

**Reference :** EXECUTIVE  
**Section :** CORRESPONDENCE / COMMUNICATION  
**Title :** LOBBYING CONTACT POLICY  
**Policy Number :** 01-03-04  
**Issue Date :** 04/26/2010  
**Revision Date :**

## **I PURPOSE**

The purpose of this policy is to comply with the requirements of section 2987 of the Public Authorities Law.

## **II APPLICABILITY**

This policy applies to all NFTA/NFT Metro employees.

## **III POLICY**

Section 2987 of the Public Authorities Law requires that the NFTA/Metro maintain a record of all Lobbying Contacts. Every member, officer or employee of NFTA/Metro who is contacted by a Lobbyist shall make a contemporaneous record of such Contact containing the day and time of the Contact, the identity of the Lobbyist and a general summary of the substance of the Contact. All records shall be provided to the NFTA/Metro General Counsel, who shall maintain the records as required by statute.

## **IV DEFINED TERMS**

Lobbyist means every person or organization retained, employed or designated by any client to engage in lobbying. The term Lobbyist shall not include any officer, director, trustee, employee, counsel or agent of the state, or any municipality or subdivision thereof of New York when discharging their official duties; except those officers, directors, trustees, employees, counsels, or agents of colleges, as defined by section two of the Education Law.

Lobbying shall mean and include any attempt to influence:

- i. the adoption or rejection of any rule or regulation having the force and effect of law by NFTA/Metro; and
- ii. the outcome of any rate making proceeding by NFTA/Metro.

Contact shall mean 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 NFTA/Metro who can make or influence a decision on the subject of the Lobbying on behalf of NFTA/Metro, and shall include, at a minimum, all members of the Board and all officers.