

I MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN
RESOLUTION STATUS

Resolution No.	Sponsor	Title	Date Intro	Date of Presentation	Date Adopted	Date Referred	Referred to	PUBLIC HEARING DATE	DATE COMMITTEE REPORT FILED	NOTES
164-34 (COR)	Committee on Rules	Relative to amending I Mina'Trentai Kuáttro Na Liheslaturan Guáhan Otden Areklamento (the Thirty-Fourth Guam Legislature Standing Rules) to reorganize the Committee on Rules into two separate Committees of the 34th Guam Legislature, and to further reconstituting said Committees as the Committee on Rules and the Committee on Legislative Operations.	7/6/17 2:44 p.m.		7/27/17 1:31 p.m.					

I MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN
2017 (FIRST) Regular Session

Resolution No. 164-34 (COR)

Introduced by:

Committee on Rules

Relative to amending *I Mina'Trentai Kuáttro Na Liheslaturan Guáhan Otden Areklamento* (the Thirty-Fourth Guam Legislature Standing Rules) to reorganize the Committee on Rules into two separate Committees of the 34th Guam Legislature, and to further reconstituting said Committees as the Committee on Rules and the Committee on Legislative Operations.

1 **BE IT RESOLVED BY THE COMMITTEE ON RULES OF *I***
2 ***MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN:***

3 **WHEREAS, *I Mina'Trentai Kuáttro Na Liheslaturan Guáhan Otden***
4 ***Areklamento* (the Thirty-Fourth Guam Legislature Standing Rules) establishes the rules**
5 **and procedures of *I Mina'Trentai Kuáttro Na Liheslaturan Guáhan*; and**

6 **WHEREAS, the Standing Rules were duly adopted by lawmakers on January 2,**
7 **2017; and**

8 **WHEREAS, the Speaker of *I Liheslaturan Guáhan* was formally notified of a**
9 **permanent vacancy existing in the Chairmanship of the Committee on Rules on June**
10 **30, 2017; and**

11 **WHEREAS, Section 2.09(a) of the Standing Rules of the 34th Guam Legislature**
12 **states in relevant part: "If a permanent vacancy occurs in the position of Chairperson of**
13 **a Standing Committee, the Speaker shall reorganize, eliminate or reassign to other**

1 Standing Committees the duties, functions and budget of the Committee in question, at
2 the Speaker’s option with the majority vote of the Committee on Rules”; and now
3 therefore be it

4 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
5 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part A, Rule I, Section 1.01
6 (a) (8) to read:

7 **“(8) Election of Committee Chairpersons; Temporary**
8 **Chairpersons.** After the administration of the oath to the Attachés, the Speaker
9 *shall* call for the election of Chairpersons of the Standing Committees of *I*
10 *Mina’Trentai Kuåttro Na Liheslaturan Guåhan* in the order listed below. In the
11 event that *I Liheslaturan Guåhan* fails to elect a Chairperson of a Standing
12 Committee, the Speaker *shall* appoint a temporary Chairperson until *I*
13 *Liheslaturan Guåhan* fills the position by election, subject to Section 1.01(b) of
14 these Rules, *infra*.

15 **(A) Committee on Rules;**

16 **(B) Committee on Legislative Operations;**

17 **(C) Committee on General Government Operations, and Federal,**
18 **Foreign, & Regional Affairs;**

19 **(D B) Committee on Appropriations and Adjudication;**

20 **(E €) Committee on Culture and Justice;**

21 **(F Ð) Committee on Innovation and Economic, Workforce, and**
22 **Youth Development;**

23 **(G E) Committee on Education, Finance & and Taxation;**

24 **(H F) Committee on Housing, Utilities, Public Safety, and Homeland**
25 **Security;**

1 **(I G) Committee on Environment, Land, Agriculture and**
2 **Procurement Reform;**

3 **(J H) Committee on Guam-U.S. Military Buildup, Infrastructure, and**
4 **Transportation; and**

5 **(K I) Committee on Health, Tourism, Military Affairs, & and Senior**
6 **Citizens.**”; and be it further

7 **RESOLVED**, that *I Mina’ Trentai Kuattro Na Liheslaturan Guåhan* hereby
8 *amends* the Standing Rules- Part A, Rule I, Section 1.02 (g) (8) to read:

9 **“(8) Electronic Voting.** The Committee on Legislative Operations Rules may
10 obtain the equipment for the establishment of electronic voting for the Body. The
11 Committee on Rules may ~~and~~ establish a procedure for the establishment of electronic
12 voting for the Body.”; and be it further

13 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuattro Na*
14 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part A, Rule II, Section 2.07
15 to read:

16 **“Section 2.07. Duties of the Sergeant-at-Arms.** The Sergeant-at-
17 Arms, or the designee of the Chairperson of the Committee on Legislative
18 Operations Rules, *shall* maintain order, safety, and security under the direction
19 of the Presiding Officer, execute the commands of *I Liheslaturan Guåhan* and
20 all processes issued by authority of *I Liheslaturan Guåhan* as directed to the
21 Sergeant-at-Arms by the Presiding Officer. The Sergeant-at-Arms *shall* be
22 responsible for the availability of bills, Committee Reports, other matters of
23 legislation and other duties consistent with the Sergeant-at-Arms’ duties as
24 Sergeant-at-Arms, as specified by the Committee on Legislative Operations
25 Rules. The Sergeant-at-Arms *shall* maintain legislative Session folders for each
26 Member. The Sergeant-at-Arms *shall* also have the authority to serve subpoenas

1 issued by any Committee of *I Liheslaturan Guåhan* and to issue oaths to
2 individuals testifying before a committee of the Legislature or appearing before
3 the Committee of the Whole. The Sergeant-at-Arms *shall* perform such other
4 duties as may be directed by the Chairperson of the Committee on Legislative
5 Operations Rules or the Speaker.”; and be it further

6 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
7 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part B, Rule VI, Section 6.01
8 (d) (2) to read:

9 “(2) **Legislative Appropriations; Other Branches.** Bills relating to
10 appropriations solely for *I Liheslaturan Guåhan* *shall* be referred exclusively to
11 the Committee on Legislative Operations Rules. Any bills appropriating solely for
12 the Judicial Branch, inclusive of capital improvements, or from the Judicial
13 Building Fund, *shall* be referred to the Committee on Judiciary.”; and be it further

14 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
15 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part C, Rule XI, Section
16 11.03 to read:

17 “**Section 11.03. Staff of Standing Committees.** Each Standing Committee is
18 authorized and empowered to organize its staff, using for such purpose funds allocated
19 to it by the Committee on Rules and its successor, the Committee on Legislative
20 Operations. Each staff *shall* consist of such professionals as may be reasonably
21 necessary to carry out the Committee’s duties.”; and be it further

22 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
23 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part C, Rule XI, Section
24 11.09 (b) to read:

25 “(b) **Approval of Expenses.** All expenditures to be incurred by
26 Investigating Committees, which are *not* Standing Committees of *I Liheslaturan*

1 *Guáhan*, shall be approved in advance by the Committee on Legislative
2 Operations Rules.”; and be it further

3 **RESOLVED, that the Committee on Rules of the Committee on Rules of I**
4 *Mina ’Trentai Kuáttro Na Liheslaturan Guáhan* hereby amends the Standing Rules- Part
5 C, Rule XI, Section 11.09 (c) to read:

6 **“(c) Limitations.** The Committee on Legislative Operations Rules may
7 adopt rules and regulations limiting the amount, time and places of expenses, and
8 allowances to be paid to employees of Investigating Committees, other than
9 Standing Committees.”; and be it further

10 **RESOLVED, that the Committee on Rules of the Committee on Rules of I**
11 *Mina ’Trentai Kuáttro Na Liheslaturan Guáhan* hereby amend the Standing Rules- Part
12 C, Rule XI, Section 11.10 (c) to read:

13 **“(c) Session Agendas.** The Committee on Rules shall have the general
14 responsibility to determine whether any bill, resolution, Committee Report,
15 communication or correspondence to I Liheslaturan Guáhan shall reach the
16 Floor for debate or discussion, and shall prepare the Session Agenda for each
17 Legislative Day. All Committee Reports of Standing Committees shall be
18 submitted to the Committee on Rules for its review, action, and/or amendment
19 prior to presentation to I Liheslaturan Guáhan.”; and be it further

20 **RESOLVED, that the Committee on Rules of the Committee on Rules of I**
21 *Mina ’Trentai Kuáttro Na Liheslaturan Guáhan* hereby amend the Standing Rules- Part
22 C, Rule XI, Section 11.10 (g) to read:

23 **“(g) Supervision of Attachés.** The Chairperson of the Committee on
24 Rules shall be responsible for supervising the Clerk of the Legislature and
25 Legislative Counsel. The Chairperson of the Committee on Legislative
26 Operations shall be responsible for the supervision of the Sergeant-at-Arms. All

1 Attachés shall be directed by the Speaker when *I Liheslatura* is in session.”; and
2 be it further

3 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
4 *Liheslaturan Guåhan* hereby *removes* the Standing Rules- Part C, Rule XI, Section
5 11.10 (i)- (m):

6 ~~“(i) **Inventory of Property.** The Chairperson of the Committee on~~
7 ~~Rules is authorized and directed to make and maintain a complete inventory of~~
8 ~~all property of *I Liheslaturan Guåhan*, including all property in the possession or~~
9 ~~control of any Committee. The Committee on Rules *shall* have custody and~~
10 ~~control of all such property of *I Liheslaturan Guåhan*, and the Committee on~~
11 ~~Rules *shall* adopt such rules or orders as it may determine are necessary relating~~
12 ~~to the purchase, care, custody, use or disposal thereof.~~

13 ~~(j) **Budget.** The Committee on Rules *shall* establish a budget for *I*~~
14 ~~*Liheslaturan Guåhan* annually in accordance with Rule XV, and report on the~~
15 ~~expenditure of the same to *I Liheslaturan Guåhan* in accordance with Rule XV.~~
16 ~~The Committee on Rules may transfer funds from among the various accounts of~~
17 ~~*I Liheslaturan Guåhan* in order to assure smooth operations.~~

18 ~~(1) **State Funerals.** The Committee on Rules may authorize State~~
19 ~~Funerals and the expenditure of funds to cover the following services:~~

20 ~~(A) Preparation and printing of the funeral program;~~

21 ~~(B) Preparation, printing and delivery of the funeral invitations;~~

22 ~~(C) Guam flag;~~

23 ~~(D) Guam wreath;~~

24 ~~(E) Preparation of the Session Hall, including the purchase of flower~~
25 ~~arrangements and providing other accenting décor; and~~

26 ~~(F) Staffing of the service, including set-up and break-down.~~

1 ~~(k) — Use of Legislative Buildings.~~ No part of the Guam Congress
2 Building, or of any successor building which serves as the official seat of *I*
3 *Liheslaturan Guåhan*, shall be used for any non-legislative function or purpose
4 without the prior written consent of the Chairperson of the Committee on Rules,
5 which Committee *shall* adopt rules to govern such permitted non-legislative uses.

6 ~~(l) — Maintaining Security of the Session Hall.~~ The Committee on
7 Rules *shall* have jurisdiction over the Guam Congress Building and the Speaker
8 Antonio R. Unpingco Legislative Session Hall, including, but *not* limited to,
9 procedures for ensuring security of the building and the Hall and oversight of the
10 admission of visitors in the visitor areas, both during and outside Session meeting
11 times;

12 ~~(l) — Legislative Printing.~~ The Chairperson of the Committee on Rules
13 *shall* order copies of laws, journals, file forms and other materials necessary.

14 ~~(m) — Legislative Lobbyists.~~ The Committee on Rules *shall* have the
15 authority to monitor to ensure compliance with *or* to receive and dispose of any
16 complaints alleging any violations of §8101 of Chapter 8 of Title 2 of the Guam
17 Code Annotated, relative to the registration and regulation of legislative
18 lobbyists.”; and be it further

19 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
20 *Liheslaturan Guåhan* hereby *adds* the Standing Rules- Part C, Rule XI, Section 11.11:

21 “Section 11.11. Powers, Authority and Composition of the
22 Committee on Legislative Operations.

23 (a) Membership. The Committee on Legislative Operations *shall*
24 consist of the following voting Members:

25 (1) the Chairperson, selected by the Speaker under Rule 2.09(a);

26 (2) the Speaker;

1 (3) all Chairpersons of the other Standing Committees; and

2 (4) two (2) members of the Minority as the Chairperson selects.

3 **(b) Authority of Chairperson; Votes Required to Act.** The
4 Chairperson of the Committee on Legislative Operations shall act on behalf of
5 the Committee in all matters prescribed herein. Any and all action taken by the
6 Committee on Legislative Operations requiring a vote pursuant to these Rules
7 shall be effective upon an affirmative vote by six (6) Members of the Committee
8 on Legislative Operations.

9 **(c) Policy-Making Body.** The Committee on Legislative Operations is
10 constituted as the policy-making Body of *I Liheslaturan Guåhan*. The
11 Committee shall prescribe all policies governing the administration and operation
12 of the Central Office of *I Liheslaturan Guåhan*, including staff organization,
13 functions, personnel requirements and rates of compensation.

14 **(d) Inventory of Property.** The Chairperson of the Committee on
15 Legislative Operations is authorized and directed to make and maintain a
16 complete inventory of all property of *I Liheslaturan Guåhan*, including all
17 property in the possession or control of any Committee. The Committee on
18 Legislative Operations shall have custody and control of all such property of *I*
19 *Liheslaturan Guåhan*, and the Committee on Legislative Operations shall adopt
20 such rules or orders as it may determine are necessary relating to the purchase,
21 care, custody, use or disposal thereof.

22 **(e) Budget.** The Committee on Legislative Operations shall establish
23 a budget for *I Liheslaturan Guåhan* annually in accordance with Rule XV, and
24 report on the expenditure of the same to *I Liheslaturan Guåhan* in accordance
25 with Rule XV. The Committee on Legislative Operations may transfer funds

1 from among the various accounts of *I Liheslaturan Guåhan* in order to assure
2 smooth operations.

3 (1) State Funerals. The Committee on Legislative Operations
4 may authorize State Funerals and the expenditure of funds to cover the
5 following services:

6 (A) Preparation and printing of the funeral program;

7 (B) Preparation, printing and delivery of the funeral invitations;

8 (C) Guam flag;

9 (D) Guam wreath;

10 (E) Preparation of the Session Hall, including the purchase of
11 flower arrangements and providing other accenting décor;

12 and

13 (F) Staffing of the service, including set-up and break-down.

14 (k) Use of Legislative Buildings. No part of the Guam Congress
15 Building, or of any successor building which serves as the official seat of *I*
16 *Liheslaturan Guåhan*, shall be used for any non-legislative function or purpose
17 without the prior written consent of the Chairperson of the Committee on
18 Legislative Operations, which Committee *shall* adopt rules to govern such
19 permitted non-legislative uses.

20 (1) Maintaining Security of the Session Hall. The Committee on
21 Legislative Operations *shall* have jurisdiction over the Guam Congress Building
22 and the Speaker Antonio R. Unpingco Legislative Session Hall, including, but
23 *not* limited to, procedures for ensuring security of the building and the Hall and
24 oversight of the admission of visitors in the visitor areas, both during and outside
25 Session meeting times;

1 (l) Legislative Printing. The Chairperson of the Committee on
2 Legislative Operations shall order copies of laws, journals, file forms and other
3 materials necessary.

4 (m) Legislative Lobbyists. The Committee on Legislative Operations
5 shall have the authority to monitor to ensure compliance with or to receive and
6 dispose of any complaints alleging any violations of §8101 of Chapter 8 of Title
7 2 of the Guam Code Annotated, relative to the registration and regulation of
8 legislative lobbyists.”; and be it further

9 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
10 *Liheslaturan Guåhan* hereby amends the Standing Rules- Part D, Rule XIII to read:

11 “*Except for Attachés elected by the Members, no person may occupy any*
12 *position within the Central Legislative Staff unless such position has first been*
13 *approved by the Chairperson of the Committee on Legislative Operations Rules,*
14 *or is approved in the budget to be adopted pursuant to Rule XIV, such approval*
15 *to include as to each position title, salary or compensation, job description, and*
16 *an indication as to whether the position is full time or part time. The selection of*
17 *individuals to occupy such approved Central Legislative slots shall be made by*
18 *the Chairperson of the Committee on Legislative Operations Rules.*

19 **Section 13.01. Executive Director.** The Chairperson of the
20 Committee on Legislative Operations Rules may hire an Executive Director
21 (Director), who *shall* be under the supervision of the Chairperson of the
22 Committee on Legislative Operations Rules, who may discipline and dismiss the
23 Executive Director, and may be immediately responsible for the day-to-day
24 operations and administration of *I Liheslaturan Guåhan*. The Director and the
25 Deputy Director, if any, *shall* be appointed by the Chairperson and *shall*
26 implement and enforce policies and regulations established and appropriated to

1 that person's duties, and *shall* perform such other duties as are assigned to that
2 person by the Chairperson. The Director may recommend policy changes and
3 new procedures to the Chairperson of the Committee on Legislative Operations
4 Rules. Legislative staff personnel, *not* employed by the Legislative Officers, the
5 Standing Committees, or an individual Senator, and who are working for the
6 Central Staff *shall* come under the supervision of the Director. The Director is
7 designated the Disbursing Officer of *I Mina'Trentai Kuattro Na Liheslaturan*
8 *Guåhan*.

9 The Director *shall* be responsible for personnel processing, travel
10 processing, property control, procurement of supplies and maintenance of all
11 records of legislative expenses, including staff salaries, wages and working
12 hours. In the absence of the Director, the Deputy Director, if any, *shall* perform
13 the functions of the Director in an acting capacity. In the absence of the Director
14 and the Deputy Director, if any, the Chairperson of the Committee on Legislative
15 Operations Rules *shall* appoint an Acting Director to act in such capacity and
16 perform the functions of the Director.

17 (a) **Supervision by Executive Director.** The Central Legislative
18 Staff *shall* be under the direction of the Executive Director, and the
19 Chairperson of the Committee on Legislative Operations Rules, and *shall*
20 have such duties and carry out such responsibilities as *shall* be assigned to
21 them from time to time. In performing any such duties, all employees of *I*
22 *Liheslaturan Guåhan* *shall* maintain inviolate the confidences of each
23 Senator and *shall* disclose or publish the same *only* when specifically
24 authorized to do so.

25 **Section 13.02. The Chief Fiscal Officer.** The Chief Fiscal Officer *shall*
26 be under the supervision of the Chairperson of the Committee on Legislative

1 Operations Rules, who *shall* have among that person's powers the authority to
2 discipline and dismiss the Chief Fiscal Officer, and *shall* be immediately
3 responsible for fiscal matters pertaining to *I Liheslaturan Guåhan*. The Chief
4 Fiscal Officer and a Deputy Chief Fiscal Officer, if any, *shall* be appointed by
5 the Chairperson of the Committee on Legislative Operations Rules. The Chief
6 Fiscal Officer *shall* serve as the Certifying Officer of *I Liheslaturan Guåhan* and
7 of *I Liheslaturan Guåhan's* Operations Fund, and *shall* have overall
8 responsibility for budgetary and accounting functions, subject to the direction and
9 supervision of the Chairperson of the Committee on Legislative Operations
10 Rules, and *shall* perform such other duties as are assigned to the Chief Fiscal
11 Officer by the Chairperson of the Committee on Legislative Operations Rules.

12 The Chief Fiscal Officer *shall* make a monthly report to the Members as
13 to expenditures under the Legislative Operation Budget. In the absence of the
14 Chief Fiscal Officer, the Deputy Chief Fiscal Officer *shall* perform the functions
15 of the Chief Fiscal Officer in an acting capacity. In the absence of the Chief
16 Fiscal Officer and the Deputy, the Chairperson of the Committee on Legislative
17 Operations Rules *shall* appoint an Acting Chief Fiscal Officer to perform the
18 functions of the Chief Fiscal Officer.

19 **Section 13.03. Discharge of Employees.** The Executive Director, with
20 the concurrence of the Chairperson of the Committee on Legislative Operations
21 Rules, may suspend or discharge, or otherwise discipline, employees of the
22 Central Staff of *I Liheslaturan Guåhan* without cause. Other employees may be
23 suspended or discharged by the Senator, Officer, Committee Chairperson or
24 Minority Office from whose budget they are paid without cause.

25 **Section 13.04. The Chief Protocol Officer.** The Chief Protocol Officer
26 shall be under the supervision of the Chairperson of the Committee on Legislative

1 Operations Rules, who shall have among that person’s powers the authority to
2 discipline and dismiss the Chief Protocol Officer, and shall be immediately
3 responsible for protocol matters pertaining to *I Liheslaturan Guåhan*. The Chief
4 Protocol Officer shall be appointed by the Chairperson of the Committee on
5 Legislative Operations Rules. The Chief Protocol Officer shall coordinate official
6 visits of the legislature by dignitaries and other persons, direct the conduct of
7 state functions, to include official addresses, provide support staffing for public
8 hearings, oversee the operations of audio and visual recording and production,
9 maintain legislative facilities and grounds, act as historian of the legislature, and
10 shall have overall responsibility for the protocol office functions, subject to the
11 direction and supervision of the Chairperson of the Committee Legislative
12 Operations Rules, and shall perform such other duties as are assigned to the Chief
13 Protocol Officer by the Chairperson of the Committee on Legislative Operations
14 Rules.

15 In the absence of the Chief Protocol Officer, the Chairperson of the
16 Committee on Legislative Operations Rules shall appoint and Acting Chief
17 Protocol Officer to perform the functions of the Chief Protocol Officer.

18 **Section 13.05. Speech and Debate Clause Privilege Asserted.** Unless
19 otherwise expressly provided to the contrary, *I Liheslaturan Guåhan* hereby
20 asserts its Speech and Debate Clause privileges on behalf of itself, its committees,
21 and its staffers pursuant to Title 48 United States Code §1423c(b), Privileges of
22 Members.”; and be it further

23 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
24 *Liheslaturan Guåhan* hereby amends the Standing Rules- Part E, Rule XIV, Section
25 14.02 to read:

1 **“Section 14.02. General Rules.** The following general rules *shall* apply
2 to legislative personnel:

3 **(a) Personnel Elected by *I Liheslaturan Guåhan*.** The
4 Legislative Counsel, the Clerk of the Legislature, the Sergeant-at-Arms,
5 and the Chaplain *shall* be elected by the Members of *I Liheslaturan*
6 *Guåhan* as prescribed by law. The Legislative Secretary *shall* certify the
7 results of such elections to the Chairperson of the Committee on
8 Legislative Operations Rules.

9 **(b) Employee of a Senator, Legislative Office or a Standing**
10 **Committee.** An employee of a Senator, of a Legislative Officer, or of a
11 Standing Committee *shall* be selected by the Senator, by the Officer or by
12 the Chairperson of the Standing Committee, which selection *shall* be
13 evidenced by a memorandum to the Chairperson of the Committee on
14 Legislative Operations Rules from the Senator, Officer or Chairperson.
15 The signature of the Chairperson of the Committee *shall* be required for
16 all hiring actions by *I Liheslaturan Guåhan*.

17 **(c) All Other Employees.** All other employees of *I Liheslaturan*
18 *Guåhan* *shall* be selected by the Executive Director, *except* for the
19 Executive Director in a manner prescribed by the Committee on Rules, the
20 Deputy Executive Director, the Chief Fiscal Officer and the Deputy Chief
21 Fiscal Officer, whose methods of selection are elsewhere detailed, with the
22 concurrence of the Chairperson of the Committee on Legislative
23 Operations Rules for positions which have been authorized by the
24 Committee on Legislative Operations Rules. Selection of an employee
25 *shall* be evidenced by a memorandum from the Chairperson of the
26 Committee on Rules to the Committee on Legislative Operations Rules.

1 **(d) Selection, Appointment and Dismissal of Employees.**

2 *Unless* otherwise specified by law or prescribed by the Chairperson of the
3 Committee on Legislative Operations, the selection, appointment and
4 dismissal of a full-time or part-time employee, *not* employed by the
5 Officers, Standing Committees or the Minority *shall* be either by the
6 Executive Director, with the concurrence of the Chairperson of the
7 Committee on Legislative Operations Rules, or by the Chairperson of the
8 Committee on Legislative Operations Rules; provided, that such selection,
9 appointment or dismissal may be nullified by majority vote of the
10 Committee on Legislative Operations.”; and be it further

11 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
12 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
13 14.03 to read:

14 **“Section 14.03. Administration.** These Rules *shall* control the
15 administration of personnel matters in *I Liheslaturan Guåhan*. Subject to these
16 Rules and such other administrative regulations as are promulgated, the
17 Executive Director *shall*:

- 18 **(a)** advise the Chairperson of the Committee on Legislative
19 Operations on policies and procedures concerning the
20 administration of personnel matters;
- 21 **(b)** establish and maintain records of personnel employed by *I*
22 *Liheslaturan Guåhan*;
- 23 **(c)** audit and investigate, from time to time, the operation and
24 efficiency of the personnel program;
- 25 **(d)** carry out such other programs considered necessary and
26 desirable to assure an equitable personnel system; and

1 (e) shall be immediately responsible for the administration and
2 enforcement of the personnel program.”; and be it further

3 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
4 *Lihselaturan Guåhan* hereby amends the Standing Rules- Part E, Rule XIV, Section
5 14.04 (b) to read:

6 “(b) **Hours of Work.** Hours of work shall be from 8:00 a.m. to 5:00
7 p.m., Monday to Friday inclusive, or as set from time to time by the Chairperson
8 of the Committee on Legislative Operations Rules or the employee’s
9 supervisor.”; and be it further

10 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
11 *Lihselaturan Guåhan* hereby amends the Standing Rules- Part E, Rule XIV, Section
12 14.04 (f) to read:

13 “(f) **Outside Employment or Interests.** Employment or business
14 interests of any full-time employee outside the government service may be
15 permitted if it does *not* involve conflict of interest, incompatibility of jobs or
16 hours, or improper representation as a public servant. Approval of the
17 appropriate Committee Chairperson, for Committee employees, or the
18 Chairperson of the Committee on Legislative Operations , for general employees,
19 shall be required prior to maintaining outside employment or business interests.”;
20 and be it further

21 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
22 *Lihselaturan Guåhan* hereby amends the Standing Rules- Part E, Rule XIV, Section
23 14.05 to read:

24 “**Section 14.05. Appointment Procedures.** The following procedures
25 shall apply to appointments:

1 **(a) Position Established by the Chairperson of the Committee on**
2 **Legislative Operations.** No person shall be appointed to, or employed in, or
3 paid for service in any position in *I Liheslaturan Guåhan* until that position has
4 been established by the Chairperson of the Committee on Legislative Operations.

5 **(b) Authorized Positions Listed With the Committee on** Legislative
6 Operations. The Chairperson of the Committee on Legislative Operations *shall*
7 maintain a list of authorized positions, showing by class of positions those that
8 have been established and the current status of the positions. No change in the
9 number of authorized positions on such list shall be made, *except* upon approval
10 of the Committee on Legislative Operations.”; and be it further

11 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
12 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
13 14.06 (b) to read:

14 **“(b) Class 2. Restricted Employees.** Class 2 Employees are
15 ineligible for medical, dental or life insurance benefits, but *shall* be entitled to
16 government of Guam Workmen’s Compensation. They may *not* join the
17 Government of Guam Retirement Plan, but FICA must be paid on such
18 employees, with *I Liheslaturan Guåhan* responsible for the employer’s share of
19 FICA. Restricted Employees hired by Committees or Senatorial offices *shall*
20 have their employer’s share of FICA paid out of Committee or Senatorial Office
21 budgets allocated to the hiring Committee or Senatorial office. Restricted
22 employees employed by the Central Operations of *I Liheslaturan Guåhan*, as
23 attested to by the Chairperson of the Committee on Legislative Operations, *shall*
24 have their employer’s share of FICA paid out of the budget allocated to the
25 Central Operations of *I Liheslaturan Guåhan*. Annuitants of the Government of
26 Guam Retirement Fund may be restricted employees of *I Liheslaturan Guåhan*

1 without losing their annuities. Restricted Employees are *not* eligible to accrue
2 annual or sick leave. Working hours *shall* be determined by the appointing
3 authority.”; and be it further

4 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
5 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
6 14.08 (a) to read:

7 **“Section 14.08. Pay Administration.** Pay *shall* be administered as follows.

8 (a) **Basic Compensation.** “Basic Compensation Rates” means the
9 hourly, weekly or annual pay rate used to determine an employee’s compensation
10 in accordance with the salary schedule established by the Chairperson of the
11 Committee on Legislative Operations Rules. No Committee or Officer may
12 subsidize the basic compensation of a non-Committee or non-Officer
13 employee.”; and be it further

14 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
15 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
16 14.08 (d) to read:

17 **“(d) Limitations During Last Six (6) Months of a Term.** The
18 Chairperson of the Committee on Legislative Operations Rules may, by
19 resolution, set policies restricting salary increases, new hiring and new contracts
20 during the last six (6) months of the term of *I Lihselaturan Guåhan*. No increase
21 in excess of ten percent (10%) may be granted to any employee, new hire or
22 contracted workers of *I Lihselaturan Guåhan* during the last six (6) months of a
23 term without specific prior approval by statute or by prior written resolution of
24 the Committee on Legislative Operations Rules .”; and be it further

1 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*
2 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
3 14.09 (a) to read:

4 **“(a) Unauthorized Absence.** Any employee who *does not* report for
5 duty for ten (10) consecutive work days without permission from the Chairperson
6 of the Committee on Legislative Operations Rules or the employee’s Committee
7 Chairperson, in the case of Committee employees, *shall* be presumed to have
8 abandoned that employee’s position and may be dismissed.”; and be it further

9 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*
10 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
11 14.09 (c) to read:

12 **“(c) Leave of Absence Without Pay.** Employees of *I Lihselaturan*
13 *Guåhan* may be allowed a leave of absence without pay for a period *not to exceed*
14 three (3) months. For good cause, such leave may be extended by the
15 Chairperson of the Committee on Legislative Operations Rules for an additional
16 thirty (30) days. Acceptable reasons for leave without pay include military leave,
17 maternity, paternity, sickness, travel abroad and those which the Chairperson of
18 the Committee on Legislative Operations Rules considers compatible with the
19 interest of the service.”; and be it further

20 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*
21 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
22 14.09 (d) to read:

23 **“(d) Leave of Absence With Pay.** The Chairperson of the Committee
24 on Legislative Operations Rules may authorize salary payments in whole or in
25 part to an employee whose leave with pay has been approved.”; and be it further

1 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*
2 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
3 14.09 (e) to read:

4 **“(e) Revocation.** Leave without pay or leave with pay may be revoked
5 by the Chairperson of the Committee on Legislative Operations Rules when the
6 good of *I Liheslaturan Guåhan* may require it, or when evidence shows that the
7 absent employee is engaged in activities for which leave could *not* have been
8 granted in the first instance.”; and be it further

9 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*
10 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
11 14.09 (g) to read:

12 **“(g) Holidays.** Employees are *not* required to report to work on legal
13 holidays. Essential services may be required by the Chairperson of the Committee
14 on Legislative Operations Rules to be carried out on such days by certain
15 employees. When an employee is absent from duty either at the close of the work
16 immediately preceding a holiday, or at the beginning of the work day
17 immediately following a holiday, and such absence is determined to have been a
18 leave without pay, the employee *shall not* be eligible for compensation for the
19 holiday, but *shall* be on leave without pay status.”; and be it further

20 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*
21 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
22 14.09 (i) to read:

23 **“(i) Annual Leave Policy.** The policy of *I Liheslaturan Guåhan* is that
24 annual leave is a privilege granted for the mutual benefit of employees and the
25 government in order to assure the frequent refreshment of the employee so that
26 the employee may more effectively perform that employee’s duties. Each

1 employee may be required to take leave. However, leave may be denied by the
2 Chairperson of the Committee on Legislative Operations Rules when the services
3 of the employee are required.

4 The minimum charge of leave *shall* be for one (1) hour. Under ordinary
5 circumstances, unavoidable or necessary absence from duty of less than one (1)
6 hour and tardiness may be allowed by the Chairperson of the Committee on
7 Legislative Operations Rules for good reasons without charge of leave.”; and be
8 it further

9 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
10 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
11 14.09 (r) to read:

12 **“(r) Certification.** If an employee is absent because of illness, injury or
13 quarantine in excess of three (3) days, the employee *shall* be required to furnish
14 a certification as to the incapacity from a licensed physician or other evidence
15 administratively acceptable. The Chairperson of the Committee on Legislative
16 Operations Rules may require certification for such other period of illness it
17 deems advisable. If the required certification is *not* furnished, all absence which
18 would have been covered by such certification may be charged to accrued annual
19 leave at the employee’s request, or such absence *shall* be considered as leave
20 without pay.”; and be it further

21 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
22 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XIV, Section
23 14.09 (v) (5) to read:

24 **“(5)** An employee who has suffered a serious illness or ailment which
25 has exhausted the employee’s sick leave and who intends to return to work may
26 submit a written request for advance of sick leave to the employee’s appointing

1 authority. Each request for advance of sick leave must be accompanied by a
2 certification of incapacitation for duty by the employee’s physician. An advance
3 of sick leave *may not* exceed thirteen (13) days, and *shall* be subject to approval
4 by the Chairperson of the Committee on Legislative Operations Rules.”; and be
5 it further

6 **RESOLVED**, the Committee on Rules of *I Mina’Trentai Kuåttro Na*
7 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XV, Section
8 15.01 to read:

9 **“Section 15.01. Budget Required/Expenditures.** Funds *may not* be
10 expended by *I Lihselaturan Guåhan*, *except* after adoption of, and pursuant to,
11 a budget, which budget *shall* be for *not more than* twelve (12) months; provided,
12 that during the first three (3) months of a new Legislature, funds may be
13 expended for a period *not* exceeding three (3) months after the swearing in of
14 Senators, at the direction of the Chairperson of the Committee on Legislative
15 Operations, without an approved budget. Such expenditures without a budget
16 *may not* exceed one-fourth (1/4) of the amount appropriated to *I Lihselaturan*
17 *Guåhan* for that Fiscal Year, plus relocation allowances, *unless* the appropriation
18 specifically provides otherwise.”; and be it further

19 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
20 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XV, Section
21 15.02 to read:

22 **“Section 15.02. Adoption of Budget.** A Legislative budget in
23 conformance with this Rule may be adopted on the first day of Session. If *not*
24 adopted on the first day of Session, a proposed Legislative budget in conformance
25 with this Rule *shall* be prepared by the Chairperson of the Committee on
26 Legislative Operations Rules. Any conflicts or inconsistencies between this Rule

1 XV and the budget *shall* be resolved in favor of the language in the budget. Such
2 Budget shall be duly adopted by an affirmative vote of no less than six (6)
3 members of the Committee on Legislative Operations Rules.”; and be it further

4 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
5 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XV, Section
6 15.07 to read:

7 **“Section 15.07. Budget Amendments.** *I Liheslaturan Guåhan’s*
8 budget may be amended or modified by the Committee on Legislative Operations
9 Rules. Such Budget shall be duly adopted by an affirmative vote of no less than
10 six (6) members of the Committee on Legislative Operations Rules.”; and be it
11 further

12 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
13 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XV, Section
14 15.10 to read:

15 **“Section 15.10. Lapses in Central Operations.** Lapses in Central
16 Operations resulting from personnel lapses, including salary and all benefits, and
17 from other lapses, *shall* immediately, upon lapsing, be placed in a Central
18 Operations Lapse Fund, which *may not* be spent or obligated without first
19 obtaining approval of the Chairperson of the Committee on Legislative
20 Operations Rules.”; and be it further

21 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
22 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XV, Section
23 15.11 to read:

24 **“Section 15.11. Lapses in the Amounts Allocated to the Senators,**
25 **Speaker, and Committee Chairpersons, and Contingency Funds.** *I*
26 *Liheslaturan Guåhan* encourages the Members to be thrifty. Therefore, any

1 Member of *I Mina'Trentai Tres Na Liheslaturan Guåhan* who is elected to *I*
2 *Mina'Trentai Kuåttro Na Liheslaturan Guåhan* shall carry forward with that
3 Member any surplus, lapsed, unspent or carry-over amounts from that person's
4 office, contingency fund or Committee in *I Mina'Trentai Tres Na Liheslaturan*
5 *Guåhan*, or previous Legislatures, to follow the Member and *not* the position. In
6 other words, if an Officer or a Chairperson of a Committee in *I Mina'Trentai*
7 *Tres Na Liheslaturan Guåhan* had lapses to carry over into *I Mina'Trentai*
8 *Kuåttro Na Liheslaturan Guåhan*, and that person is elected to some other
9 position or Chairpersonship in *I Mina'Trentai Kuåttro Na Liheslaturan Guåhan*,
10 the carryover *shall* follow the Member, *not* the Committee or Office which that
11 Member held. For the purpose of any statute describing a Member's budget, such
12 budget *shall* include not only the amount budgeted for the Senator's office or
13 Committee for the current Fiscal Year, but also all lapses carried forward, as well
14 as any amounts transferred into the accounts of the Member or Committee by
15 other Members, Committees or by the action of the Chairperson of the Committee
16 on Legislative Operations Rules.”; and be it further

17 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*
18 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVI, to read:

19 **“RULE XVI**

20 **EXPENDITURES OF I LIHESLATURAN GUÅHAN**

21 **Section 16.01. Approval and Certification.** All proposed
22 expenditures *shall* be approved by the Chairperson of the Standing Committee
23 for expenditures of the Member's Committee or Legislative funds, the Minority
24 Leader for expenditures of Minority funds, or the Chairperson of the Committee
25 on Legislative Operations for all other expenditures. All expenditures and
26 obligations *shall* be within the budgetary guidelines of Rule 1.02(i), and the

1 budget mandated thereunder, when adopted. Each expenditure *shall* be subject
2 to certification of fund availability by the Certifying Officer, who *shall* also
3 certify that the funds were expended in accordance with the budgetary
4 requirements contained in Rule XV of these Legislative Operations Rules, when
5 adopted.

6 **Section 16.02. Temporary Absence of Certifying or Disbursing**
7 **Officer.** The Chairperson of the Committee on Legislative Operations Rules
8 *shall* appoint an Acting Certifying Officer, or an Acting Disbursing Officer,
9 during the temporary absence of the Chief Fiscal Officer or Executive Director,
10 respectively.

11 **Section 16.03. Payment of Officers and Employees.** The Disbursing
12 Officer *shall* draw warrants from the Legislative Operations Fund in favor of
13 Officers, Attachés and employees in payment for services rendered, and no
14 employee shall be paid in advance, *except* as otherwise provided in a written
15 contract.

16 **Section 16.04. Other Legislative Expenditures.** The Disbursing
17 Officer *shall* draw warrants for other Legislative expenditures.

18 **Section 16.05. Contracts by *I Liheslaturan Guâhan*.** Each contract
19 on behalf of *I Liheslaturan Guâhan* *shall* be executed by the Speaker, attested
20 to by the Legislative Secretary, and countersigned by the Chairperson of the
21 Committee on Legislative Operations Rules, consistent with approved policies
22 of the Committee on Legislative Operations. In addition, if the expenditure
23 authorized by the contract is on behalf of a Standing Committee, the contract
24 *shall* also be countersigned by the Chairperson of the Standing Committee.

25 (a) **Requirements for Contractual Services.** A Member which
26 requires contractual services shall:

1 (1) certify to the Speaker of *I Liheslatura* that, consistent
2 with Section 14.07(c), any such contract specifies deliverables,
3 restricted periods of contract duration and are only for such
4 specialized services as cannot be obtained through the use of regular
5 employees or in such case where the use of a regular employee for
6 those services would be prohibitively expensive or would otherwise
7 be unadvisable;

8 (2) ensure that the Chief Financial Officer, at all times,
9 maintains a copy of a valid Guam Business License for each such
10 contractor; and

11 (3) certify to the Speaker of *I Liheslatura* whether any such
12 contractor is a lobbyist.

13 **Section 16.06. Legislative Counsel Approval.** Each contract of
14 employment or retaining of an independent contractor *shall* be approved as to
15 form by the Legislative Counsel.”; and be it further

16 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
17 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVII, Section
18 17.03 (c) to read:

19 “(c) “*Procurement*” means any authorized acquisition of supplies and
20 services, including purchase, rental, lease, sale or trade by the Chairperson of the
21 Committee on Legislative Operations Rules, or its authorized delegate(s) within
22 the purview of these regulations, and *not* in conflict with applicable laws;”; and
23 be it further

24 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
25 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVII, Section
26 17.03 (e) to read:

1 “(e) “*Procurement Officer*” means the employee authorized by the
2 Chairperson of the Committee on Legislative Operations Rules to procure
3 supplies and services for *I Liheslaturan Guåhan* by purchase, rental, lease or
4 trade; and”; and be it further

5 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
6 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVII, Section
7 17.05 (b) to read:

8 “(b) **Open Market Procedure.** Procurement on the open market is
9 authorized when the cost is *less than* Ten Thousand Dollars (\$10,000.00), subject
10 to the following:

11 (1) **Less Than Twenty Dollars (\$20.00).** When the total cost of
12 a requisition is *less than* Twenty Dollars (\$20.00) procurement may be
13 made by a Procurement Officer through petty cash.

14 (2) **Less Than Five Hundred Dollars (\$500.00).** When the total
15 cost of a requisition is *less than* Five Hundred Dollars (\$500.00)
16 procurement may be made by a Procurement Officer through “open”
17 standing purchase orders issued to vendors quarterly for purchases totaling
18 *less than* Five Hundred Dollars (\$500.00); or by purchase orders on “as
19 needed” basis for any amount under Five Hundred Dollars (\$500.00).

20 (3) **Five Hundred Dollars (\$500.00) or More, But Less Than**
21 **Two Thousand Five Hundred Dollars (\$2,500.00).** Where the total cost
22 of a requisition is Five Hundred Dollars (\$500.00) or more, but *less than*
23 Two Thousand Five hundred Dollars (\$2,500.00), procurement may be
24 made by solicitation of informal written or oral quotations on the open
25 market, *except* that the Procurement Officer with the concurrence of the
26 Purchasing Agent, may dispense with such solicitations and negotiate

1 directly with a vendor when, in the opinion of the Chairperson of the
2 Committee on Legislative Operations Rules, it is deemed more
3 advantageous to *I Liheslaturan Guåhan*.

4 **(4) Two Thousand Five Hundred Dollars (\$2,500.00) or**
5 **More, But Less Than Ten Thousand Dollars (\$10,000.00).** Where the
6 cost is Two Thousand Five Hundred Dollars (\$2,500.00) or more, but *less*
7 *than* Ten Thousand Dollars (\$10,000.00), procurement may be made by
8 solicitation of *not less than* three (3) informal written quotations on the
9 open market of which a written record *shall* be kept, *except* that the
10 Procurement Officer with the concurrence of the Purchasing Agent may
11 dispense with such quotations and negotiate directly with a vendor when,
12 in the opinion of the Chairperson of the Committee on Legislative
13 Operations Rules, it is deemed more advantageous to *I Liheslaturan*
14 *Guåhan*.”; and be it further

15 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuåttro Na*
16 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVII, Section
17 17.07 to read:

18 **“Section 17.07. Surplus Stock.** All Committee Chairpersons and
19 section heads of *I Liheslaturan Guåhan* shall submit to the Chairperson of the
20 Committee on Legislative Operations Rules, and in such forms as it *shall*
21 prescribe, reports showing stocks of all supplies, materials and equipment which
22 are no longer used or which have become obsolete, worn out or scrapped. The
23 Chairperson of the Committee on Legislative Operations Rules may transfer such
24 stock to another section or any branch of the government which has need for the
25 item, or to a registered non-profit organization on Guam, or discard such stock if
26 it cannot otherwise be disposed of.”; and be it further

1 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuattro Na*
2 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVIII, Section
3 18.07 to read:

4 **“Section 18.07. Request for Travel.** The following applies to travel
5 requests.

6 **(a) Who Can Request.** An Attaché or an employee who is *not*
7 employed by the Committee, by an Officer or by the Minority *shall* submit a
8 request for authorization to travel to the Chairperson of the Committee on
9 Legislative Operations Rules. All other employee travel *shall* be requested by
10 the employing entity.

11 **(b) Notice of Travel by Member.** A Member *shall* submit a notice of
12 travel to the Chairperson of the Committee on Legislative Operations Rules when
13 the Member travels off-island on official business. The notice *shall* contain
14 information as to the purpose of the Member’s travel, the Member’s destination,
15 the duration of absence on official business, and the cost of the travel.

16 **(c) Notice of Travel by an Officer, Chairperson or Minority Leader.**
17 An Officer, Chairperson or the Minority Leader *shall* submit a notice of travel to
18 the Chairperson of the Committee on Legislative Operations Rules when an
19 employee or contractor under the Member’s supervision will be traveling off-
20 island on official business. The notice *shall* contain information as to the person
21 traveling, the duration of absence on official business, the purpose of the travel,
22 the cost, and the manner of financing.

23 **(d) Travel Settlement.** Any traveler, within ten (10) working days after
24 completion of travel and return to Guam, *shall* submit a written settlement report
25 to the Chairperson of the Committee on Legislative Operations Rules on the
26 Member’s travel and the Member’s expenses in excess of the per diem received,

1 in the manner and form prescribed by the Chairperson of the Committee on
2 Legislative Operations Rules.

3 (e) **No Salary for Late Settlement Report.** Salary *shall not* be paid to
4 any employee or Member whose settlement report is *not* filed within such ten
5 (10) day period.”; and be it further

6 **RESOLVED**, that the Committee on Rules of *I Mina’ Trentai Kuattro Na*
7 *Liheslaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVIII, Section
8 18.08 (b) to read:

9 “(b) **Recovery of Advances.** The Chairperson of the Committee on
10 Legislative Operations Rules *shall* assure that an amount previously advanced is
11 deducted from the total expenses allowed, or that it is otherwise recovered. In
12 cases where the traveler is in a continuous travel status, or where periodic
13 reimbursement vouchers are submitted on specific authorizations, the full amount
14 of travel expenses allowed may be reimbursed to such traveler without deduction
15 of the traveler’s advance until such time as the final voucher is submitted. If the
16 amount advanced is *less than* the amount of the voucher on which the advance is
17 deducted, the traveler *shall* be paid the net amount. In the event the net exceeds
18 the reimbursable amount, the traveler’s reimbursement *shall* accompany the
19 voucher. In the event of cancellation or indefinite postponement of authorized
20 travel, the Executive Director *shall* take immediate steps to secure the refund of
21 any advances that may have been made. Outstanding advances which have *not*
22 been fully recovered by deductions from reimbursement vouchers or voluntary
23 refunds by the traveler may be recovered promptly by the Executive Director,
24 upon the approval of the Chairperson of the Committee on Legislative Operations
25 Rules, by set off of salary due, or by such other legal method of recovery as may
26 be necessary; provided, that no such set-off of salary shall be undertaken until ten

1 (10) days after the return to Guam of the traveler. No traveler shall be reimbursed
2 for travel costs *not* actually incurred by the traveler.”; and be it further

3 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
4 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Part E, Rule XVIII, Section
5 18.14 (a) to read:

6 **“Section 18.14. Use of Leave While Traveling.** When leave of
7 absence of any kind is taken by an employee while in a travel status, the exact
8 hour of departure from and return to duty status must be shown on the travel
9 voucher.

10 (a) **Leave as a Result of Illness or Injury.** Whenever a
11 Member, Attaché or an employee on official travel takes leave of absence
12 due to illness or injury *not* caused by the individual’s own misconduct,
13 the prescribed per diem *shall* be continued *not to exceed* seven (7) days in
14 any one (1) period of absence, *unless*, contingent upon the circumstances
15 in a particular case, a longer period is approved by the Chairperson of the
16 Committee on Legislative Operations ~~Rules~~. Evidence of the illness or
17 injury may be required to be submitted with the travel voucher. The type
18 of leave and duration thereof must be shown on the voucher. The evidence
19 filed under provisions of the leave rule *shall* suffice.”; and be it further

20 **RESOLVED**, that the Committee on Rules of *I Mina’Trentai Kuåttro Na*
21 *Lihselaturan Guåhan* hereby *amends* the Standing Rules- Rules of Procedures for the
22 Legislative Committee on Ethics and Standards, Rule 5 to read:

23 **“RULE 5. Finance and Staff.**

24 The Committee may employ, for the duration of its business, professional,
25 technical, clerical, or other personnel, as necessary for the proper performance of
26 its duties, to the extent of funds made available to it by the Committee on

1 Legislative Operations Rules for such purpose, and subject to such restrictions
2 and procedures relating thereto as may be provided by law or any applicable rules
3 of the Legislature.”; and be it further

4 **RESOLVED**, that the Speaker and the Chairperson of the Committee on Rules
5 certify, and the Legislative Secretary attest to, the adoption hereof, and that copies of
6 the same be thereafter transmitted to all Members of *I Mina'Trentai Kuáttro Na*
7 *Liheslaturan Guáhan*.

**DULY AND REGULARLY ADOPTED BY THE COMMITTEE ON RULES OF
I MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN ON THE 27TH
DAY OF JULY 2017.**



BENJAMIN J.F. CRUZ
Speaker



RÉGINE BISCOE LEE
Chairperson, Committee on Rules



RÉGINE BISCOE LEE
Legislative Secretary

Speaker Benjamin J.F. Cruz,
Member

Vice Speaker Therese M. Terlaje,
Member

Senator Thomas C. Ada,
Member

Senator Frank B. Aguon, Jr.,
Member

Senator Telena C. Nelson,
Member



Sen. Dennis G. Rodriguez
Mem

Sen. Joe S. San Agustin
Mem

Senator Michael F.Q. San Nicolas
Mem

Senator James V. Espaldon
Mem

Senator Mary C. Torres
Mem

COMMITTEE ON RULES

SENATOR RÉGINE BISCOE LEE, CHAIR

SIKRITARIAN LIHESLATURAN GUAHAN

I MINA'TRENTAI KUÀTTRO NA LIHESLATURAN GUÀHAN

LEGISLATIVE SECRETARY • 34TH GUAM LEGISLATURE

COMMITTEE VOTING SHEET

Resolution No. 164-34 (COR) – Committee on Rules – “Relative to amending *I Mina'Trentai Kuàttro Na Liheslaturan Guàhan Otden Areklamento* (the Thirty-Fourth Guam Legislature Standing Rules) to reorganize the Committee on Rules into two separate Committees of the 34th Guam Legislature, and to further reconstituting said Committees as the Committee on Rules and the Committee on Legislative Operations.”

	SIGNATURE	DATE	TO ADOPT	TO NOT ADOPT	TO ABSTAIN
Legislative Secretary Régine Biscoe Lee Chairperson	<i>RBL</i> e-vote	7-16-17	✓		
Speaker Benjamin J. F. Cruz Member	e-vote	7-16-17	✓		
Vice-Speaker Therese M. Terlaje Member					
Senator Thomas C. Ada Member	e-vote	7-19-17	✓		
Senator Frank B. Aguon, Jr. Member	e-vote	7-7-17	✓		
Senator Telena Cruz Nelson Member	e-vote	7-16-17	✓		
Senator Dennis G. Rodriguez, Jr. Member	e-vote	7-16-17	✓		
Senator Joe S. San Agustin Member	e-vote	7-16-17	✓		
Senator Michael F.Q. San Nicolas Member					
Senator James V. Espaldon Minority Leader					
Senator Mary Camacho Torres Minority Member	e-vote	7-25-17	✓		

2017 JUL 27 PM 1:31
KC

For Sponsor's Office Use Only
Sponsor Signature: *Régine Biscoe Lee*
Staff Contact Person: *Jeanette P. Cordero*

For COR/Clerk's Office Use Only
 Certified Returned
Name: *Katherine T. Chojun*
Date: *7/27/17*

Notes: