

NEW YORK STATE BRIDGE AUTHORITY
LOBBYING CONTACT POLICY

1) Policy:

As required by Public Authority Law 2987, it is the Authority's policy to maintain records of all lobbyist contacts related to the adoption or rejection of Authority rules and regulations, including rate making proceedings.

2) Policy Definition:

Definitions under this policy are as follows:

- (a) "lobbyist" means every person or organization retained, employed or designated by any client to engage in lobbying: The term "lobbyist" does not include any officer, director, trustee, employee, counselor agent of the state, or any municipality or subdivision thereof of New York when discharging their official duties.
- (b) "lobbying" means any attempt to influence the adoption or rejection of any Authority rule or regulation or the outcome of any rate making proceeding.
- (c) "contact" means any conversation, in person or by telephonic or other remote means, or correspondence between any lobbyist engaged in the act of lobbying and any person within the Authority who can make or influence a decision on the subject of the lobbying on behalf of the Authority, and includes members of the Board, as well as all officers and employees of the Authority.

3) Procedures:

- (a) Every Authority member, officer or employee who is contacted by a lobbyist engaged in lobbying should immediately fill out a "Bridge Authority Lobbying Contact Form" indicating the time and date, identity of the lobbyist and a general summary of the substance of the contact.
- (b) Completed lobbying contact forms and any other such records should, as soon as possible after completion, be submitted to the office of the Executive Director.
- (c) The Executive Director is appointed to maintain a filing system, by rule or regulation, of all lobbyist contact forms and any other such records related to such of lobbying activity for a period of not less than seven years.