**Section 560.205 Designation and Duties of Authorized Agent**

a) Every lobbying entity shall designate on its Registration Statement an authorized agent who shall be responsible for keeping copies of the expenditure and registration records provided to him or her by that entity's lobbyists.

b) For each lobbyist registering independently pursuant to Section 560.220, the Index Department shall assume that the authorized agent is the lobbyist himself or herself unless the lobbyist has specifically designated another individual as his or her agent.

c) The authorized agent shall be the Index Department's contact person for the registered entity. Notices from the Department will be mailed only to the authorized agent. The authorized agent shall notify the Department of any change of address.

d) No registered entity shall have a vacancy in the position of authorized agent. The Department shall continue to send notices to the authorized agent designated until a registered entity notifies the Department in writing of the new authorized agent.

e) The authorized agent shall submit the official semi-monthly reports on behalf of the registered entity, consolidating the expenditure information for all of the lobbyists for that entity.

f) The Index Department shall not accept registration statements and semi-monthly reports that are signed by anyone other than the authorized agent unless accompanied by a written explanation.

g) Each exclusive lobbyist of each lobbying entity shall be provided with a copy of the written sexual harassment policy of his or her employer by the authorized agent. The authorized agent shall also provide each exclusive lobbyist with an acknowledgement form that acknowledges the lobbyist has received a copy of the policy that the exclusive lobbyist shall sign and date within 2 business days. The authorized agent shall secure from each exclusive lobbyist the signed and dated acknowledgement and maintain that document for a period of 2 years.

(Source: Amended at 43 Ill. Reg. 751, effective December 20, 2018)