

Rules

RULE

Department of Civil Service Board of Ethics

Electronic Communication (LAC 52:I.1807)

In accordance with the provisions of the Administrative Procedure Act, R.S. 49:950 et seq., notice is hereby given that the Department of Civil Service, Board of Ethics, has adopted a Rule regarding electronic communication and notices pursuant to R.S. 42:1160. The Rule facilitates procedures for the board to send communications electronically and codifies the Board of Ethics rules in statute. This Rule is hereby adopted on the day of promulgation.

Title 52 ETHICS

Part I. Board of Ethics

Chapter 18. Electronic Filing

§1807. Notices sent Pursuant to R.S. 42:1160

A. For purposes of R.S. 42:1160, the board shall send the communication electronically.

1. When the filing party is a candidate filing campaign finance disclosure reports or candidate personal financial disclosure reports, the communication will be sent to the email address provided by the candidate on the notice of candidacy filed in connection with the most recent election, unless the candidate has submitted, on an electronic filing affidavit or through the agency's computerized data management system, a new email address to which notices should be sent.

2. When the filing party is a political committee or other person filing campaign finance disclosure reports, the communication will be sent to the email provided on the electronic filing affidavit or through the agency's computerized data management system, whichever was submitted more recently.

3. When the filing party is a lobbyist filing lobbying registrations, supplemental registrations, or expenditure reports, the communication will be sent to the email provided through the agency's computerized data management system.

4. When the filing party is a public servant who is filing reports pursuant to the Code of Governmental Ethics, the communication will be sent to the email address provided by the public servant, on the notice of candidacy filed in connection with the most recent election, if one exists, unless they have submitted, on an electronic filing affidavit or through the agency's computerized data management system, a new email address to which notices should be sent.

B. If the board has been provided with a valid email address as provided in Paragraph A.1 of this Section, the following communications shall be sent electronically:

1. reminder notices and notices of delinquency for reports required by the Campaign Finance Disclosure Act.

2. reminder notices for reports and notices of delinquency for reports required to be filed pursuant to R.S. 42:1113D, 42:1114, 42:1114.2, 42:1114.3, 42:1119B and 1123(22) and R.S. 27:63A.

3. reminder notices for reports required to be filed pursuant to R.S. 42:1124, 42:1124.2, 42:1124.2.1 and 42:1124.3.

4. reminder notices and notices of delinquency for reports required pursuant to the Lobbyist Disclosure Acts.

C. If a filing party does not provide a valid email address the communication will not be delivered electronically. A valid email address is an email address provided by the filing party, unless the board receives a response that the communication sent to the email address was not delivered.

D. It is the filing party's responsibility to ensure the board has an updated email address.

AUTHORITY NOTE: Promulgated in accordance with R.S. 42:1134(A).

HISTORICAL NOTE: Promulgated by the Department of Civil Service, Board of Ethics, LR 49:1915 (November 2023).

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