

GUIDELINES FOR HOST(S) OF LEGISLATIVE EVENTS DURING A REGULAR OR FISCAL SESSION OF THE ARKANSAS GENERAL ASSEMBLY

The Legislative Events Advisory Council (LEAC) in conjunction with the Arkansas Senate and Arkansas House of Representatives, have agreed the following Guidelines and attached Checklists must be followed and completed by legislative event host in order to be placed on the Legislative Events Calendar.

These Guidelines and Checklists are intended to encourage and enhance hosts' compliance with Amendment 94 of the Arkansas Constitution, applicable laws and ethical guidelines. Placement of events on the Legislative Events Calendar is to protect the interests of event hosts.

These Guidelines and Checklists and applies to:

- Lobbyists
- Person(s) acting on behalf of lobbyists
- Person(s) employing or contracting with lobbyists

(See definition of lobbyists below. Due to the costs of legislative events, a host of a legislative event will most likely require someone to register as a lobbyist)

LEGISLATIVE EVENTS CALENDAR GUIDELINES

1. Requests for the Legislative Events Calendar must be for events that will invite ***either*** the full body of the Senate, the full body of the House or both chambers of the General Assembly.
2. Requests for events that invite members of specific legislative committees must be approved by the Committee Chairs and will NOT be included on the Legislative Events Calendar. The LEAC suggests that hosts work with Committee Chairs and NOT schedule any Committee dinners to begin less than one hour after the beginning of the last event on the Legislative Events Calendar.
3. Initial requests for an event to be placed on the Legislative Events Calendar may be made by phone, email or mail to the Arkansas State Chamber/Associated Industries of Arkansas. Such contacts should be directed to Deb Mathis at dmathis@arkansasstatechamber.com or 501-372-2222 or other individuals as designated by the State Chamber.

4. Hosts will then be provided this message and a Planned Activity Request Form and Checklist that should be completed and a signed copy send to the State Chamber by mail or email to confirm official placement of an event on the Legislative Events Calendar.
5. Please include the following information in the email:
 - a. Host(s) of the event
 - b. Date and time of the event
 - c. Location of the event (this can be added later if needed)
 - d. Brief event description/type of event (i.e. breakfast, lunch, reception, dinner, etc.)
 - e. Name, phone number and email of a contact person
6. Requests will be accepted the day after adjournment of a previous Regular or Fiscal Session for the next convening Session. Such requests must be completed in writing not less than **two business days prior to the event.**
7. Requests for calendar changes should also be made by email to the State Chamber.

ARKANSAS ETHICS COMMISSION
RULES ON LOBBYIST REGISTRATION AND REPORTING

§ 501. Definition of “lobbyist.” (a) For purposes of these rules, persons engaged in lobbying activity as defined by § 500(j) will be considered lobbyists, subject to registration and reporting, if the person: (1) receives income or reimbursement in a combined amount of \$400 or more in a calendar quarter for lobbying activities; or (2) expends \$400 or more in a calendar quarter for lobbying activities, excluding the cost of personal travel, lodging, meals, or dues; or Agency # 153.00 RLRR-Page 5 of 19 Effective 12/04/1996 Revised 12/31/2015 (3) expends \$400 or more in a calendar quarter, including postage, for the express purpose of soliciting others to communicate with any public servant to influence any legislative action or administrative action of one (1) or more governmental bodies unless the communication has been filed with the Secretary of State or has been published in the news media. If the communication is filed with the Secretary of State, the filing shall include the approximate number of recipients. (b) All persons who act as lobbyists shall register as lobbyists pursuant to § 502 of these rules unless specifically exempted from registration pursuant to § 504 herein. (c) Whether a person is a lobbyist is a factual determination made by the Arkansas Ethics Commission.

2016 SENATE PLANNED ACTIVITY REQUEST FORM AND CHECKLIST



Event Host: _____

Event Date/Time: _____

Event Location: _____

Event Type: _____

(i.e. breakfast, lunch, reception, dinner, etc.)

Contact Person: _____

Contact Number: _____

Contact Email: _____

- I have not offered or paid for food or drink at a planned activity in the previous seven (7) days.
- A written invitation was or will be distributed electronically or by other means to the members of the specific governmental body at least twenty-four (24) hours before the planned activity.
- Invitations to the planned activity were or will be sent to ALL members of the Arkansas Senate
- Only food and drink will be offered at the planned activity. [NOTE - Article 19, § 30 of the Arkansas Constitution exempts only food or drink offered at planned activities from the gift prohibition].
- I understand if the specific governmental body invited to the planned activity is a committee of the General Assembly, then with regards to legislators, only members of the invited committee of the General Assembly may accept food or drink at the planned activity.

The signature below signifies I have read this document and all accompanying materials and understand the intent of the guidelines and checklist set forth by the Arkansas Senate.

Completed By

Date

2016 HOUSE PLANNED ACTIVITY REQUEST FORM AND CHECKLIST



Event Host: _____

Event Date/Time: _____

Event Location: _____

Event Type: _____

(i.e. breakfast, lunch, reception, dinner, etc.)

Contact Person: _____

Contact Number: _____

Contact Email: _____

- I have not offered or paid for food or drink at a planned activity in the previous seven (7) days.

- A written invitation was or will be distributed electronically or by other means to the members of the specific governmental body at least twenty-four (24) hours before the planned activity.

- Invitations to the planned activity were or will be sent to ALL members of the Arkansas House of Representatives

- Only food and drink will be offered at the planned activity. [NOTE - Article 19, § 30 of the Arkansas Constitution exempts only food or drink offered at planned activities from the gift prohibition].

- I understand if the specific governmental body invited to the planned activity is a committee of the General Assembly, then with regards to legislators, only members of the invited committee of the General Assembly may accept food or drink at the planned activity.

The signature below signifies I have read this document and all accompanying materials and understand the intent of the guidelines and checklist set forth by the Arkansas House of Representatives.

Completed By

Date