

2021 GUIDEBOOK FOR MAINE LOBBYISTS



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Publication Date: January 2021. The information in this Guide reflects the current Lobbyist Disclosure Law pertaining to Lobbyists as of the First Regular Session of the 130th Legislature. The Commission has taken care to make this Guide concise and accurate. However, the Guide is not a substitute for the applicable statutory provisions of the Lobbyist Disclosure Law and Commission's rules. The statutes and rules are controlling in the event of any omission or misstatement in this publication.



Commission on Governmental Ethics and Election Practices

The Commission is pleased to publish this edition of the Guidebook for Lobbyists. As always, the Commission staff is available to assist you with any questions regarding campaign finance laws and reporting requirements for candidates, lobbyists, political action committees, and ballot question committees. The Commission may be reached by calling (207) 287-4179.

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Declaration of Purpose

3 M.R.S.A § 311

The Constitution of Maine guarantees the right of the people to petition their government for the redress of grievances and to freely express their opinions on legislation and issues. The Legislature reaffirms its obligation to hear the requests and opinions of all of the people, and to preserve and maintain the integrity and accessibility of the legislative process.

The Legislature recognizes that groups of citizens may choose one among them to present their views to Legislators, and, because of the amount and complexity of proposed legislation, may employ persons knowledgeable in the legislative process to present their views. Such activities are proper methods of expressing the opinion of a group of citizens.

The Legislature also recognizes that such activities must be carried out openly so that other citizens are aware of the opinions and requests made in this manner. Legislative decisions can fully reflect the will of all the people only if the opinions expressed by any citizen are known to all and debated by all, and if the representatives of groups of citizens are identified and their expenditures and activities are regularly disclosed.

Therefore, the Legislature declares that, in order to insure the full participation of all the people of the State in the legislative process, full disclosure of the identity, expenditures and activities of any persons who engage in professional lobbying is required. Such disclosure will insure the openness and integrity of the legislative process and encourage the expression of the will of all the people of the State.

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Chapter 1 – Introduction to Lobbying Terms

What is lobbying?

Lobbying is the direct communication with covered officials for the purpose of influencing legislative action or the approval or veto of legislative action when compensation or reimbursement for expenses is paid.

Definitions

COVERED OFFICIALS. “Covered official” means an official in the executive branch, an official in the legislative branch, a constitutional officer, the Governor and the Governor’s cabinet and staff.

DIRECT COMMUNICATION. “Direct Communication” means any oral or written communication with a covered official (e.g., one-on-one conversations, oral and written testimony, letters, e-mails, text messages, phone calls, etc.) and the time spent preparing oral or written proposals for, or testimony or analysis concerning, a legislative action.

LEGISLATIVE ACTION. “Legislative action” means the drafting, introduction, consideration, modification, enactment or defeat of any bill, resolution, amendment, report, nomination or other matter by the Legislature, by either the House of Representatives or the Senate, any committee or an official in the Legislative Branch acting in the official’s official capacity, or action of the Governor in approving or vetoing any legislative document presented to the Governor for the Governor’s approval.

COMPENSATION. “Compensation” means anything of value that is received or to be received in return for, or in connection with, services rendered or to be rendered.

PERSON. “Person” means an individual, corporation, proprietorship, joint stock company, business trust, syndicate, association, professional association, labor union, firm, partnership, club or other organization, whether profit or nonprofit, or any municipality or quasi-municipality or group of persons acting in concert, but does not include this State or any other agency of this State.

EMPLOYMENT. “Employment” means an agreement to provide services in exchange for compensation or reimbursement of expenditures.

LOBBYING FIRM. “Lobbying firm” means a partnership, corporation, limited liability company

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or unincorporated association that employs or contracts with more than one lobbyist or lobbyist associate and that receives or is entitled to receive compensation for engaging in lobbying either directly or through its employees.

Non-Lobbying Activities

Lobbying does not include time spent providing information to or participating in a subcommittee group, stakeholder group, task force or other work group regarding legislative action, when participation is by the appointment of or at the request of the Governor, a Legislator or legislative committee, a constitutional officer, a state agency commissioner or the chair of a state board or commission.

Types of Lobbyists

PRINCIPAL LOBBYIST. A lobbyist is an individual who engages in more than 8 hours of lobbying in any calendar month and who is either:

1. specifically employed or retained by another person (client) for the purpose of engaging in lobbying (i.e., a contract lobbyist); or
2. the regular employee of another person (i.e., an in-house lobbyist) who engages in lobbying on that person's behalf or request.

LOBBYIST ASSOCIATE. A lobbyist associate is an individual who is a partner, associate, employee, or co-employee of a registered (principal) lobbyist and who lobbies more than 8 hours in a calendar month on behalf of the client listed in the principal lobbyist's registration.

- For example, Larry Lobbyist and Adam Associate are attorneys in the same law firm that specializes in governmental relations. Larry is the principal lobbyist for Acme Corporation. If Adam lobbies on behalf of Acme Corp. for more than 8 hours in a calendar month then he will be a lobbyist associate under Larry.

VOLUNTEER LOBBYIST. A volunteer lobbyist is an individual who receives no compensation for lobbying other than reimbursement for lobby-related travel within the State and reimbursement for other costs, such as, printing, postage, food, and lodging connected with lobbying activities paid for by the individual out-of-pocket. The reimbursement for other out-of-pocket expenditures, however, does not include reimbursement for the volunteer lobbyist's time spent lobbying that would have been otherwise compensated by an employer or in the course of the individual's employment. A volunteer lobbyist is not required to register with the Commission.

LEGISLATIVE DESIGNEES. An employee of a state department or agency who is either designated by the head of the department or agency as the primary employee to lobby or who is reasonably expected to lobby for more than 10 hours during a legislative session must register as a legislative designee with the Commission within 15 business days of the convening of a regular legislative session. The department or agency must notify the Commission in writing of any changes of its designees within 15 business days of the change. A legislative designee is exempt from all other reporting requirements.

What is grassroots lobbying?

Grassroots lobbying is when a person communicates with members of the general public by radio or television, print media, direct mail, email, a website or any other digital format, telephone, or similar service to solicit (to urge or ask) them to communicate directly with any covered official for the purpose of influencing legislative action. Grassroots lobbying does not include communications to the general public regarding legislation resulting from a citizen initiative or communications by an organization to its stockholders, employees, board members, officers or dues-paying members.

A lobbyist is responsible for reporting grassroots lobbying if it is done by the lobbyist, the lobbyist's firm, or the lobbyist's employer (client). If a person engages in grassroots lobbying and they do not have a registered lobbyist at the time of the activity, then the person is responsible for filing a grassroots lobbying report with the Commission (see page 9).

LEGAL REFERENCES	
Definition of "grassroots lobbying"	3 M.R.S.A. § 312-A(7-B)
Definition of "legislative designee"	3 M.R.S.A. §§ 132-A(8-A); 313-A
Definition of "legislative action"	3 M.R.S.A. § 312-A(8)
Definition of "lobbying"	3 M.R.S.A. § 312-A(9)
Definition of "lobbyist," including volunteer lobbyist	3 M.R.S.A. § 312-A(10)
Definition of "lobbyist associate"	3 M.R.S.A. § 312-A(10-A)
Definition of "official in the executive branch"	3 M.R.S.A. § 312-A(10-C)
Definition of "official in the Legislative Branch"	3 M.R.S.A. § 312-A(11)

Chapter 2 – Registration and Reporting

Joint Declaration

A registration is a joint declaration by both the principal lobbyist and the client that the lobbyist will lobby on behalf of the client during the lobbying year. As such, a joint registration must be filed by a lobbyist for each client the lobbyist has during the lobbying year.

Lobbyist associates, if known at the time of registration, must be named in the joint registration. If a lobbyist associate needs to be added after the registration is filed, the lobbyist should amend their registration to include the new lobbyist associate.

A registration fee of \$200 applies to each joint registration filed by a lobbyist. An additional \$100 is required to register a lobbyist associate for the client.

Once a joint registration form is filed and the registration fees paid, it is effective for the duration of the “lobbying year,” which runs from December 1 through November 30. A joint registration automatically terminates at the end of the lobbying year, but can also be terminated by a statement by the lobbyist or client that all lobbying activity on behalf of the client has ceased for the current lobbying year.

Registering as a Lobbyist

WHEN TO REGISTER. The requirement to register as a lobbyist is triggered when an individual has lobbied more than 8 hours in a calendar month. Once that threshold is crossed, a registration form must be filed with the Commission within 15 business days.

Joint registration forms may be filed at any time in anticipation that a lobbyist will meet the threshold registration requirement. However, once a lobbyist is registered, they will have to file monthly reports even if no lobbying activity occurred in the month.

HOW TO REGISTER. To register online, go to the Commission’s website—www.maine.gov/ethics—and click on “Lobbyist Reporting” and then on “Register”. After registering online, you can pay the registration fee online by using a credit or debit card (Visa and MasterCard only) or by mailing a check to the Commission at the address below.

Maine Ethics Commission
135 State House Station
Augusta, Maine 04333-0135

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All registrations must first be approved by Commission staff before taking effect. Registrations will not be approved until payment is received.

Content of the registration

Joint registration forms must include the following information:

- Name of the lobbyist and any associates;
- The client on whose behalf the lobbyist and associates will lobby;
- Business address and contact information for the lobbyist, any associates, and the client;
- The date upon which lobbying commenced and the date on which the 8-hour threshold was exceeded;
- A description of the client's business or mission and its legislative interests;
- The legislative committees the lobbyist will lobby during the year;
- The amount of compensation the lobbyist will receive, or the basis by which compensation will be determined; and
- The names of any person authorized to file reports on behalf of the lobbyist.
- A certification that the lobbyist and any associates have completed the annual harassment training.

Important Information About Monthly Reporting

Once a lobbyist and client are registered, the lobbyist is required to file monthly reports with the Commission. A separate monthly report must be filed for each client and the reports must include the activity of the lobbyist and any lobbyist associates.

There are two types of monthly reports, long-form reports, and short-form reports. (see "How to File Monthly Reports" for more information). If no lobbying was done and no expenditures incurred or made in a month, a short-form report may be filed. Long form reports are required to be filed if:

- any lobbying occurred during the calendar month, even if less than 8 hours;
- the lobbyist incurred or was reimbursed for any expenditures associated with lobbying activities, such as travel and lodging, outside research or consulting services, printing, etc.;
- the lobbyist or the client had any expenditures related to covered officials, including expenditures related to informational events; or

- the lobbyist or client had any expenditures related to grassroots lobbying.

Each report covers one calendar month. Reports must be filed by 11:59 p.m. on the 15th day of the month after the month covered by the report. For example, the report for the month of January (covering activity between January 1 and January 31) is due by 11:59 p.m. on February 15.

If a due date falls on a Saturday, Sunday, or recognized holiday, the report is due by 11:59 p.m. on the next regular business day.

How To File Monthly Reports

Monthly reports must be filed using the Commission's filing website, which can be found at <https://lobbyist.maine campaign finance.com/CampaignFinance/UserLogin.aspx>. The site is accessed by entering the lobbyist's username and PIN, which are sent to the lobbyist on registration. Once a lobbyist is logged into the e-filing system, select which form you want to file—the long-form or short-form—by clicking applicable link to the right of the report name.

SHORT-FORM REPORTS. A short-form report may only be filed if a lobbyist did not engage in any lobbying or make any expenditures during the covered calendar month.

A short-form report is filed immediately upon clicking the "File Short Form" link and gives no opportunity for review before filing.

LONG-FORM REPORT. A long-form report must be filed if any lobbying or grassroots lobbying was done or if the lobbyist made or incurred any expenditures during the covered month. The long-form report must include:

1. Total Compensation: all compensation received by lobbyists and lobbyist associates for lobbying done during the reporting month is aggregated in this section. Totals for lobbying the legislative branch, executive branch, and/or constitutional officers must be separately recorded.
2. Total Expenditures: include all expenditures, made for the purpose of lobbying—travel reimbursements, payments to others to provide testimony,

Lobbyist Compensation Schemes:

1. The lobbyist should report the earned amount during the month, whether or not the lobbyist has actually received payment.
2. If the lobbyist is salaried or hourly, they should determine their compensation by multiplying the time spent lobbying by their hourly rates.
3. If the lobbyist is on retainer or receives a lump sum payment for the lobbying year, the payment may be allocated over the months in which the lobbying is performed. Amendments may be made to ensure the reports are complete and accurate.

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research and analysis costs, printing, etc. Expenditures related to covered officials must also be separately recorded.

3. Total Expenditures on Officials and Family Members: include the amount of all expenditures made by the lobbyist, associate or client, directly to or on behalf of one or more covered officials, including members of the official's immediate family, even if the expenditures were not made for the purposes of lobbying. Do not include expenditures for events costing more than \$250 (see below).
 - i. If more than \$25 is spent on behalf of a covered official or their immediate family, the lobbyist must also disclose the name of the official or family member, the person making the expenditure, and the amount and purpose of the expenditure. (See Chapter 4 for information about restrictions on gifts to covered officials).
 - ii. Events Costing \$250 or More: Include a description of each event that took place during the month costing \$250 or more which is attended by covered officials and/or family members. Include a list of all covered officials and their family members who were in attendance.
 - iii. An "Event" does not include events held in the Hall of Flags or any legislative breakfasts.
4. Legislative Actions: list all bills and issues which were the subject of lobbying during the month. When listing issues please provide a brief description that provides some specificity about the particular program, regulation or issue which is the subject of the communication.
 - i. Legislative Actions Where Compensation or Expenditures Exceed \$1,000: list all legislative actions named in the previous section where compensation or expenditures for the action exceeded \$1,000, and include the specific amount of compensation or expenditures for that particular action.
5. Original Sources: list all persons who have given more than \$1,000 to the client for the purpose of paying for lobbying or grassroots lobbying during the lobbying year.
6. Grassroots Lobbying: list all expenditures (except for salaries paid to the client's regular employees) made or incurred for the purposes of grassroots lobbying that exceed \$2,000 during the month that is the subject of the report.

Filing the Report

Once you are satisfied that the information is correct and complete, click the "File" button to complete the filing process.

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Non-Session Reporting Waivers

Lobbyists must file monthly reports throughout the year. However, once the Legislature has adjourned *sine die* (final adjournment), a lobbyist who does not anticipate engaging in lobbying for the remainder of the lobbying year may request a waiver of the monthly reporting requirement.

A non-session waiver relieves the lobbyist of the obligation to file monthly reports. The lobbyist's and client's joint registration remains active until the end of the year. If the lobbyist wishes to re-engage in lobbying before the end of the lobbying year, they should notify the Commission staff and resume their monthly reporting starting with the month they began lobbying again.

Before a non-session waiver will be accepted by Commission staff, a monthly report must be filed that covers the period between the last filed report and the date of the request. This ensures that a report has been filed for all activity prior to the effective date of the waiver.

When available, to file the non-session waiver, log into the e-filing site and click on the "Submit Non-Session Waiver." Enter the effective date and click the "Submit Waiver" button. The effective date should be the last day of the month prior to filing the non-session waiver (*i.e.* A Non-Session Waiver that is filed in August should have an effective date of July 31st).

Termination Reports

If the lobbyist's employment with the client terminates prior to the end of the lobbying year (November 30), the lobbyist should notify the Commission by filing a termination report indicating that the lobbyist is no longer engaged by the client. Before a termination report can be accepted by the Commission, a monthly report must be filed that covers the period between the last filed report and the date of termination. Once a termination report is received by the Commission, the lobbyist no longer has to file the remaining monthly reports for that specific client.

Lobbyist Expenditure Reports

A lobbyist, lobbyist associate, or lobbying firm that makes an expenditure directly to or on behalf of a covered official or a member of the covered official's immediate family shall file a supplemental expenditure report if the value exceeds \$300 and the lobbyist or lobbyist associate does not expect to be reimbursed by any employer (client). This supplemental report must include:

1. The date of the expenditure;

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2. The name and address of the lobbyist, lobbyist associate or lobbying firm;
3. The amount of the expenditure made or incurred by the lobbyist, lobbyist associate or lobbying firm either directly to or on behalf of a covered official or a covered official's immediate family member;
4. A description of the goods or services purchased by the lobbyist, lobbyist associate or lobbying firm;
5. The date, location, and a description of an event paid for by the lobbyist, lobbyist associate or lobbying firm at which covered officials and the covered officials' immediate family members were in attendance; and
6. The names of all covered officials and their immediate family members to whom the expenditures were directly made or on whose behalf the expenditures were made or who attended an event paid for by the lobbyist, lobbyist associate or lobbying firm.

The report is due no later than 11:59 p.m. on the 15th calendar day of the month following the month in which the expenditure was made or incurred. If the person who makes the expenditures is the lobbying firm, then the firm shall select one lobbyist who was primarily responsible for making the expenditure to file the expenditure report. As of January 2021, the Commission's e-filing website does not have a function to allow for this report to be filed. A lobbyist will need to file a paper form that is available at Maine.gov/ethics.

Grassroots Lobbying Reports for Persons without a Registered Lobbyist

A person who does not have a registered lobbyist but makes expenditures in excess of \$2,000 in a calendar month for the purpose of grassroots lobbying shall file a report with the Commission no later than 11:59 p.m. on the 15th day of the calendar month following the date on which that amount was exceeded. Salaries paid to the person's regular employees are not expenditures for purposes of this section. This report must include:

1. The name of the person required to file the report;
2. The name of an individual serving as the contact for the person;
3. The business address and other contact information for the person;
4. A description of the business activity or mission of the person;
5. The specific amount of expenditures for grassroots lobbying made or incurred during the month that is the subject of the report, with separate totals for expenditure categories as determined by the commission;
6. The legislative actions that are the subject of the grassroots lobbying; and

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7. A list of all of the person's original sources and a statement of the amount paid by each original source. If an original source is a corporation formed under Title 13 or former Title 13-A, a nonprofit corporation formed under Title 13-B or a limited partnership under Title 31, the corporation, nonprofit organization or limited partnership, not the individual members, must be listed as the original source.

A copy of the form can be found at Maine.gov/ethics.

LEGAL REFERENCES

Lobbyist Registration and Fees	3 M.R.S.A. § 313
Duration of Registration/Lobbying Year	3 M.R.S.A. § 314
Contents of Registration	3 M.R.S.A. § 316
Contents of Monthly Reports	3 M.R.S.A. § 317
Non-Session Reporting Waivers	3 M.R.S.A. § 317(4)
Termination Reports	3 M.R.S.A. § 314
Lobbyist Expenditure Reports	3 M.R.S.A. § 317(1-A)
Grassroots Lobbying Reports for Persons without a Registered Lobbyist	3 M.R.S.A § 317-A

Chapter 3 – Penalties and Investigations

Failure to File a Registration or Report

FAILURE TO FILE A REGISTRATION. If a person who is required to file a lobbyist registration with the Commission fails to file within 15 business days of exceeding the 8-hour threshold in a calendar month, they may be assessed a fine of \$100 for every month the person fails to register.

FAILURE TO FILE A REPORT. If a registered lobbyist fails to file a monthly report with the Commission by the reporting deadline, the lobbyist will be assessed a fine of \$100 for each month the report remains unfiled. However, if the lobbyist files the report within 24 hours of the reporting deadline, the fine is reduced to \$50.

To determine the amount of the fine, a month will be measured from the filing deadline to the 15th day of the month following the month of the deadline.

SUSPENSION. The Commission may suspend any person from lobbying who fails to file a required report or pay an assessed fine. However, the lobbyist will be reinstated on the date the required report or payment is received by the Commission.

REQUESTING A WAIVER OF A PENALTY. A lobbyist may request a waiver of any preliminary penalty assessed by the Commission staff. Waivers must be made in writing to the Commission and must state the reason for the delinquency. Waiver requests will be noted on the agenda for the next Commission meeting. Only the Commission may grant penalty waivers.

MITIGATING CIRCUMSTANCES. The Commission may waive a penalty in whole or in part if the failure to register or file a report was due to mitigating circumstances or the fine or penalty is disproportionate to the level of experience of the lobbyist or the harm suffered by the public from the late registration or report. Mitigating circumstances include:

1. A valid emergency;
2. An error by the Commission; or
3. Evidence that a bona fide effort was made to file the report on time.

COMPLIANCE REVIEWS. The Commission staff will review lobbyist registrations and monthly reports for compliance with disclosure requirements. The Commission staff will contact a lobbyist for any apparent omission or error. Any substantial violations of the disclosure requirements,

regardless of whether the lobbyist has remedied the violation, shall be placed on the agenda for the Commission’s next meeting.

COMMISSION INVESTIGATIONS. Any person may file a complaint with the Commission and ask that it conduct an investigation into an alleged violation of the lobbying disclosure laws and regulations. If the members of the Commission finds cause to believe that a violation may have occurred—based on a complaint or other information received by the Commission—the Commission may undertake an investigation into the failure to file a registration or to determine the accuracy or completeness of a registration or report.

The Commission may also turn matters over to the Attorney General for enforcement.

LEGAL REFERENCES	
Penalties	3 M.R.S.A. § 319(1)
Suspension	3 M.R.S.A. § 319(1-A)
Waiver Requests	3 M.R.S.A. § 319(1); Rules, Chapter 1, § 4(3)(B)
Commission Investigations	3 M.R.S.A. §§ 321(8), 322(1&2)
Compliance Review	Rules, Chapter 1, § 4(3)

Chapter 4 – Restrictions and Additional Requirements

Restrictions on Lobbyists

CAMPAIGN CONTRIBUTIONS. During a regular or special session, lobbyists, lobbyist associates, lobbying firms, and lobbyist employers may not intentionally give, offer, or promise a contribution to a covered official or to a political action committee, ballot question committee, or party committee of which the covered official is a treasurer, officer, or primary fundraiser or decision maker. This prohibition does not apply if the contribution is not the property of the lobbyist, lobbyist associates, lobbying firms, or lobbying employer. The prohibition also does not apply to contributions regarding a special election from lobbying firms, lobbying employers, and the lobbyist and associates who are eligible or will be eligible to vote in the special election.

When the Legislature is not in session, lobbying firms and lobbying employers may make contributions to covered officials, candidates, and committees of which the officials or candidates serve as the treasurer, officer, or primary fundraiser or decision maker. Lobbyists and lobbyist associates, however, may only make contributions to covered officials and candidates if the lobbyist or associate will be eligible to vote in the election for that covered official or candidate.

These prohibitions do not apply at any time if the contribution is for:

1. A bona fide social event hosted for nonpartisan, charitable purposes;
2. A covered official's campaign for federal office; or
3. The attendance of the covered official at fund-raising events held by a municipal, county, state or national political party organized pursuant to Title 21-A, chapter 5, nor the advertisement of the expected presence of any such person at any such event, as long as any such person has no involvement in soliciting attendance at the event and all proceeds are paid directly to the political party organization hosting the event or a nonprofit charitable organization.

GIFTS TO COVERED OFFICIALS – BRIBERY. A person may be found guilty of bribery if that person promises, offers or gives any pecuniary benefit to another with the intention of influencing the other's action, decision, opinion, recommendation, vote, nomination or other exercise of discretion as a public servant, party official or voter.

Pecuniary benefit is broadly defined to mean any advantage in the form of money, property, commercial interest or anything else, the primary significance of which is economic gain. The

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criminal code does not assign a certain monetary value to what will be considered a pecuniary benefit. Bribery is a Class C crime. Giving improper gifts to a Public Servant is a Class E crime. This provision does not apply to:

1. Campaign contributions;
2. A meal, if provided by industry or special interest organizations as part of an informational program presented to a group of public servants, or if the meal is a prayer breakfast or served during a meeting to establish a prayer breakfast;
3. A subscription to a newspaper, news magazine or other news publication.

COMPENSATION CONTINGENT ON OUTCOME OF LEGISLATIVE ACTION. A person may not accept employment as a lobbyist if the proposed compensation is contingent upon the outcome of legislative action.

INSTIGATING LEGISLATIVE ACTION TO OBTAIN EMPLOYMENT AS A LOBBYIST. A person may not instigate the introduction or commencement of any legislative action for the purpose of obtaining employment as a lobbyist to support or oppose such legislative action.

QUASI-INDEPENDENT STATE ENTITIES AND LOBBYISTS. The governing body of a quasi-Independent state entity may not retain any person, other than entity staff, that is required to register as a lobbyist.

Additional Requirements for Lobbyists

TESTIFYING BEFORE A LEGISLATIVE COMMITTEE. When testifying before a legislative committee, a lobbyist must disclose to the committee the name of the person or organization the lobbyist represents.

In addition, when a lobbyist, lobbyist associate or client is compensating someone for the purpose of testifying before a legislative committee, the lobbyist must disclose to the committee, either orally or in writing, the name of that individual.

If a lobbyist or lobbyist associate fails to disclose this information, the Commission may suspend the lobbyist or associate and/or assess a penalty of up to \$5,000 against the lobbyist or associate.

NAME TAGS. Whenever a registered lobbyist or lobbyist associate is engaged in the act of lobbying, they must wear a clearly visible name tag. The name tag must display both the lobbyist's or associate's name and either the name of the lobbyist's firm or employer, the organization the lobbyist represents, or the word "lobbyist."

HARASSMENT TRAINING. All Legislators, legislature staff, lobbyists, and lobbyist associates shall complete mandatory harassment training at the start of each legislative session. Each lobbyist and associate shall maintain copies of their annual certifications for a minimum of 2 years.

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If completion of the harassment training is not possible due to circumstances beyond the lobbyist's control, the Commission may grant a limited extension to that lobbyist upon request for completion of the required harassment training. If a lobbyist has a very limited physical presence in the State House and the Burton M. Cross Building, the Commission may exempt the lobbyist from this requirement. The Commission shall reject all lobbyist registrations that have not completed the completed the harassment training or requested a waiver.

Waiting Periods

Legislators: Beginning with the convening of the 130th Legislature, a person who has served as a Legislator may not engage in compensated lobbying until one year after that person's term as a Legislator ends.

Executive Branch Officials: An individual whose salary is subject to adjustment by the Governor or who are in a "major-policy influencing" position may not engage in lobbying for more than 8 hours in a calendar month until one year after their employment in that office ends. A fine of \$100 may be assessed for every day the individual is in violation of this restriction.

LEGAL REFERENCES	
Restriction on Campaign Contributions	1 M.R.S.A. § 1015-A; Rules Ch.1, § 12
Bribery	17-A M.R.S.A. § 602
Contingent Compensation/Instigated Legislation	3 M.R.S.A. § 318
Quasi-Independent State Entities and Lobbyists	5 M.R.S.A. § 12022(6)
Testifying Before Legislative Committee	3 M.R.S.A. § 319-A
Waiting Periods	1 M.R.S.A. § 1024; 3 M.R.S.A § 318-A
Name Tag Requirement	3 M.R.S.A. § 327
Harassment Training	3 M.R.S.A. § 170-B, § 312-B