

<u>Purpose:</u>	To ensure strict compliance with the <i>Georgia Ethics in Government</i> and the rules and regulations set forth by the Georgia Government Transparency and Campaign Finance Commission regarding Lobbying Activities on behalf of an organization and to ensure control over Lobbying Activities on behalf of TAG.
<u>Applicable Groups:</u>	The following policy and procedure guidelines will apply to: <ul style="list-style-type: none"> ▪ TAG Board of Directors / Committees / Task Forces / TAG Staff ▪ TAG Members / TAG Partners / TAG Societies
<u>Policy:</u>	Any communication with federal, state and local officials on behalf of the Technology Association of Georgia (TAG) constituting Lobbying Activities must be done through a Registered Lobbyist for TAG.
<u>Definitions:</u>	<p>“Communication” includes any form of written or verbal contact.</p> <p>“Registered Lobbyist” refers to individuals approved by TAG to register with the SEC.</p> <p>“Lobbying Activities” any action that promotes or opposes the passage of legislation by the Georgia General Assembly or approval or veto of the Governor.</p>
<u>Responsibilities:</u>	All Lobbying Activities on behalf of TAG will be conducted by the President/CEO, VP of Government Affairs & Statewide, and Director of External Affairs unless otherwise authorized by TAG’s Board of Directors.
<u>Procedures:</u>	<p><u>To guarantee compliance, please adhere to the following guidelines:</u></p> <ul style="list-style-type: none"> ▪ Communication with federal, state and local officials regarding TAG’s positions on legislative/policy matters as well as Lobbying Activities will be handled or supervised directly by <u>Larry Williams, President/CEO, or Heather Maxfield, VP of Government Relations & Statewide.</u> ▪ <u>Lobbying Activities will be based on and consistent with TAG’s legislative agenda and policy platform.</u> Drafts of TAG’s policy platform and legislative agenda will be created by the Director of Government Relations and final versions will be approved by the TAG President/CEO, Government Relations Task Force and, ultimately, the Board of Directors. The legislative agenda and policy platform will be considered fluid documents and, within the limits set by the Board of Directors, can be revised at the discretion of the TAG Government Relations Task Force, President/CEO and VP of Government Relations & Statewide. ▪ The President/CEO and/or VP of Government Relations & Statewide must be <u>notified and present</u> for all meetings involving federal, state or local officials organized with the use of TAG’s name for the purpose of Lobbying Activity or any communication with federal, state and local officials regarding TAG’s position on legislative/policy issues. ▪ While TAG is grateful for the public service provided by all elected officials, TAG does <u>not</u> promote or endorse any political party or candidate. <p><u>Please note:</u> Interaction with elected officials is important; thus, TAG encourages individuals to communicate with federal, state and local officials as constituents acting individually and not on behalf of TAG.</p>
<u>Contact:</u>	Please direct all inquiries to Heather Maxfield, VP of Government Relations & Statewide at Heather@tagonline.org.
<u>Effective Date:</u>	These guidelines will be effective on: October 16, 2008.
<u>Revision History:</u>	First Edition (10/16/2008) Second Edition (1/9/2015)