

## COMMUNITY RELATIONS

### Political Relationships with Governmental Agencies

All “lobbying” activities on behalf of the District shall be conducted under the direction of the superintendent and/or Board. For purposes of this procedure, “lobbying” means attempting to influence the passage or defeat of any legislation or the adoption or rejection of any rule, standard, rate, or other legislative enactment by any state agency.

Only an employee who has been previously authorized by the superintendent and/or Board of Directors pursuant to Policy 4300 may communicate with a legislator, legislative staff member, or member or staff member of a rule-making agency of the state (such as the Office of the Superintendent of Public Instruction, Washington Department of Transportation, or Washington Department of Labor and Industries) on the subject of legislation or rule-making in a manner that could reasonably be interpreted as a statement of the official position or interests of the District. Employees who have not been so authorized should avoid use of District letterhead, District job titles, and the like; or include explicit disclaimers to prevent an implication that the official position or interests of the District are being communicated.

All in-person lobbying activities by employees shall be authorized in advance by signature on Form 4300F and reported on that form to the superintendent, together with any expenses paid by the District, and any amounts spent from non-District money on state office holders and staff. Board members who spend more than \$15.00 of non-District money on state office holders or staff while lobbying shall report the expenditure to the superintendent. For purposes of the reporting requirement, “in-person lobbying” does not include telephone conversations or preparation of correspondence, or preparation or adoption of District positions.

Reports shall be submitted not more than two (2) working days after the activity and shall include:

1. Name and title of Board member or employee who lobbied;
2. Date(s) of lobbying;
3. General description of lobbying activities - including bill(s) or WAC numbers if applicable;
4. Travel costs charged to the District (food, lodging, cost of transportation);
5. Amount and source of non-District funds spent on state office holders or staff; and
6. Percent of time spent on lobbying during the calendar quarter (January - March, April - June, July - September, and October - December). This information is only required for employee lobbying activities.

The superintendent's designee shall prepare Public Disclosure Commission Form L-5 in accordance with law and Public Disclosure Commission directions for the superintendent's signature. Form L-5 shall be submitted on April 30, July 31, October 31, and January 31 for the preceding calendar quarter if in-person lobbying exceeded four days or parts of four days or expenditures of non-District funds for or on behalf of state officials or staff exceeded \$15.00 in the preceding calendar quarter.

Revised: May 23, 2001

Revised: December 11, 2002