

## MEMORANDUM

TO: All Lobbyists, Lobbyist Employers, and Lobbying Firms

RE: 2023-2024 Biennium  
Registration Renewal Instruction Manual

DATE: 12/7/2022

FROM: Will Senning, Director of Elections  
Daniel Brown, Elections Administrator

The 2023-2024 Biennium is approaching, which means that all lobbyists, lobbyist employers and lobbying firms must register in the Lobbying Information System (LIS). The LIS makes it easy to continue your registration in the same way it was during the past three Biennium's or alternatively, add lobbyists or lobbyist employers to your listing.

We have created a 2023-2024 Registration Renewal Instruction Manual for your assistance.

### **\*\*IMPORTANT INFORMATION\*\***

**EVEN IF YOU DO NOT REGISTER FOR THE 2023-2024 BIENNIUM, YOU ARE STILL REQUIRED TO FILE THE YEAR-END JANUARY 15, 2023 DISCLOSURE REPORT. (REPORTING PERIOD 9/1/22-12/31/22)**

### **Other important reminders:**

- We know that some people register as lobbyists or lobbyist employers at the beginning of the legislative session just to be sure that they are in compliance, should they have to give testimony at the State House on a pending bill. Sometimes, however, those registrants **never actually meet the criteria** to be a registered lobbyist by statute: *“A person who receives or is entitled to receive, either by employment or contract, \$500 or more in monetary or in-kind compensation in any calendar year for engaging in lobbying, either personally or through his or her agents, or a person who expends more than \$500 on lobbying in any calendar year”*
  - If you register in the system but do not meet the threshold requiring registration and disclosure, **you will still be responsible for filing** any necessary disclosures. **Please only register** if you are certain that you will meet the threshold for reporting during the current reporting period. **If you choose to register, you are required to file on all disclosure deadlines that occur while you are registered.**
- If you are a LOBBYIST EMPLOYER and hire staff to lobby for you, please make sure your staff are aware of **what is expected** of them regarding their **role as a lobbyist** in using the Vermont Lobbying Information System. In other words, they should be able to login to the LIS and file their disclosure reports and update information as necessary. Otherwise, please be sure that a **designated staff member** is assigned to these duties.
  - For example, we have observed that an employee will leave an organization and not realize their lobbyist registration with the State of Vermont needs to be terminated. This leaves them listed as “ACTIVE” in the system and responsible for late disclosure fees.

- **PLEASE REMEMBER – If you are listed as an ACTIVE lobbyist, lobbyist employer or lobbying firm and DO NOT file a disclosure, you will be responsible for late penalty fees of \$25/day up to \$350 per filing period.**

**\*\* Please place these dates on your calendar and set a reminder to ensure your compliance! \*\***

As always, we are here to answer any question that you may have regarding the Vermont Lobbying Information System or lobbying rules and regulations in the State of Vermont.

**Please contact Daniel Brown, Elections Administrator at 802-828-0771, [dan.brown@vermont.gov](mailto:dan.brown@vermont.gov) and [sos.lobbyist@vermont.gov](mailto:sos.lobbyist@vermont.gov) with any questions.**

## **2023-2024 BIENNIUM LOBBYIST DISCLOSURE REPORTING PERIODS**

2/15/23 (January 1 – January 31)  
3/15/23 (February 1 – February 28)  
4/15/23 (March 1 – March 31)  
5/15/23 (April 1 – April 30)  
6/15/23 (May 1 – May 31)  
9/15/23 (June 1 – August 31)

- **YEAR END 1/15/24 (September 1 – December 31)**

2/15/24 (January 1 – January 31)  
3/15/24 (February 1 – February 28)  
4/15/24 (March 1 – March 31)  
5/15/24 (April 1 – April 30)  
6/15/24 (May 1 – May 31)  
9/15/24 (June 1 – August 31)

- **YEAR END 1/15/25 (September 1 – December 31)**

