I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN
RESOLUTIONS

Resolution No.	Sponsor	Title	Date Intro	Date of Presentation	Date Adopted	Date Referred	Referred to	PUBLIC HEARING DATE	DATE COMMITTEE REPORT FILED	NOTES
25-35 (COR)	Committee on Rules	Relative to recognizing and establishing the Guidelines to serve as a supplement to all requirements of *I Mina'trentai Singko Na Liheslaturan Guåhan Otden Areklamento*, pursuant to Section 7.01(a) of Rule VII – Processing of Resolutions; and Section 8.01(b) of Rule VIII – Processing of Certificates.	1/30/19 3:17 p.m.		1/31/19 8:30 p.m.					

I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN
2019 (FIRST) Regular Session

Resolution No. 25-35 (COR)

Introduced by: Committee on Rules

Relative to recognizing and establishing the Guidelines to serve as a supplement to all requirements of *I Mina'trentai Singko Na Liheslaturan Guåhan Otden Areklamento*, pursuant to Section 7.01(a) of Rule VII – Processing of Resolutions; and Section 8.01(b) of Rule VIII – Processing of Certificates.

BE IT RESOLVED BY THE COMMITTEE ON RULES OF *I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN*:

WHEREAS, when the Legislature is *not* in Session, the Committee on Rules (COR), as the policy-making body of the Legislature, acts on its behalf; and

WHEREAS, recognition, commendation, congratulation, or condolence resolutions introduced when the Legislature is *not* in Session, must be adopted by COR, which is done by the routing of a COR Vote Sheet. Committee on Rules Resolutions *shall* be adopted by the affirmative vote of at least seven (7) COR members; and

WHEREAS, recognition, commendation, congratulation, or condolence certificates are issued as a function of the Committee on Rules, and as such must be reviewed and approved by the Chairperson of the Committee on Rules. At the next Session, all certificates will be placed on the Consent Calendar for ratification by the Body; and

WHEREAS, the Guidelines (attached) are intended to provide all individuals involved in the preparing, processing, and presentation of resolutions and certificates with as much information as possible to understand the necessary steps to be taken to produce a resolution and certificate; now therefore, be it

RESOLVED, that the Committee on Rules of *I Mina'trentai Singko na Liheslaturan Guåhan* does hereby, on behalf of *I Liheslaturan Guåhan* and the people of Guam, recognize and establish the Guidelines (attached) to serve as a supplement to all requirements of *I Mina'trentai Singko Na Liheslaturan Guåhan Otden Areklamento*, pursuant to Section 7.01(a) of Rule VII – Processing of Resolutions; and Section 8.01(b) of Rule VIII – Processing of Certificates; and be it further

RESOLVED, that the Speaker and the Chairperson of the Committee on Rules certify, and the Legislative Secretary attest to, the adoption hereof, and that copies of the same be thereafter transmitted to all the Members of *I Mina'trentai Singko Na Liheslaturan Guåhan*; to Rennae V. C. Meno, Clerk of the Legislature; and to Attorney Julian Aguon, Legislative Counsel.

DULY AND REGULARLY ADOPTED BY THE COMMITTEE ON RULES OF *I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN* ON THE 31ST DAY OF JANUARY 2019.

TINA ROSE MUÑA BARNES
Speaker

RÉGINE BISCOE LEE
Chairperson, Committee on Rules

AMANDA L. SHELTON
Legislative Secretary

I Mina'trentai Singko Na Liheslaturan Guåhan

THE THIRTY-FIFTH GUAM LEGISLATURE

GUIDELINES

Section 1. Introduction.

These Guidelines supplement the requirements of *I Mina'trentai Singko Na Liheslaturan Guåhan Otden Areklamento,* specifically Rule VII on Processing of Resolutions and Rule VIII on Processing of Certificates. These Guidelines are intended to provide all individuals involved in the preparing, processing, and presentation of resolutions and certificates with as much information as possible to understand the steps required to produce a resolution/certificate.

Section 2. Background.

Resolutions. While the Legislature is in session, it can act as a body to adopt resolutions that have been introduced during the time period that it remains in session. When the Legislature is not in Session, the Committee on Rules (COR), as the policy-making body of the Legislature, acts on the Legislature's behalf. Therefore, resolutions introduced when the Legislature is not in Session must be adopted by COR. Adoption requires the affirmative vote of at least seven (7) COR members.

Certificates. Certificates are issued as a function of the Committee on Rules. Any member may submit a request for a certificate, which will be reviewed and approved by the COR Chairperson. Certificates processed between sessions will be placed on the Consent Calendar at the next session for ratification by the body.

Section 3. Timing.

Resolutions. Resolutions should be introduced at least five (5) working days prior to the scheduled presentation. If an office is unable to meet this deadline, it is strongly recommended to consider presenting a certificate instead.

Certificates. Certificates should be filed at least three (3) working days prior to the scheduled presentation.

Delayed Processing. Processing delays occur under extenuating circumstances, particularly when a high volume of resolutions and certificates are introduced/filed. Delays will also occur during session because the handling of session matters takes precedence over all else. Thus, there will be a hold on processing commendatory, congratulatory, or condolence resolutions and certificates until session is adjourned. Exceptions may be made by the COR chairperson upon receipt of a written request from the sponsor explaining the need for immediate processing.

Section 4. Required Notices/Memorandums.

Reference: *I Otden Areklamento* Sections 7.04(f) & 8.04(d).

(a) Twenty-four (24)-hours Prior to Presentation. After a resolution is adopted and at least twenty-four (24) hours prior to the presentation, the sponsor must e-mail a memo to all Senators providing the following information:

(1) resolution/certificate number;
(2) resolution/certificate title, in its **final version**; and
(3) the presentation date, time, and location.

When sending this email, the sponsor must cc:

(4) Clerk's Office, for information/tracking purposes;

(5) MIS, for posting on the calendar; and

(6) Chief Protocol Officer (CPO), if presentation is in the Guam Congress Building.

(b) Rescheduled Presentations. The sponsor must provide e-mail notice to all parties (i.e., Senators, Clerk, MIS, CPO) when a presentation is cancelled or re-scheduled.

Section 5. Resolution Processing Procedures.

(a) Introduction of Resolutions. Reference: *I Otden Areklamento* Section 7.03. To introduce a resolution, the sponsor must complete each of the following steps. Clerk's Office will not begin processing a resolution until all of these steps are complete.

(1) Prepare the resolution using the template issued by Clerk's Office.

(2) Verify the accuracy of the information, including names, spelling, dates, etc.

(3) Gather initials/signatures for each sponsor.

(4) Email Clerk's Office the Microsoft Word version of the resolution and the date, time, and place of presentation. If the presentation details are unknown or the resolution will not be formally presented, include that information instead. Do not label the resolution number or parenthesis.

(5) Hand-deliver to Clerk's Office for filing. Do not label the resolution number or parenthesis.

(b) Substantive Resolutions.

(1) Clerk's Office forwards the resolution (as introduced) to MIS for posting. MIS will note that the posted version is "as introduced."

(2) Clerk's Office forwards the resolution to COR for referral:

(A) If the resolution is to be sent to the U.S. President, a member of the U.S. Congress, or the head of a foreign state, the resolution will be referred to the primary sponsor, pursuant to 2 GCA § 2103(b)1.

(B) All other resolutions will be referred to the appropriate standing committee.

(3) Sponsor/committee holds a public hearing following the same hearing process for bills/appointments.

(4) Sponsor/committee prepares a report on the resolution and submits it to the Speaker, via COR, for consideration by the body.

(5) Resolutions processed in compliance with all applicable rules will be eligible for consideration for placement on the session agenda.

(c) Processing of Resolutions of Recognition, Commendation, Congratulation, or of Condolence.

(1) Clerk's Office:

(A) Reviews format and style and makes any necessary changes. *Time frame*: *1 working day from date of filing.*

(B) Reviews content and makes any necessary changes. If the changes are substantive, sponsor will be notified. If the resolution requires extensive changes, Clerk's Office will return the resolution to the sponsor. *Time frame*: *2 working days from date of filing.*

(C) Prepares a COR vote sheet and sends to sponsor.

(2) Sponsor routes vote sheet for signature. *Time frame: 1 working day after content is finalized.* Votes may be solicited by circulating a hard copy of the vote sheet or by a group e-mail from the sponsor to all COR members. If the vote sheet is routed by e-mail:

(A) E-mail responses from COR members must be registered by the sponsor on the vote sheet. E-mail responses must be compiled and forwarded to Clerk's Office for verification.

(B) The vote sheet must be signed by the sponsor acknowledging that the votes were properly registered.

(C) Once at least seven (7) affirmative votes are received, the sponsor submits the hard copy, signed vote sheet to the Clerk's Office, with the e-mail responses attached.

(3) Clerk's Office:

(A) Verifies votes, certifies vote sheet, and notes the date of adoption (i.e., the date the vote sheet is filed).

(B) Prepares the resolution for printing. The number of "presentation-ready" copies will be based on the number of frames/presentation folders provided by sponsor. Otherwise, one (1) "presentation-ready" copy will be printed for the main recipient and "blue back" hard copies provided to additional recipients. It is the responsibility of the sponsor to inform the Clerk's Office as to how many copies of each type of print-out will be needed.

(C) Routes the adopted resolution for signature. *Time frame: 1 working day from date vote sheet is submitted.*

(D) Seals.

(E) Confirms twenty-four (24)-hour notice of presentation has been issued to all senators (cc: Clerk, MIS and CPO, if necessary).

(F) Contacts sponsor once resolution is ready for pickup.

(G) Sends certified vote sheet and adopted version of resolution to MIS for website posting.

(4) **Transmittals.** Sponsor is responsible for providing complete contact information for all recipients of a resolution to Clerk's Office. Clerk's Office will prepare "blue back" hard copies with an official transmittal letter signed by the Legislative Secretary. Clerk's

Office will issue final product to sponsor for postage and mailing and to MIS for website posting.

(5) **Revisions.** If a sponsor wishes to revise a resolution that is already being processed, sponsor must first contact the Clerk's Office to request for the latest Microsoft Word version of the resolution. The sponsor must then email a request to COR (cc: Clerk's Office) including a version of the resolution identifying the revisions. Revising a resolution in the middle of processing may extend processing time by approximately forty-eight (48) hours.

(d) Converting (COR) Resolutions to (LS). If a resolution is introduced when the Legislature is not in session, it is classified as "(COR)," and is adopted via the process described above. If the Legislature goes into session and a "(COR)" resolution has yet to be adopted, the sponsor may wish to have the resolution instead adopted as an "(LS)" resolution. If so:

(1) Sponsor must submit written notice to the Speaker (cc: COR, Clerk's Office) withdrawing the "(COR)" version.

(2) Sponsor must then re-format the original "(COR)" resolution to reflect the proper "(LS)" format. All other processing requirements remain in effect.

(3) The "(LS)" version will then be addressed on the Session Floor.

(e) Similar Resolutions. If two (2) or more resolutions, or a resolution and a certificate, on substantially the same subject matter are adopted, only the document first submitted shall be issued. Questions as to whether the substance or textual significance of two (2) or more documents are substantially similar shall be decided by the COR chairperson.

(f) Withdrawal of Resolutions. A prime sponsor may permanently withdraw a resolution at any time by written notice to the Speaker and COR Chairperson. Reference: *I Otden Areklamento* Section 7.04(g).

Section 6. Certificate Processing Procedures.

(a) Introduction. To request a certificate, the sponsor shall:

(1) Prepare the certificate using the template issued by Clerk's Office.

(2) Verify the accuracy of the information, including names, spelling, dates, etc.

(3) Gather initials/signatures for each sponsor.

(4) Email Clerk's Office the Microsoft Word version of the certificate and the date, time, and place of presentation. If the presentation details are unknown or the certificate will not be formally presented, include that information instead. Do not label the certificate number or parenthesis.

(5) Hand-deliver the hard copy to the Clerk's Office for filing. Do not label the certificate number or parenthesis.

(6) If the certificate is to be issued to multiple recipients, the sponsor must provide a recipient listing (e-copy and hard copy) at the time of filing. However, no more than fifty (50) certificates will be issued for a single recognition.

(b) Processing. Once a certificate is filed:

(1) Clerk's Office:

(A) Reviews format and style and makes any necessary changes. *Time frame*: 1 day from date of request.

(B) Reviews content and makes any necessary changes. If the changes are substantive, sponsor will be notified. If the certificate requires extensive changes, it will be returned to the sponsor. *Time frame*: 1 day from date of request.

(C) Forwards to COR for review and approval. *Time frame:* 1 day from date of request.

(2) COR reviews and:

(A) If approved, returns certificate to Clerk's Office for finalizing.

(B) If denied, COR notifies sponsor and Clerk's Office.

(3) Clerk's Office:

(A) Prints.

(B) Routes certificate for signature. *Time frame:* 1 day from date of COR approval.

(C) Seals.

(D) Confirms twenty-four (24)-hour notice of presentation has been issued to all Senators (cc: Clerk, MIS and CPO, if necessary).

(E) Contacts sponsor once certificate is ready for pickup.

(c) Revisions. If a sponsor wishes to revise a certificate that is already being processed, the sponsor must email a request to COR (cc: Clerk's Office) including a Microsoft Word version of the resolution identifying the revisions. Revising a certificate in the middle of processing may extend processing time by approximately twenty-four (24) hours.

(d) Withdrawal of Certificate. A sponsor may permanently withdraw a certificate at any time by a written request to the Speaker and COR Chairperson. Reference: *I Otden Areklamento* Section 8.03(d).