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**Council Services Division**  
4396 Rice Street, Suite 209  
Līhu'e, Kaua'i, Hawai'i 96766

## INSTRUCTIONS FOR COMPLETING THE LOBBYIST REGISTRATION STATEMENT

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The following instructions are designed to assist you, as a lobbyist, in completing the Lobbyist Registration Statement. For further reference, please review Chapter 3, Article 6, Kaua'i County Code 1987, as amended, relating to the Registration of Lobbyists (Ordinance No. 999).

### **DEFINITION OF LOBBYIST AND LOBBYING:**

"Lobbyist" means any individual who for pay or other consideration engages in lobbying on behalf of another person in excess of five (5) hours in any month of any reporting period or spends more than \$750 lobbying during any reporting period.

"Lobbying" means communicating, directly or through an agent, or soliciting others to communicate, with a State or County officer or employee for the purpose of attempting to influence any Legislative action or Administrative action.

### **WHO MUST FILE:**

A lobbyist must register with the Office of the County Clerk, Council Services Division as early as possible, but no later than five (5) days after engaging in lobbying.

### **WHERE TO FILE:**

The Lobbyist Registration Statement shall be filed at the Office of the County Clerk, Council Services Division located at 4396 Rice Street, Suite 209, Līhu'e, Hawai'i, 96766.

Registration Statements will be accepted as follows:

- Hand delivered to the address noted above between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday (excluding holidays);
- Via Facsimile to (808) 241-6349;
- Via E-mail to [cokcouncil@kauai.gov](mailto:cokcouncil@kauai.gov); or
- Via Mail to the address noted above.

**CHANGE IN STATUS OR TERMINATION:**

A lobbyist shall report any change in any of the information contained in the Lobbyist Registration Statement, or provide a notice of termination after the lobbyist ceases the activity which required the lobbyist's registration, to the Office of the County Clerk, Council Services Division within ten (10) days after the change has occurred.

**EXCEPTIONS:**

Lobbyist registration shall not apply to:

1. Any individual who represents oneself and not any other person before the County Council or administrative agency (provided that such individual must file a statement of expenditures if the individual meets the provisions of Section 3-6.5(a), Kaua'i County Code 1987, as amended. This includes each person who spends \$750 or more of the person's or any other person's money on print, electronic, broadcast, or other media during the reporting period for the purpose of attempting to influence legislative or administrative action or a ballot issue by communicating or urging others to communicate with Kaua'i County public officials (travel costs, incidental meals, and lodging not included in tallying of \$750)).
2. Any federal, state, or county official or employee acting in the official's or employee's official capacity.
3. Any news or advertising media, including newspaper, periodical, online media, or radio or television station, while publishing in the regular course of business, any news items, editorials, or other comments, or paid advertisements, which directly or indirectly urge the passage or defeat of legislative or administrative action.
4. Any person who possesses special skills and knowledge relevant to certain areas of legislation, whose appearance is made at the express request of the County Council or an administrative agency as a resource person.
5. Any elected public official acting in their official capacity, unless the public official contracts for the services of a lobbyist.
6. Any attorney who advises their clients on the construction or effect of proposed legislative or administrative action (provided that the attorney must register if the attorney meets any of the provisions of Section 3-6.5, Kaua'i County Code 1987, as amended).

**SIGNATURES:**

Please note that the Lobbyist Registration Statement requires two (2) signatures, that of the lobbyist and that of the person or organization represented by the lobbyist. A Lobbyist Registration Statement is not considered complete and will not be accepted unless both signatures appear on the Statement.