



Jade K. Fountain-Tanigawa, County Clerk  
Lyndon M. Yoshioka, Deputy County Clerk

Telephone (808) 241-4188  
Fax (808) 241-6349  
Email cokcouncil@kauai.gov

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

## **INSTRUCTIONS FOR COMPLETING THE LOBBYIST CONTRIBUTIONS AND EXPENDITURES STATEMENT**

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The following instructions are designed to assist you, as a lobbyist, in completing the Lobbyist Contributions and Expenditures 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).

### **WHO MUST FILE:**

1. Registered lobbyists pursuant to Section 3-6.3, Kaua'i County Code 1987, as amended.
2. Persons who spend \$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).
3. Persons who employ or contract for the services of one or more lobbyists, whether independently or jointly with other persons. If the person is a representative of an industry, trade, or professional association, only the association is considered the employer of the lobbyist.

### **WHAT ARE EXPENDITURES:**

Expenditures include a payment, distribution, forgiveness of a loan, an advance, a deposit, gift of money, or anything of value. Expenditures include a contract, promise, or agreement, whether or not enforceable. Expenditures also include compensation or other consideration paid to a lobbyist for the performance of lobbying services.

Some examples of lobbying expenditures include media advertising, compensation paid to lobbyists, fees paid to consultants for services, costs for entertainment and events, receptions, meals, food and beverages, loans, etc.

Preparing written testimony and exhibits for a hearing before the County Council or administrative agency or attorney's fees paid where such fee information is protected by the attorney-client privilege pursuant to the Hawai'i Rules of Professional Conduct Rule 1.6 are excluded.

**WHAT ARE CONTRIBUTIONS:**

Contributions include a gift, subscription, forgiveness of a loan, an advance, a deposit of money, or anything of value and includes a contract, promise, or agreement, whether or not enforceable.

**WHERE TO FILE:**

The Lobbyist Contributions and Expenditures Statement shall be filed at the Office of the County Clerk, Council Services Division located at 4396 Rice Street, Suite 209, Lihue, Hawaii 96766.

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.

**WHEN TO FILE:**

The Lobbyist Contributions and Expenditures Statement shall be filed on or before January 31<sup>st</sup> of each year for the prior reporting period from January 1<sup>st</sup> through December 31<sup>st</sup> of the previous year.

**PENALTIES:**

Failure to file this Statement or filing a Statement containing false information or material omission of any fact shall be subject to an administrative fine imposed by the Board of Ethics that shall not exceed \$1,000 for each violation and may result in the suspension or revocation of the Certificate of Registration for Lobbying for up to two (2) years.