



Presidential Memorandum #95

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Notes:
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January 13, 2003

Subject: Lobbying by University Employees

Purpose

To provide guidelines and procedures for lobbying the state legislature.

Policy

Any lobbying of the Florida Legislature must conform to the procedures listed below. Only the persons approved by the president and whose job descriptions include lobbying assignments may register as lobbyists for the University and/or its parts.

Section 11.061, Florida Statutes, defines lobbying by a state employee to be activity which "seeks to encourage the passage, defeat, or modification of any legislation by personal appearance or attendance before the House of Representatives or the Senate or any committee thereof..." Any state employee engaged in such activity is required to register as a lobbyist unless such activity is limited to "hours other than the established business hours of the person's respective agency."

Any state employee engaging in such activity during established business hours must keep certain records, including attendance before any committee, and attendance in the legislative chambers, committee rooms, legislative offices, legislative hallways and other areas in their immediate vicinity unless the employee's "position is designated" in his or her department's budget as "being used for all or for a portion of the fiscal year for lobbying..." The job description of any persons expected to be engaged in lobbying on behalf of the institution must reflect this assignment. Otherwise, these persons must record the indicated appearances and submit the appropriate forms.

In addition, Section 11.062(1), Florida Statutes, prohibits, with exceptions, the use of funds "appropriated to, or otherwise available for use by" a department "for lobbying purposes." The exceptions are salaries, travel expenses, and per diem.

The specific procedural requirements of the House, Senate, and Joint rules referenced above should be reviewed.

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Responsibility

All requests to register as a lobbyist must be approved by the university president.

Richard L. Osburn
Interim President

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