

**GATEWAY DEVELOPMENT COMMISSION
LOBBYING CONTACTS POLICY**

I. DEFINITIONS

Unless otherwise provided, when used in this Policy:

“Board” means the Board of Commissioners of the Commission.

“Commission” means the Gateway Development Commission.

“Commissioners” means the commissioners appointed to the Board.

“Contact” means any conversation, in person or by telephonic or other electronic means, or correspondence between any Lobbyist engaged in the act of Lobbying and any Decision-Maker.

“Decision-Maker” means any person within the Commission who has authority to make or influence a decision on the subject of the Lobbying on behalf of the Commission, and shall include all Commissioners and Officers and any employee who has authority to make or influence such a decision. The General Counsel, in conjunction with the Lobbying Contact Administrator (if a designee), shall designate which titles and positions, in addition to Commissioners and Officers, are Decision-Makers and shall notify those individuals of such designation and shall make such designation available for review. The General Counsel, in conjunction with the Lobbying Contact Administrator (if a designee), may, from time to time, revise such list.

“Lobbyist” means any person or organization (a) who receives or agrees to receive, directly or indirectly compensation, in money or anything of value including reimbursement of his or her expenses, where such compensation (including reimbursement) exceeds \$100 in any three-month period, to engage in Lobbying, (b) is otherwise retained, employed, or designated by any other person or organization to engage in Lobbying on behalf of such other person or organization, or (c) who is registered as a lobbyist under the laws of the State of New Jersey or the State of New York. The term “Lobbyist” does not include a person that would not be considered a lobbyist or that is engaging in the types of activities that would not be considered lobbying under this policy and under both New Jersey and New York Law in each case based on guidance provided by the General Counsel from time to time.

“Lobbying” means and includes any attempt to influence the adoption or rejection of any rule or regulation having the force and effect of law by the Commission, the outcome of any proceeding by the Commission to establish, levy, or collect fees, tolls, charges, or fares, the authorization, approval, or award of any agreements, contracts, or purchase orders valued at \$500,000 or more.

“Lobbying Contact Administrator” means the General Counsel of the Commission or their designee.

“Officers” means positions identified as an officer by the Commission in accordance with the GDC Act and the Commission’s Bylaws.

II. RECORDING AND MAINTENANCE OF CONTACTS

Every Contact must be contemporaneously recorded by the applicable Decision-Maker who receives such Contact. The record of such Contact must contain the day and time of the Contact, the identity of the Lobbyist and any other participants, and a general summary of the substance of the Contact, and such other information as the Lobbying Contact Administrator may require, and the Decision-Maker shall promptly deliver such record to the Lobbying Contact Administrator.

The Lobbying Contact Administrator shall establish and maintain a file of all records of Lobbying Contacts delivered to the Lobbying Contact Administrator. The Lobbying Contact Administrator shall organize the records in a manner so as to make such records useful to determine whether the decisions of the authority were influenced by Lobbying Contacts. Each record shall be maintained for not less than seven (7) years from the date of the Lobbying Contact.