

Topic: Political contributions/Lobbying	Department: Agency Administration
Original effective date: 1/1/07	Last revision date: 8/23/24
Owner: VP for Quality and Compliance	Frequency of reviews: Annual
Internal/Regulatory Reference(s) (all that apply): NYS Legislative Law Article 1-A; 19 NYCRR 934; 19 NYCRR 938; 19 NYCRR 943	
Related documents/Links: Please see references within the document	

Policy: It is the policy of The Arc of Monroe that business, administrative and support functions promote personal and organizational outcomes.

Additional Information: The Arc is a 501(c)(3) non-profit, tax exempt company. As a result, The Arc is not permitted to assist with political campaigns.

For the purposes of this policy, “Lobbying” or “Lobbying Activities” are defined as any attempt to influence:

- The passage or defeat of any legislation or resolution by either house of the state legislature;
- The adoption, issuance, revocation (rescission), modification or terms of a gubernatorial order;
- The adoption or rejection of any rule or regulation having the force and effect of law by a state agency;
- The outcome of any rate making proceeding by a state agency;
- Any determination by a public official, or by an officer or employee of the unified court system;
- The passage or defeat of any local law, ordinance, resolution, or regulation by any municipality or subdivision thereof;
- The adoption, issuance, revocation (rescission), modification or terms of an executive order issued by the chief executive officer of a municipality;
- The adoption or rejection of any rule, regulation, or resolution having the force and effect of a local law, ordinance, resolution, or regulation; or
- The outcome of any rate making proceeding by any municipality or subdivision thereof; or
- Time spent attempting to get a bill, regulation or resolution introduced.

Lobbying expenses include:

- Phone calls
- Faxes
- Copies
- Postage
- The time it takes to create web pages or online content
- Advertisements that lobby
- Money spent on outside contractors to help with lobbying

A lobbyist’s travel, meals, and accommodations are not considered lobbying expenses.

“Lobbying” does not include:

- Submitting a bid or proposal to the government
- Asking questions or providing comments to the government regarding proposed legislation, regulations, etc. if the government has requested such feedback

For the purposes of this policy, the following are not considered gifts:

- Letting someone attend a charitable or political event for free
- Awards, plaques and other ceremonial items
- Honorary degrees
- Promotional items like pens, hats or mugs that have Arc’s logo
- Personal gifts
- Meals and snacks at an event if everyone who is there can get them too

The Executive Management Team (EMT) consists of CEO, COO, CFO, CHRO of The Arc of Monroe, and the CEO of the Arc Foundation of Monroe.

The Arc needs to be mindful of regulations around lobbying as failing to meet them could put our tax-exempt status in jeopardy. The New York State Commission on Ethics and Lobbying in Government (<https://ethics.ny.gov/>) (COELIG) conducts periodic audits to ensure that requirements are being met.

Procedure - General	
Task:	Responsible party:
General Guidelines:	
1. If the aggregate costs associated with lobbying efforts of The Arc exceed the minimum amount under New York Legislative Act §1-e (currently \$5000) each person employed by the Arc that engages in lobbying must register with COELIG.	EMT
2. The Arc is required to report any lobbying that we have engaged in, including: *How long the lobbying activity took; and *What was lobbied for or against	EMT
3. Each registered lobbyist needs to track how much time they spend on lobbying (including time preparing to lobby), to the nearest half hour. A lobbyist’s rate is based on how much they earn, as reflected in their W-2 (their annual salary divided by 2080).	Registered lobbyists
4. Lobbying training is required every three (3) years. This can be found on the COELIG website: https://ethics.ny.gov/	Registered lobbyists
Procedure – Political Campaign Activities	
1. The Arc can never be part of a political campaign for any public official including, but not limited to, publicly or formally endorsing or opposing a specific candidate. In addition, the agency cannot give any money to a political candidate.	Agency officers
2. This in no way prohibits staff from supporting or assisting with a political campaign or candidate on their own time, outside of their role as an Arc	Staff; Managers

employee. Staff cannot be treated differently by The Arc for their political beliefs or their personal endorsement of any candidate. An employee’s personal financial support of any political candidate is never reimbursable by the agency.	
Registered Lobbyists:	
1. Must register with NYS as required by law.	Registered lobbyists
2. Must complete required lobbying training every 3 years as required by law.	Registered lobbyists
3. Must track time spent on lobbying activities and other related costs as required.	Registered lobbyists
EMT:	
1. Register with NYS if the above-listed criteria are met.	EMT
2. Ensure that registered lobbyists are compliant with NYS law.	EMT
3. Ensure that the agency remains compliant with all aspects of NYS laws related to lobbying.	EMT
VP for Quality and Compliance:	
1. The VP for Quality and Compliance acts as the agency’s Compliance Officer, as required in NYS law.	VP for Quality and Compliance
2. Has primary responsibility for administering the agency’s compliance program, and related policies and procedures.	VP for Quality and Compliance
3. Acts as a resource for leadership and, when necessary, a liaison to The Arc of NY in regards to lobbying requirements and limitations.	VP for Quality and Compliance

Document revision record:

Revision Date	Release Date	Reason for change	Approver
5/20/08	5/20/08	Reasons for change not documented	VPQC
8/3/12	8/3/12	Reasons for change not documented	VPQC
7/30/13	7/30/13	Reasons for change not documented	VPQC
7/29/15	7/29/15	Reasons for change not documented	VPQC
6/5/17	6/5/17	Reasons for change not documented	VPQC
11/12/18	11/12/18	Reasons for change not documented	VPQC
2/11/20	2/11/20	Transferred to new procedural format	VPQC
8/18/21	9/8/21	Fleshed out requirements; added discrete sections for registered lobbyists, EMT and VPQC.	ICC
7/18/22	7/18/22	Corrected typos	ICC
9/13/23	9/15/23	Updated JCOPE URL link; updated/clarified bullet 1 in general guidelines	ICC
8/23/24	9/25/24	Added minor clarifying language	ICC