

Policy 266 - Lobbying Activity

The Lower Columbia College Board of Trustees, the College President and Vice Presidents, the Head Start Director/Designee, and those who have the President's written permission are the only people authorized to lobby on behalf of the College.

The terms "lobby" and "lobbying" are defined as "attempting to influence the passage or defeat of any legislation by the legislature of the state of Washington, or the adoption or rejection of any rule, standard, rate or other legislative enactment of any state agency under the state administrative procedure act, chapter 34.05 RCW. Neither "lobby" nor "lobbying" includes an association's or other organization's act of communicating with the members of that association or organization." **RCW 42.17A.005(34) (app.leg.wa.gov/RCW/default.aspx?cite=42.17A.005)** . Lobbying on behalf of oneself or on behalf of another organization or association does not constitute lobbying on behalf of the college.

All lobbying activity on behalf of the College must be documented by including the date of the lobbying, any bill or rule that was the subject of lobbying, the name of the lobbyist, and the name of the legislator, legislative staffer, or agency that was the subject of lobbying. This information must be sent to the Vice President of Foundation, HR, & Legal Affairs for inclusion in the College's lobbying report by using this **Lobbying Reporting Form (http://internal.lowercolumbia.edu/departments/human-resource/s/_assets/documents/MonthlyLobbyingForm_Jan21.pdf)** no later than:

- April 1st for activity occurring January through March
- July 1st for activity occurring April through June
- October 1st for activity occurring July through September
- January 2nd for activity occurring October through December

State ethics laws prohibit the use of state resources to directly or indirectly assist a campaign for election of a person to an office or for the promotion of or opposition to a ballot or proposition. **RCW 42.52.180 (apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180)** .

Historic Information

- Reviewed by Executive Leadership Team March 24, 2021
- Reviewed by Governance Council April 7, 2021
- Reviewed by Union Management Communications Committee April 20, 2021
- Campus Review April 23 - May 7, 2021
- Adopted May 12, 2021

Resource/Reference/ Procedure	Title	Unit Responsibility
RCW 42.17A.635 (app.leg.wa.gov/RCW/default.aspx?cite=42.17A.635)	Legislative activities of state agencies, other units of government, elective officials, employees.	VP of HR and Legal Affairs
Lobbying Reporting Form (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/MonthlyLobbyingForm_Jan21.pdf)		
Lobbying Guidelines (lowercolumbia.edu/publications/administrative-policies/_assets/documents/LobbyingGuidelines.pdf)		
LCC Code of Ethics (http://internal.lowercolumbia.edu/departments/human-resources/_assets/documents/CodeofEthics.pdf)		
RCW 42.52.180 (apps.leg.wa.gov/RCW/default.aspx?cite=42.52.180)	Use of public resources for political campaigns	
Public Agency Lobbying Instructions (www.pdc.wa.gov/learn/publications/public-agency-lobbying-instructions)	From the Public Disclosure Commission website	
Activities That Are Not Lobbying (www.pdc.wa.gov/learn/publications/public-agency-lobbying-instructions/reporting-agency-lobbying-activity/activities)	From the Public Disclosure Commission website	