/occupation, and if the sponsor is not an individual, the names, addresses, and titles of the controlling sponsors

b. Information about the campaign organizers and managers:

- Name, address, business/occupation, terms of compensation
- Includes anyone hired to assist the campaign

c. Information about contributors:

- Name, address, aggregate amount of each person contributing \$25 or more

d. Purpose of the campaign:

- Include specific legislation, rates, standards or proposals that are the subject matter of the campaign



e. Expenditures: Including, but not limited to:

- Totals of all expenditures made or incurred to date segregated by category
- Includes advertising; segregated by media and outlet
- Contributions made by the entity
- Entertainment including food and refreshments
- Office expenses including rent and salaries and wages paid for staff
- Lobbying campaign activities, paid consultants
- Printing and mailing expenses

Monthly Reports:

Monthly reports need to be filed by the 10th day of the month for activity during the preceding month. For example, activity for April would be reported on May 10th. The reports must update the information contained in the registration information and should show contributions and expenditures made during the previous month.

4. What is the process for Terminating an Indirect lobbying Registration?

To terminate an indirect lobbying campaign registration, file a report for the final month in which the campaign has activity, and provide the termination date in the online lobbying application.

If you have suggestions for improvements to the guide or changes to the law or rules, do not hesitate to e-mail ethicsandelections@seattle.gov or Chrissy.Courtney@seattle.gov or call Chrissy Courtney at 206.437.6165.