

ALBANY CONVENTION CENTER AUTHORITY
Non-Procurement Lobbying Contact Policy

I. RECORDING LOBBYIST CONTACTS

A. Every board member and employee of the Albany Convention Center Authority (hereinafter the “ACCA”) shall make a contemporaneous record of a contact by a lobbyist where in the reasonable judgment of such board member or employee, the lobbyist is attempting to influence:

- 1.) The adoption or rejection of any regulation of the ACCA, if any¹; and
- 2.) The outcome of any rate making proceeding of the ACCA, if any².

B. The record shall include:

- 1.) The date of contact; and
- 2.) The time of day of contact; and
- 3.) The identity of the lobbyist; and
- 4.) A general summary of the substance of the contact.

II. RECORD KEEPING

A. All records of lobbyist contacts as set forth herein, shall be delivered to the assistant secretary to the board of the ACCA for filing in a system designed to organize such records in a manner so as to make the records useful to determine whether the decisions of the ACCA were influenced by such lobbying contacts.

B. All such records of lobbyist contacts shall be maintained for not less than seven (7) years.

¹ As of the adoption date of this Policy, 1/7/2011, the ACCA’s enabling does not provide the ACCA with regulation promulgation authority. Therefore, this provision is currently not applicable.

² Rate making proceedings are adjudicatory or quasi-legislative proceedings derived from specific statutory authority granted to certain governmental bodies. For example, the Public Service Commission has specific statutory authority to conduct proceedings to establish utility user rates. Therefore, this provision is currently not applicable to the ACCA.