

**Communicating with employees or other public office holders who negotiate a settlement does not require registration**

A claimant or a party to an action, or their representative, may contact employees who have a role in negotiating that settlement, and these communications are exempt from registration. In most cases, the City or local board will have assigned legal staff or other senior staff to reach a settlement agreement or to discuss a litigation or claim matter with the representative of the litigant or claimant. In usual practice, the assigned staff will designate which City or local board employees will be relevant to the matter and arrange communication if appropriate and applicable. Each type of negotiation follows a defined process. The provisions for review processes (Municipal Code Chapter 140, section 140-5F) also apply to settlement negotiations.

**Communicating with other public office holders requires registration**

If a claimant or a party to an action, or their representative, communicates privately, that is outside of the defined process and with public office holders other than those assigned to the process and who do not have a role in negotiating the settlement or processing the claim, those communications must be registered unless a specific exemption applies.

When registration is required, the lobbyist must register before communicating with a public office holder on the subject matter.

**Not-for-profit community services organizations**

Not-for-profit community services and some other not-for-profit organizations are exempt from registration when acting in their official capacity. See the Interpretation Bulletin on [Not-for-profit Organizations](#).