

Topic: Political contributions/Lobbying	Department: Agency Administration
Original effective date: 1/1/07	Last revision date: 9/29/26
Owner: VP for Quality and Compliance (VPQC)	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 (“The Arc”) that business, administrative and support functions promote personal and organizational outcomes.

Additional Information: The Arc is a tax-exempt nonprofit organization under Section 501(c)(3) of the Internal Revenue Code. As a result, The Arc is prohibited from participating or intervening in political campaigns on behalf of, or in opposition to, candidates for public office.

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 ratemaking 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;
- The outcome of any ratemaking proceeding by any municipality or subdivision thereof;
- Time spent attempting to get a bill, regulation, or resolution introduced.

The Arc must comply with applicable lobbying requirements, as noncompliance could jeopardize its tax-exempt status. The New York State Commission on Ethics and Lobbying in Government (COELIG) conducts periodic audits to ensure that requirements are being met. Additional information, including current registration, reporting, training, and lobbying guidance, is available on the COELIG website at <https://ethics.ny.gov/>

Procedure - General	
Task:	Responsible party:
General Guidelines:	
1. When The Arc meets applicable New York State lobbying registration or reporting thresholds, the agency and individuals engaged in lobbying activities will register and/or report as required by law.	EMT

2. The Arc NY will be notified when someone registers as a lobbyist	EMT
3. The Arc will report lobbying activities as required by applicable law, including required information concerning the lobbying activity and associated time and expenses.	EMT
4. Registered lobbyists must track time spent on lobbying activities, including preparation time, to the nearest half hour. Compensation attributable to lobbying activities will be calculated in accordance with current COELIG requirements.	Registered lobbyists
5. Registered lobbyists must complete lobbying training at the frequency required by applicable law.	Registered lobbyists
Procedure – Political Campaign Activities	
1. The Arc will not participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office, including by publicly or formally endorsing or opposing a candidate or making contributions to a political candidate or campaign.	Staff
2. Staff may support or assist political campaigns or candidates on their own time and in their personal capacity, provided they do not represent that they are acting on behalf of The Arc. An employee's personal political contributions or other campaign expenses will not be reimbursed by the agency.	Staff

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
7/3/25	9/25/25	Added minor clarifying language	ICC
9/29/26	9/29/26	Addressed redundancies; removed discrete sections for EMT, registered lobbyists, and the VPQC; consolidated information; added ArcNY notification	ICC