

**STANDARD OPERATING PROCEDURE
PROFESSIONAL COMPLIANCE DIVISION
PCD SOP No. 00-03
Effective: January 31, 2001**

SUBJECT: VERIFYING LOBBYIST REGISTRATION

PURPOSE AND SCOPE: To establish procedures to verify lobbyist registration in compliance with County policy.

I. AUTHORITY:

- A. [Section 2-11.1\(s\) of the Code of Miami-Dade County](#) establishes the requirement for lobbyists to first register with the Clerk of the Board of County Commissioners when representing an individual or firm before a County elected official, board, or County personnel.
- B. [Operational Directive 99-03, Aviation Department Written Directive System](#).
- C. DSOP No.01-07– Qualifications Verification and Due Diligence.

II. POLICY:

- A. County policy requires that County personnel be diligent in determining whether a person has complied with registration requirements. Pursuant to Section 2-11.1(s), Commissioners or County personnel may not knowingly permit an individual who has not registered, to lobby an elected official, relevant committee, board or County personnel. The Professional Compliance Division will accomplish this verification upon request. Whenever possible the verification of lobbyist registration must be accomplished by using the Internet.
- B. Anyone representing an individual or firm for oral presentation before a County certification, evaluation, selection, technical review or similar committee, shall be listed on an affidavit provided by the County and included in the proposal submitted. Those individuals listed on the affidavit as part of the presentation team are not required to file a registration form or pay any registration fee.
- C. However, anyone added to the presentation team, or replacing an individual on the presentation team, must complete the required Lobbyist Registration form and pay the registration fee of \$125.00 prior to the oral presentation.

III. PROCEDURES:

- A. Research lobbyist information by accessing the Lobbyist web page on the County's Intranet site, <http://intra.co.miami-dade.fl.us/gia> and conducting a search by the individual's name or principal represented. Lobbyist information contained in the web site dates back to 1997. Should you have trouble locating information on the site, contact the office of the Clerk of the Board of County Commissioners at (305) 375-5137.
- B. The office of the Clerk of the Board of County Commissioners updates lobbyist information on a daily basis.
- C. The office of the Clerk of the Board of County Commissioners publishes logs on a quarterly and annual basis reflecting lobbyist registration filed in accordance with Section 2-11.1(s) of the Code of Miami-Dade County, and all publications are available to the public.

REVOCATION: None.

CROSS REFERENCE: None.

(Original signed)

G.T. Arnold, Assistant Director
Professional Standards and Compliance

Date: January 31, 2001