



I Mina'trentai Sais Na Liheslaturan Guåhan
THE THIRTY-SIXTH GUAM LEGISLATURE

Otden Areklamento
STANDING RULES

January 4, 2021

TABLE OF CONTENTS

PART A RULES GOVERNING PROCEDURE

RULE I CONVENING AND SESSION

Section 1.01. The Opening Session	1
(a) Organization of <i>I Liheslaturan Guåhan</i>	1
(1) Call to Order.....	1
(2) Roll Call.....	1
(3) Administration of Oath-of-Office.....	1
(4) Election of Speaker.....	1
(5) Election of Other Officers and Attachés.....	2
(6) Administration of Oath to Attachés.....	2
(7) Adoption of Standing Rules.....	2
(8) Election of Committee Chairpersons; Temporary Chairpersons.....	3
(b) Election of Officers and Party Leaders.....	3
(1) Election of Officers and Chairpersons.....	4
(2) Removal of Officers and Attachés.....	4
(3) Legislative Party Leaders.....	4
(4) Definition of Majority Party.....	4
(5) Results of Election; Roll Call.....	4
Section 1.02. Sessions of <i>I Liheslaturan Guåhan</i>	5
(a) Regular Sessions of <i>Liheslaturan Guåhan</i>	5
(b) Convening Session.....	5
(1) Call by the Speaker.....	5
(2) Call by the Committee on Rules.....	6
(3) Call to Order by the Speaker.....	6
(4) Call to Order May Not Limit Body.....	6
(5) Quorum.....	6
(c) Daily Order of Business.....	6
(1) Suspend Order of Business.....	7
(2) Committee on Rules Shall Set Session Agenda.....	7
(A) Special Session Agenda.....	8
(B) No Session Agenda.....	8
(3) Hours of Session.....	8
(d) Decorum and Debate.....	8
(1) When Motion Shall be Debated.....	8
(2) Addressing <i>I Liheslaturan Guåhan</i>	9
(3) Speaking in Debates.....	9

(A)	Motion After Debate.....	10
(B)	Amendments.....	10
(C)	Debate Confined.....	10
(D)	Calls to Order.....	10
(E)	Debate on Non-Reported Bills Prohibited.....	10
(F)	Amendment to Main Question.....	10
(G)	Division.....	11
(4)	Votes Required.....	11
(5)	Interruption Not Permitted.....	11
(6)	Closing Debate.....	11
(7)	On Points of Order, Inquiry and Information.....	11
(A)	Points of Order.....	11
(B)	Decisions on Points of Order.....	11
(C)	Points of Inquiry or Information.....	12
(8)	Explaining Vote.....	12
(9)	Recommendations of the Committee of the Whole.....	13
(10)	Attire.....	13
(11)	Firearms and Deadly Weapons Prohibited.....	13
(12)	Cell Phones and Electronic Devices.....	13
(e)	Questions.....	13
(1)	Division of a Question.....	13
(2)	The Previous Question.....	14
(3)	Questions of Privilege.....	14
(f)	Motions.....	14
(1)	Motions to Amend a Bill.....	14
(2)	Motions Received When Questions are Under Debate.....	14
(3)	Motion to Strike Enacting Clause.....	15
(4)	Precedence of Motion to Adjourn and Effect of Adjournment.....	15
(5)	Motion to Adjourn Pending Motion to Suspend Rules.....	15
(6)	Motion for Call of the House.....	15
(7)	Motions on Confirmations of Appointments by <i>I Maga'hågan Guåhan</i>	16
(A)	General Rule.....	16
(B)	Motion to Confirm.....	17
(C)	Rejection.....	17
(8)	Motion for Reconsideration.....	17
(9)	Motion to Act on Prior Defeat.....	18
(10)	Failed Motion to Place in Third Reading.....	18
(g)	Voting.....	18
(1)	Voting Under Third Reading File and Voting File.....	18
(2)	Voting on Roll Call.....	18
(A)	Roll Call.....	19
(3)	Committee of the Whole Votes.....	19
(4)	Show of Hands.....	19
(5)	No Objections.....	19
(6)	Declining to Vote.....	19
(A)	Failing to Vote.....	20

(B)	Other Reasons to Excuse from Voting.....	20
(C)	Compliance with 4 GCA § 15205(h).....	20
(7)	Voting by the Presiding Officer.....	20
(8)	Electronic Voting.....	21
(9)	Votes Required for Adjournment.....	21
(10)	Passage of Bills by Roll Call.....	21
(11)	Veto of Bills or Items in Bills by <i>I Maga'hågan Guåhan</i>	21
(12)	Action Permitted by Majority of Members Present.....	22
(h)	Privileges of the Floor and Extension of Remarks.....	22
(1)	Privileges of the Floor; Persons Allowed.....	22
(A)	No Advocacy.....	22
(B)	Prohibited Use of Chairs of Senators.....	22
(C)	Orders to Leave.....	23
(D)	No Distribution of Non-Session Material.....	23
(E)	Accreditation of the Press.....	23
(2)	Privileges of Majority Leader.....	23
(3)	Extension of Remarks.....	24
(i)	Refusal to Seat and Expulsion of Members.....	24
(1)	Expulsion of Members from Session(s).....	24
(2)	Persons Disqualified.....	24
(3)	Temporary Removal from Legislative Chamber.....	24
(j)	Legislative Journal.....	24
(1)	Procedure to be Followed.....	24
(2)	Title of Bill to be Printed.....	25
(3)	Other Matters to be Printed.....	25
(4)	Remarks, Written or Oral, Made by a Senator.....	25
(5)	Distribution.....	25
(k)	Public Hearing May Be Required for Bills Amended or Substituted on the Floor.....	26

RULE II
DUTIES OF LEGISLATIVE OFFICERS AND ATTACHÉS

Section 2.01. Duties of the Speaker.....	27
Section 2.02. Duties of the Vice-Speaker.....	28
Section 2.03. Duties of the Presiding Officer.....	28
Section 2.04. Duties of the Legislative Secretary.....	28
Section 2.05. Legal Bureau Established.....	28
Section 2.05.1. Duties of Legal Bureau.....	29
Section 2.06. Duties of the Clerk of the Legislature.....	29
Section 2.07. Duties of the Sergeant-at-Arms.....	30

Section 2.08. Duties of the Chaplain	31
Section 2.09. Vacancies	31
(a) Permanent Vacancies.....	31
(b) Temporary Absence or Vacancy of the Speaker.....	31
(c) Temporary Absence or Vacancy.....	32
(d) Temporary Absence or Vacancy of the Legislative Secretary.....	32
(e) Temporary Absence or Vacancy of a Committee Chairperson.....	32
(f) Expenditure by Acting Officers or Chairpersons.....	32

**RULE III
LEGISLATIVE COMMUNICATIONS**

Section 3.01. Delivery of Communications	34
Section 3.02. Executive Communications	34

**RULE IV
AMENDMENT, SUSPENSION, OR REPEAL OF RULES**

Section 4.01. Amending, Suspending, or Repealing the Standing Rules	35
Section 4.02. Temporary Suspension of Rules During Session	35
Section 4.03. Temporary Suspension of Rules in Committee on Rules Meetings	35

**RULE V
PARLIAMENTARY LAW GOVERNING PROCEDURE**

Section 5.01. Mason’s Manual of Legislative Procedures	36
---	----

**PART B
PROCESSING BILLS, RESOLUTIONS, CERTIFICATES, AND APPOINTMENTS**

**RULE VI
PROCESSING OF BILLS**

Section 6.01. General Rules	37
(a) One Subject Matter.....	37
(1) Germaneness of Substitute Bills and Amendments.....	37
(b) Debt to be Considered for Limited Purposes.....	38
(c) Committee Introduction.....	39
(1) Requests to Committee on Appropriations.....	39
(d) Bill Referrals.....	39
(1) Appropriations Bills.....	39
(2) Legislative Appropriations; Other Branches.....	40

Section 6.02. Preparation	40
(a) Headings.....	40
(b) Title.....	41
(c) Sections.....	41
(d) Changing Existing Law.....	41
Section 6.03. Introduction	41
(a) In Session.....	42
(b) Not in Session.....	42
(c) Introduction of COR Bills.....	42
(d) Form and Style.....	42
(e) Bills Introduced at the Request of <i>I Maga'hågan Guåhan</i>	43
Section 6.04. Consideration	43
(a) Public Hearings.....	43
(1) Hearing Notices.....	43
(2) Hearing Officer.....	43
(b) Amendments or Substitutions by Committee.....	44
(1) Sponsor Amended/Substitute Bills Restricted.....	44
(2) Hearings for Committee Amended/Substitute Bills.....	44
(c) Formal Reports of Standing Committees.....	44
(1) Committee Report Digest.....	45
(2) Committee Vote Sheet.....	45
(3) Secondary Public Hearing May Be Required for Substantively Amended or Substituted Bills.....	45
(4) When Appraisal Required.....	45
(d) Bill Placement on Session Agenda.....	45
(1) No Placement on Agenda Without Report.....	45
(2) Order of Reading File.....	46
(A) No Debate During Third Reading.....	46
(B) Order of Voting.....	46
(3) Committee of the Whole.....	46
(4) Inactive File.....	47
(5) Consent Calendar.....	47
(A) Routine Matter.....	47
(B) Debate.....	47
(C) Objections.....	48
(D) Copies.....	48
(6) Engrossing Bills Before Passage.....	48
(A) Technical Amendments Authorized.....	49
(B) Form of Technical Corrections.....	49
(C) Engrossment Not Required.....	49
(7) Enrolling Bills.....	49
(8) Sponsorship of Bills Passed.....	49

(e) Withdrawal of Bills.....	50
------------------------------	----

**RULE VII
PROCESSING OF RESOLUTIONS**

Section 7.01. General Rules.....	51
---	-----------

(a) Guidelines Established by the Committee on Rules.....	51
(b) Similar Resolutions.....	51
(c) Guam Resolutions for External Organizations.....	51
(d) Violations.....	51

Section 7.02. Preparation.....	51
---------------------------------------	-----------

(a) Headings.....	51
(b) Title.....	52

Section 7.03. Introduction.....	52
--	-----------

(a) In Session.....	52
(b) Not in Session.....	53
(c) Introduction of COR Resolutions.....	53
(d) Committee Introduction.....	53
(e) Substantive Resolutions.....	53
(f) Form and Style.....	54

Section 7.04. Consideration.....	54
---	-----------

(a) Placement on Session Agenda.....	54
(b) Consideration of Substantive Resolutions.....	54
(c) Committee on Rules Resolutions.....	54
(d) Resolution Sponsorship.....	55
(e) Technical Amendments and Corrections Authorized.....	55
(f) Presentation of Resolutions.....	55
(g) Withdrawal of Resolutions.....	55
(h) Publication.....	56

**RULE VIII
PROCESSING OF CERTIFICATES**

Section 8.01. General Rules.....	57
---	-----------

(a) General Rules on Certificates.....	57
(b) Guidelines Established by the Committee on Rules.....	57
(c) Similar Certificates.....	57
(d) Violations.....	57

Section 8.02. Introduction.....	57
--	-----------

(a) In Session.....	57
(b) Not in Session.....	57
(c) Form and Style.....	58
Section 8.03. Consideration.....	58
(a) Placement on Session Agenda.....	58
(b) Certificate Sponsorship.....	58
(c) Technical Amendments and Corrections Authorized.....	58
(d) Withdrawal of Certificates.....	58
(e) Publication.....	58
Section 8.04. Issuance and Presentation.....	59
(a) Issuance.....	59
(b) Presentation of Certificates; Notice Required.....	59

**RULE IX
PROCESSING OF APPOINTMENTS**

Section 9.01. Nomination Letter.....	60
Section 9.02. Nomination Requirements.....	60
Section 9.03. Verification.....	60
Section 9.04. Additional Requirements.....	60
Section 9.05. Time to Act.....	60
Section 9.06. Committee Report Required.....	61
Section 9.07. Public Hearing Required.....	61

**PART C
STANDING COMMITTEES**

**RULE X
CHAIRPERSONS AND JURISDICTION**

Section 10.01. Chairpersons.....	62
Section 10.02. Committees and Jurisdictions.....	62
(a) Committee on Rules.....	62
(1) Jurisdiction.....	62
(2) Successor Status	62
(b) Committee on General Government Operations, Appropriations, and Housing.....	62

(1) Jurisdiction.....	62
(A) General Government Operations.....	62
(B) Appropriations.....	63
(C) Housing.....	63
(2) Analysis of Money Bills.....	64
(c) Committee on Education, Self-Determination and Historic Preservation, Infrastructure, Border Safety, Federal and Foreign Affairs, and Maritime Transportation.....	64
(1) Jurisdiction.....	64
(A) Education.....	64
(B) Border Safety.....	65
(C) Federal and Foreign Affairs.....	65
(D) Self-Determination.....	66
(E) Historic Preservation.....	66
(F) Infrastructure.....	66
(G) Maritime Transportation.....	67
(d) Committee on Air Transportation, Parks, Tourism, Higher Education and the Advancement of Women, Youth, and Senior Citizens.....	67
(1) Jurisdiction.....	67
(A) Air Transportation.....	67
(B) Parks.....	67
(C) Tourism.....	67
(D) Higher Education.....	68
(E) Women’s Affairs.....	68
(F) Youth.....	68
(G) Senior Citizens.....	68
(e) Committee on Economic Development, Agriculture, Power and Energy Utilities, and the Arts.....	69
(1) Jurisdiction.....	69
(A) Economic Development.....	69
(B) Agriculture.....	69
(C) Power and Energy Utilities.....	69
(D) the Arts.....	70
(f) Committee on Public Accountability, Human Resources, the Guam Buildup, <i>Hagåtña</i> Revitalization, Regional Affairs, Public Libraries, Telecommunications, and Technology..	70
(1) Jurisdiction.....	70
(A) Public Accountability.....	70
(B) Human Resources.....	70
(C) Guam Buildup.....	70
(D) <i>Hagåtña</i> Revitalization.....	71
(E) Regional Affairs.....	71
(F) Public Libraries.....	71
(G) Telecommunications.....	71
(H) Technology.....	71
(g) Committee on Public Safety, Emergency Response, Military and Veteran Affairs, Mayors Council, and Public Transit.....	72

(1) Jurisdiction.....	72
(A) Public Safety.....	72
(B) Emergency Response.....	72
(C) Military and Veteran Affairs.....	72
(D) Mayors Council.....	72
(E) Public Transit.....	73
(h) Committee on Environment, Revenue and Taxation, Labor, Procurement, and Statistics, Research, and Planning.....	73
(1) Jurisdiction.....	73
(A) Environment.....	73
(B) Revenue and Taxation.....	74
(C) Labor.....	74
(D) Procurement.....	74
(E) Statistics, Research, and Planning.....	74
(i) Committee on Health, Land, Justice, and Culture.....	74
(1) Jurisdiction.....	74
(A) Health.....	74
(B) Land.....	75
(C) Justice.....	75
(D) Culture.....	76

**RULE XI
POWERS, AUTHORITY, AND COMPOSITION OF STANDING COMMITTEES**

Section 11.01. General Authority.....	77
Section 11.02. Powers.....	77
Section 11.03. Committee Meetings.....	77
Section 11.04. Staff of Standing Committees.....	77
Section 11.05. Rules of Standing Committees.....	77
Section 11.06. Votes.....	77
Section 11.07. Hearings Made Public.....	78
(a) Roundtable Hearings, Oversight Hearings, Informational Briefings.....	78
Section 11.08. Minority Members.....	78
Section 11.09. Members of Standing Committees.....	78
Section 11.10. Special Investigating Committees.....	78
(a) Organization.....	78
(b) Approval of Expenses.....	79

(c) Limitations.....	79
(d) Copies of Rules.....	79
Section 11.11. Powers, Authority, and Composition of the Committee on Rules.....	79
(a) Membership.....	79
(b) Authority of Chairperson; Votes Required to Act.....	79
(c) Policy-Making Body.....	79
(d) Session Agendas.....	80
(e) Continuous Existence.....	80
(f) Committee on Rules Resolutions and Certificates.....	80
(g) Supervision of Attachés.....	80
(h) Votes Required to Put a Bill on Second Reading.....	80
(i) Inventory of Property.....	80
(j) Budget.....	81
(1) State Funerals.....	81
(k) Use of Legislative Buildings.....	81
(1) Maintaining Security of the Session Hall.....	81
(l) Legislative Printing.....	81
(m) Legislative Lobbyists.....	82

PART D
LEGISLATIVE STAFF

RULE XII
DEFINITION OF LEGISLATIVE STAFF

RULE XIII
APPROVAL OF LEGISLATIVE STAFF

Section 13.01. Executive Director.....	84
(a) Supervision by Executive Director.....	85
Section 13.02. The Chief Fiscal Officer.....	85
Section 13.03. Discharge of Employees.....	85
Section 13.04. The Chief Protocol Officer.....	86
Section 13.05. Speech and Debate Clause Privilege Asserted.....	86

PART E
CENTRAL OPERATIONS

RULE XIV
PERSONNEL RULES AND REGULATIONS

Section 14.01. Scope	87
Section 14.02. General Rules	87
(a) Personnel Elected by <i>I Liheslaturan Guåhan</i>	87
(b) Employee of a Senator, Legislative Office, or a Standing Committee.....	87
(c) All Other Employees.....	87
(d) Selection, Appointment and Dismissal of Employees.....	87
Section 14.03. Administration	88
Section 14.04. Obligations of Employment	88
(a) Compensation, When Not Payable.....	88
(b) Hours of Work.....	88
(c) Working Hours.....	88
(d) Compensatory Time.....	88
(e) Exceptions.....	89
(f) Outside Employment or Interests.....	89
(g) Standard of Conduct.....	89
(h) Not Employees.....	89
Section 14.05. Appointment Procedures	89
(a) Position Established by the Chairperson of the Committee on Rules.....	89
(b) Authorized Positions Listed With the Committee on Rules.....	89
Section 14.06. Classes of Employees	90
(a) Class 1. Unrestricted Employees.....	90
(b) Class 2. Restricted Employees.....	90
Section 14.07. Kinds of Positions	90
(a) Regular Position.....	90
(b) Temporary Appointment.....	90
(c) Employee Contracts Prohibited.....	91
Section 14.08. Pay Administration	91
(a) Basic Compensation.....	91
(b) Shared Appointment.....	91
(c) Funds for Salary.....	91
(d) Limitations During Last Six (6) Months of a Term.....	91
Section 14.09. Leaves of Absence	92
(a) Unauthorized Absence.....	92
(b) Leave of Absence Defined.....	92

(c) Leave of Absence Without Pay.....	92
(d) Leave of Absence With Pay.....	92
(e) Revocation.....	92
(f) Failure to Return to Duty.....	92
(g) Holidays.....	92
(h) Legal Holidays.....	93
(i) Annual Leave Policy.....	93
(j) Annual Leave.....	93
(k) Leave Year.....	93
(l) Basis for Accrual.....	93
(m) Accumulation.....	93
(n) Lump Sum Payment.....	93
(o) Sick Leave.....	94
(p) Accumulation of Sick Leave.....	94
(q) When Allowed.....	94
(r) Certification.....	94
(s) Maternity and Paternity Leave.....	94
(t) Incapacitation for Duty as the Result of On-the-Job Injury and Related Medical Treatment of the Injury.....	95
(u) Bereavement Leave.....	95
(v) Special Provisions.....	95
(w) Expiration of Appointments.....	96
(x) Leave Sharing Program and Policy Procedures.....	96
(1) General Policy.....	96
(2) Voluntary Transfer of Leave.....	96
(3) Request Form.....	96
Section 14.10. Sexual Harassment.....	97
(a) Purpose.....	97
(b) Description.....	97
(c) Policy.....	97
(d) Sexual Harassment Complaint and Response Procedures.....	98
(1) Reporting Procedures.....	98
(2) Review.....	99
(3) Corrective/Disciplinary Action.....	100
(4) Staff Cooperation.....	100
RULE XV	
BUDGET OF I LIHESLATURAN GUÅHAN	
Section 15.01. Budget Required/Expenditures.....	101
Section 15.02. Adoption of Budget.....	101
Section 15.03. Budget Requirements.....	101

Section 15.04. Specificity of Budget	101
Section 15.05. Personnel Services Budget	101
Section 15.06. Central Operations Budget	102
Section 15.07. Budget Amendments	102
Section 15.08. Budget Accounting Practices	102
Section 15.09. Budgetary Shortfalls	102
Section 15.10. Lapses in Central Operations	103
Section 15.11. Lapses in the Amounts Allocated to the Senators, Speaker, Committee Chairpersons, and Contingency Funds	103
Section 15.12. Budget for Legislative Funded Litigation	103

**RULE XVI
EXPENDITURES OF *I LIHESLATURAN GUÅHAN***

Section 16.01. Approval and Certification	104
Section 16.02. Temporary Absence of Certifying or Disbursing Officer	104
Section 16.03. Payment of Officers and Employees	104
Section 16.04. Other Legislative Expenditures	104
Section 16.05. Contracts by <i>I Liheslaturan Guåhan</i>	104
(a) Requirements for Contractual Services.....	104
Section 16.06. Legislative Counsel Approval	105

**RULE XVII
PROCUREMENT AND SUPPLY REGULATIONS**

Section 17.01. Purpose	106
Section 17.02. General Policy	106
Section 17.03. Definitions	106
Section 17.04. Administration	107
(a) Duties and Responsibilities of the Purchasing Agent.....	107
(b) Duties and Responsibilities of the Procurement Officer.....	107

Section 17.05. Purchasing and Contracting Procedures	108
(a) Sealed Bids.....	108
(1) Procedure.....	108
(2) Determining Lowest Responsible Bidder.....	109
(b) Open Market Procedure.....	109
(1) Less Than Twenty Dollars (\$20.00).....	109
(2) Less than Five Hundred Dollars (\$500.00).....	109
(3) Five Hundred Dollars (\$500.00) or More, But Less Than Two-Thousand Five Hundred Dollars (\$2,500.00).....	110
(4) Two Thousand Five Hundred Dollars (\$2,500.00) or More, But Less Than Ten Thousand Dollars (\$10,000.00).....	110
(c) Exceptions.....	110
(1) Exceptions to Requirements for Sealed Bids.....	110
(2) Exception to Requirement to Procure from Local Suppliers.....	111
(3) Exception to Requirement to Procure Through Regular Procurement Channel.....	111
Section 17.06. Prohibitions	111
Section 17.07. Surplus Stock	112
Section 17.08. Stock of Departing or Retiring Members	112

**RULE XVIII
TRAVEL AND TRANSPORTATION**

Section 18.01. General Rule	113
Section 18.02. Purpose and Scope	113
Section 18.03. General Policy	113
Section 18.04. Definitions	113
Section 18.05. Salary While on Travel Status	113
Section 18.06. Persons Authorized to Travel	113
Section 18.07. Request for Travel	113
(a) Who Can Request.....	113
(b) Notice of Travel by Member.....	113
(c) Notice of Travel by an Officer, Chairperson or Minority Leader.....	114
(d) Travel Settlement.....	114
(e) No Salary for Late Settlement Report.....	114
Section 18.08. Travel Allowance	114

(a) Funds.....	114
(b) Recovery of Advances.....	114
Section 18.09. Members to Lease a Vehicle.....	115
Section 18.10. Travel Status.....	115
Section 18.11. Allowance of Travel Time.....	115
Section 18.12. Routing of Travel.....	116
Section 18.13. Per Diem Allowance.....	116
(a) Per Diem When Leave is Taken.....	116
(b) Amount of Per Diem.....	117
(c) Computing Per Diem.....	117
Section 18.14. Use of Leave While Traveling.....	117
(a) Leave as a Result of Illness or Injury.....	117

PART F
ETHICS AND STANDARDS

RULE XIX
CODE OF ETHICS AND STANDARDS FOR THE LEGISLATIVE BRANCH

Section 19.01. Code of Ethics.....	118
Section 19.02. Standards of Conduct.....	118
Section 19.03. Prohibited Conduct.....	118
Section 19.04. Committee on Ethics and Standards.....	119
(b) Vacancies.....	119
(c) Quorum.....	119
(d) Powers.....	119
(e) Rights of the Accused.....	120
(f) Rules of Procedure for the Legislative Committee on Ethics and Standards.....	120
Section 19.05. Drug-Free Workplace Policy Adopted.....	121

PART G
TEMPORARY RULES DURING A PUBLIC HEALTH EMERGENCY

RULE XX

**TEMPORARY RULES GOVERNING PROCEDURE DURING A PUBLIC HEALTH
EMERGENCY**

**RULES OF PROCEDURE FOR THE LEGISLATIVE COMMITTEE ON ETHICS AND
STANDARDS**

Section 20.01. Committee Meetings and Public Hearings Conducted During a Public Health Emergency.....123

Section 20.02. Protocol and Compliance with Standing Rules.....123

Section 20.03. Expiration Upon Termination of Public Health Emergency.....123

**RULES OF PROCEDURE FOR THE LEGISLATIVE COMMITTEE ON ETHICS AND
STANDARDS**

RULE 1 Purpose of Rules.....124

RULE 2 Definitions.....124

RULE 3 Nature and Confidentiality of Proceeding.....124

RULE 4 Committee Functions.....124

RULE 5 Finance and Staff.....125

RULE 6 Membership, Quorum and Voting.....125

RULE 7 Hearings and Meetings.....126

RULE 8 Form of Complaints.....126

RULE 9 Notice to Respondent.....126

RULE 10 Screening of Complaints.....126

RULE 11 Preliminary Investigation by Committee Legal Counsel or Subcommittee.....127

**RULE 12 Preliminary Recommendation by Committee Legal Counsel or Subcommittee
.....127**

RULE 13 Resolution Approving Full Investigation and Hearing.....128

RULE 14 Hearing.....128

RULE 15 Issuance of Subpoenas.....128

RULE 16 Conduct of Hearings	129
RULE 17 Rights to Counsel and Submission of Questions	129
RULE 18 Testimony	129
RULE 19 Final Argument	130
RULE 20 Final Disposition	131
RULE 21 Approval of Disposition	131
RULE 22 Resolution	131
RULE 23 Notification of Complainant and Respondent	132
RULE 24 Record-Keeping	132
RULE 25 Interested Persons	132
RULE 26 Limitation of These Rules	133
RULE 27 No Authority to Grant Immunity	133
RULE 28 Recusal of Committee Members	133
RULE 29 Rights to Counsel	133

APPENDICES

APPENDIX 1 – Verification Form for Ethics Complaints	134
APPENDIX 2 – Drug-Free Workplace Policy	135

PART A
RULES GOVERNING PROCEDURES

RULE I
CONVENING AND SESSION

Section 1.01. The Opening Session. Preamble: *I Mina'trentai Sais Na Liheslaturan Guåhan shall* first convene in Regular Session in *Hagåtña*, Guam at the hour of 10:00 a.m. on the first Monday in January of 2021. In accordance with, and pursuant to, the provisions of Chapter 1 of Title 2 of the Guam Code Annotated and these Standing Rules, the Order of Business of the First Regular Session of *I Mina'trentai Sais Na Liheslaturan Guåhan shall* be as follows:

(a) **Organization of *I Liheslaturan Guåhan*.** The Temporary Presiding Officer, who *shall* be the Chief Justice of the Guam Supreme Court, or in such Chief Justice's absence or inability to act, a designated Associate Justice of the Guam Supreme Court, *shall*:

(1) First, **call** the Senators-elect **to order**;

(2) Second, **call** in alphabetical order the **roll** of the Senators-elect who *shall* present their Certificates of Election and assume their seats as their names are called; and

(3) Third, **administer** the following **Oath-of-Office** to the Senators-elect:

“I SOLEMNLY SWEAR (OR AFFIRM) IN THE PRESENCE OF ALMIGHTY GOD THAT I WILL WELL AND FAITHFULLY SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE LAWS OF THE UNITED STATES APPLICABLE TO GUAM, AND THE LAWS OF GUAM, AND THAT I WILL CONSCIENTIOUSLY AND IMPARTIALLY DISCHARGE MY DUTIES AS A MEMBER OF *I LIHESLATURAN GUÅHAN*.”

(4) **Election of Speaker.** After the administration of the oath provided for in Section 1.01(a)(3), *supra*, the Temporary Presiding Officer *shall* conduct an election among the Senators for the Office of the Speaker of *I Liheslaturan Guåhan*, and upon the election of such Speaker, the Temporary Presiding Officer *shall* thereupon relinquish the Chair to the Member so elected.

(5) Election of Other Officers and Attachés. After considering the Standing Rules, *I Liheslaturan Guåhan* shall first elect the following Officers from among the Senators:

- (A) Vice-Speaker; and
- (B) Legislative Secretary.

Next, *I Liheslaturan Guåhan* shall elect the following Attachés:

- (C) Legislative Counsel or Counsels;
- (D) Clerk of the Legislature;
- (E) Sergeant-at-Arms; and
- (F) Chaplain.

(6) Administration of Oath to Attachés. As soon as the Attachés named in Section 1.01(a)(5), *supra*, are elected, the Speaker shall administer the following oath to them:

“I SOLEMNLY SWEAR (OR AFFIRM) IN THE PRESENCE OF ALMIGHTY GOD THAT I WILL WELL AND FAITHFULLY SUPPORT THE CONSTITUTION OF THE UNITED STATES, THE LAWS OF THE UNITED STATES APPLICABLE TO GUAM, AND THE LAWS OF GUAM, AND THAT I WILL CONSCIENTIOUSLY AND IMPARTIALLY DISCHARGE MY DUTIES AS AN ATTACHÉ OF *I MINA'TRENTAI SAIS NA LIHESLATURAN GUÅHAN*, SO HELP ME GOD.”

(7) Adoption of Standing Rules. Upon the assumption of the Chair by the newly-elected Speaker, the Speaker shall forthwith call for the adoption of the Standing Rules of *I Mina'trentai Sais Na Liheslaturan Guåhan*, which Rules shall require the affirmative vote of eight (8) Members present. In the event *I Liheslaturan Guåhan* fails to adopt its own Standing Rules during the first day of its First Regular Session, the Standing Rules in force and in existence at the adjournment *sine die* of the preceding *I Mina'trentai Kuåttro Na Liheslaturan Guåhan* shall continue in effect, as provided by 2 GCA § 1114, until changed by *I Mina'trentai Sais Na Liheslaturan Guåhan*.

(8) Election of Committee Chairpersons; Temporary Chairpersons. After the administration of the oath to the Attachés, the Speaker

shall call for the election of Chairpersons of the Standing Committees of *I Mina'trentai Sais Na Liheslaturan Guåhan* in the order listed below. In the event that *I Liheslaturan Guåhan* fails to elect a Chairperson of a Standing Committee, the Speaker *shall* appoint a temporary Chairperson until *I Liheslaturan Guåhan* fills the position by election, subject to Section 1.01(b) of these Rules, *infra*.

(A) Committee on General Government Operations, Appropriations, and Housing;

(B) Committee on Education, Self-Determination and Historic Preservation, Infrastructure, Border Safety, Federal and Foreign Affairs, and Maritime Transportation;

(C) Committee on Air Transportation, Parks, Tourism, Higher Education and the Advancement of Women, Youth, and Senior Citizens;

(D) Committee on Economic Development, Agriculture, Power and Energy Utilities, and the Arts;

(E) Committee on Rules, Committee on Public Accountability, Human Resources, the Guam Buildup, *Hagåtña* Revitalization, Regional Affairs, Public Libraries, Telecommunications, and Technology;

(F) Committee on Public Safety, Emergency Response, Military and Veteran Affairs, Mayors Council, and Public Transit;

(G) Committee on Environment, Revenue and Taxation, Labor, Procurement, and Statistics, Research, and Planning; and

(H) Committee on Health, Land, Justice, and Culture.

(b) Election of Officers and Party Leaders.

(1) Election of Officers and Chairpersons. A majority vote of the Members, a quorum being present, *shall* be required for the election of the Speaker, the Vice-Speaker, the Legislative Secretary, each Standing Committee Chairperson, and the Attachés of *I Liheslaturan Guåhan*. If a Member declines to serve as Chairperson after being nominated and no other Member is elected, or if a Member is duly elected as a Chairperson of a Standing Committee and refuses or

resigns such position, or a permanent vacancy occurs in the position, the Speaker or the Committee on Rules, by the affirmative vote of seven (7) of its members, *shall* reorganize, eliminate, or reassign to other Standing Committees, the duties, functions and budget of the Committee in question, at the Speaker or Committee on Rules' option, with a vote of seven (7) of the members of the Committee on Rules.

(2) Removal of Officers and Attachés. Eight (8) votes of the members of the Committee on Rules *shall* be required for the removal of the Speaker, the Vice-Speaker, the Legislative Secretary, or any Standing Committee Chairperson. Eight (8) votes of the members of the Committee on Rules *shall* be required for the removal of any Legislative Attaché.

(3) Legislative Party Leaders. The following positions *shall* be considered Legislative Party Leader positions. The Majority Members of *I Mina'trentai Sais Na Liheslaturan Guåhan* *shall* select the Majority Leader, Assistant Majority Leader, Majority Whip, and Assistant Majority Whip from among the Majority Membership. The Minority Members may select their Minority Leader, Assistant Minority Leader, Minority Whip, and Assistant Minority Whip, all from among their Membership.

(4) Definition of Majority Party. The "Majority Party" is the party having the most number of Members in *I Liheslaturan Guåhan*. If the number of Members of both parties is the same, the Majority Party *shall* be the party holding the most leadership positions in *I Liheslaturan Guåhan*. "Leadership Positions" are defined as Speaker, Vice-Speaker, Legislative Secretary, and Standing Committee Chairpersons. The party *not* the Majority Party is the Minority Party.

(5) Results of Election; Roll Call. The results of each election of Officers and Attachés *shall* be printed in the Legislative Journal. Both the election and removal of Officers and Attachés *shall* be by roll call vote if so requested by any Member, and *shall* be voted upon separately if requested by any Member. After the election of Standing Committee Chairpersons, the names of Legislative Party Leaders *shall* be announced if they have been selected.

Section 1.02. Sessions of *I Liheslaturan Guåhan*.

(a) **Regular Sessions of *I Liheslaturan Guåhan*.** *I Mina'trentai Sais Na Liheslaturan Guåhan shall first convene in Regular Session in Hagåtña, Guam, at the hour of 10:00 a.m. on the first Monday in January of 2021. The Regular Session shall continue for such period as I Liheslaturan Guåhan shall determine. Any business, bill, or resolution pending at the final adjournment of the First Regular Session held in the year 2021 shall carry over to the next Regular Session in the year 2022.*

(b) **Convening Session.** *Except when Session is convened in accordance with Section 1.02 of these Rules, I Liheslaturan Guåhan shall convene at the times determined by I Liheslaturan Guåhan.*

(1) **Call by the Speaker.**

(i) **Regular Sessions.** *At any time when I Liheslaturan Guåhan is in recess or has adjourned, the Speaker, or the Acting Speaker, may summon I Liheslaturan Guåhan to convene at a properly called and noticed Session. The Speaker shall give notice in accordance with the Open Government Law.*

(ii) **Emergency Sessions.** *At any time when I Liheslaturan Guåhan is in recess or has adjourned, the Speaker, or the Acting Speaker, may summon I Liheslaturan Guåhan upon at least two (2) hours' notice to convene for whatever period of time I Liheslaturan Guåhan shall deem required; provided that the Speaker shall certify in writing that an emergency condition exists which warrants an emergency session; and provided, however, that I Liheslaturan Guåhan may adjourn and convene in another Session on the same calendar day or the next calendar day or business day of the government of Guam without the need of such two (2) hour notice. The notice required by this Subsection need not comply with the Open Government Law. Any Member may petition for an Emergency Session. Such petitions shall be filed with the Speaker's Office. The proposed legislation to be discussed at the Emergency Session shall be appended to a petition, along with the following:*

- (A) a statement justifying the existence of an emergency;
- (B) a statement demonstrating the intended outcome of the proposed legislation in addressing the emergency;
- (C) a statement of the anticipated fiscal impact of the proposed legislation; and

(D) if available, the Legal Bureau's review of the proposed legislation as to conformance with these Standing Rules and the Organic Act of Guam.

(2) Call by the Committee on Rules. The Committee on Rules may summon *I Liheslaturan Guåhan* to convene at a properly called and noticed Regular Session, by adopting a resolution so providing. The Committee *shall* give notice in accordance with the Open Government Law.

The Committee on Rules *shall* provide written, telephonic, facsimile, e-mail, or any other similar electronic or digital notice to each Member and the public of the convening of any Regular Session; provided however, that e-mailed notice *shall* be deemed sufficient for any and all purposes under Section 1.02 of these Rules.

(3) Call to Order by the Speaker. The Speaker *shall* call *I Liheslaturan Guåhan* to order on each day which the Speaker, or the Committee on Rules, has summoned *I Liheslaturan Guåhan* and on each day set forth on the schedule adopted.

(4) Call to Order May Not Limit Body. Such call to Session of *I Liheslaturan Guåhan* by the Speaker, or by the Committee on Rules, *may not* limit nor restrict, nor dictate, the Session Agenda of *I Liheslaturan Guåhan*, the subject matter to be considered, nor the length of the Session.

(5) Quorum. The Speaker *shall* call *I Liheslaturan Guåhan* to order at the hour stated, and if a quorum of eight (8) Members be present, *shall* proceed with the Daily Order of Business.

(c) Daily Order of Business. Unless some other order is adopted by the Committee on Rules or the Body, the Daily Order of Business of *I Liheslaturan Guåhan* *shall* be as follows:

- (i) **Call to Order;**
- (ii) **Prayer;**
- (iii) **Recognition of a Recipient of *I Milåyan Mås Takhilo' Na Sakrafisu***
- (iv) **Reciting of *Inifresi*;**
- (v) **Singing of Guam Hymn in *CHamoru*;**

- (vi) **Singing of National Anthem;**
- (vii) **Roll Call;**
- (viii) **Call for Approval of Legislative Journal;**
- (ix) **Communications and Petitions;**
- (x) **Messages from *I Maga'hågan Guåhan*;**
- (xi) **Reports of Standing Committees;**
- (xii) **Reports of Select Committees;**
- (xiii) **Introduction and First Reading of Bills and Resolutions;**
- (xiv) **Motions;**
- (xv) **Legislative Concurrence;**
- (xvi) **Consent Calendar;**
- (xvii) **Second Reading File;**
- (xviii) **Consideration of Daily File:**
 - (1) **Third Reading File; and**
 - (2) **Voting File;**
- (xix) **Brief Extension of Remarks (limited to five (5) minutes per Member);**
- (xx) **Announcements; and**
- (xxi) **Adjournment.**

(1) **Suspend Order of Business.** The Committee on Rules may suspend consideration of any order of business on a Session Agenda or change the order of business for that Legislative Day, or the next Legislative Day *only, except* that consideration of the Daily File *may not* be so suspended.

(2) **Committee on Rules *Shall* Set Session Agenda.** The Committee on Rules, or its authorized Subcommittee, may adopt a Session Agenda for the next Legislative Day of *I Liheslaturan Guåhan* and may add items to be considered under the various categories in the Daily Order of Business. Notice of a Session Agenda so adopted *shall* be published on *I Liheslaturan Guåhan*'s official website within twenty-four (24) hours of its adoption.

(A) **Special Session Agenda.** No bill or resolution may be introduced, or placed on the Special Session agenda, at any Special Session called by *I Maga'hågan Guåhan*, unless it relates to the subject matter of the call of the Special Session. The rules, which apply to Regular Sessions, shall apply to Special Sessions to the extent that they *do not* conflict with the Organic Act provision requiring the body *only* address the legislation provided by *I Maga'hågan Guåhan*. A Regular Session *may not* be conducted during a Special Session or a recess thereof.

(B) **No Session Agenda.** In the absence of a Session Agenda adopted by the Committee on Rules, *I Liheslaturan Guåhan*, by eight (8) votes, may adopt a Session Agenda or order consideration of any order of business on the Session Agenda with eight (8) votes, or change the order of business for that particular Legislative Day with eight (8) votes, *except* that consideration of the Daily File *may not* be so suspended. In the absence of an agenda, the Session Agenda previously adopted shall be the agenda for the following session.

(3) **Hours of Session.** Convening of Sessions and continuation of Session meetings shall be after 7:00 a.m. each calendar day, and each Session shall be recessed or adjourned on each calendar day no later than 10:00 p.m., taking into account finishing the immediate matter at hand on the Floor at that hour.

(d) **Decorum and Debate.**

(1) **When Motion Shall be Debated.** No motion shall be debated until the same be distinctly announced. If the motion is to amend a bill or resolution, it shall be reduced to writing, unless waived by the Speaker.

(2) **Addressing *I Liheslaturan Guåhan*.** When a Senator desires to address *I Liheslaturan Guåhan*, the Member shall raise that Member's hand. When the Speaker recognizes the Member by calling the

Member by name or by indicating that he is recognized, the Member is entitled to the Floor and may address *I Liheslaturan Guåhan*. The Majority Leader *shall* be recognized ahead of others for purposes of making procedural motions.

No person other than a Member of *I Liheslaturan Guåhan* shall address *I Liheslaturan Guåhan* while it is in Session, but *I Liheslaturan Guåhan* may resolve itself into a Committee of the Whole, and while sitting as such Committee may be addressed by persons other than Members.

(3) Speaking in Debates. A Member has a right to speak *only once* for a period *not to exceed* fifteen (15) minutes on a question, at the same stage of procedure, on the same day, or even on another day, if the debate be adjourned or recessed. However, a Member who has made a motion or amendment *shall* be permitted to close the debate as the final speaker, speaking in closing for *not more than* ten (10) minutes. Time to speak *may not* be yielded from more than one (1) Member to another. A Member who yields that Member's time on a question yields all that Member's time on that question, and *may not* later speak, even if all the time yielded was *not* used.

The Speaker *shall* time each Member who speaks, and may appoint a timekeeper, who need *not* be a Member. The Speaker *may not* yield, but the Speaker may speak if the Speaker temporarily relinquishes the Chair. These time limits on speaking may be amended, suspended or modified for a particular, specific matter or Legislative Day from time to time upon eight (8) votes of the Members, or may be amended, suspended or modified by the Committee on Rules for a particular, specific matter or specific Legislative Day.

(A) Motion After Debate. When a Member has exhausted that Member's right to speak, that Member may still make any motion having a higher precedence.

(B) Amendments. When an amendment is offered, or any other motion is made, the amendment or other motion then

becomes the question under consideration. In regards to the right to debate, such a question is treated as a new question. A Member who has spoken once on the Main Question may speak again on an amendment. But when a question is *not* debatable, an amendment to that question is *not* debatable.

(C) Debate Confined. Debate must be confined to the question before the Body, and debate on a bill is confined to the bill under consideration, and *does not* extend to criticism of other bills before *I Liheslaturan Guåhan* or in committee, even though they relate to the same subject.

(D) Calls to Order. A Member who resorts to persistent irrelevance, or to persistent repetition after the attention of *I Liheslaturan Guåhan* has been called to the matter, may be directed to discontinue that Member's speech by the Presiding Officer. The Sergeant-at-Arms shall enforce the Presiding Officer's direction if a Member fails to follow such direction.

(E) Debate on Non-Reported Bills Prohibited. It is out of order to refer in debate to a bill or other matter *not yet* reported by a Committee. Neither is it in order to refer to proceedings of a Committee, *unless* the Committee has formally reported its proceedings to *I Liheslaturan Guåhan*.

(F) Amendment to Main Question. When a question is under debate and an amendment is proposed, the amendment then becomes the question under consideration. When an amendment is pending, the debate must be confined to the merits of the amendment, *unless* it is of such a nature that its decision practically decides the Main Question.

(G) Division. When a question has been divided, general discussion continues on the first division, but brief debate should be permitted on the remaining divisions.

(4) Votes Required. Any action(s) that can be taken by *I Liheslaturan Guåhan* requires the affirmative vote of eight (8) Members; provided however that a bill that receives the affirmative vote of the majority of the Members present and voting *shall* be deemed to have passed even if that number is less than eight (8).

(5) Interruption Not Permitted. No Senator shall be interrupted when speaking and no question shall be asked of the Senator, *except* through the Presiding Officer. A violation may subject the Member to discipline under Section 1.02(i), *supra*.

(6) Closing Debate. Even if he or she has spoken previously, the Author of the bill, motion, or resolution *shall* have the privilege of closing the debate.

(7) On Points of Order, Inquiry and Information.

(A) Points of Order. It is the right of every Member who notices a breach of order or of a Rule to insist upon its enforcement. This is called “raising a point of order” because the Member puts to the Presiding Officer the question as to whether there has been a breach of order or of the Rules, it being the duty of the Presiding Officer to maintain order and enforce the Rules. A point of order must be raised at the time the particular question is pending, and specific reference must be made to the particular Rule being violated. A point of order is decided by the Presiding Officer without debate, *unless* in doubtful cases the question is submitted to the Body for advice or decision. It is *not* debatable, unless submitted to the Body. A point of order *may not* be used to debate an issue or to attack any Member of *I Liheslaturan Guåhan*.

(B) Decisions on Points of Order. When a Senator *shall* be called to order, he *shall* be seated until the Speaker *shall* have determined whether he is in order or not, and every question of order *shall* be decided by the Speaker, subject to an appeal to *I Liheslaturan Guåhan* by a Senator. Any such appeal to overrule the

decision of the Speaker or Presiding Officer *shall* require eight (8) votes to pass.

(C) Points of Inquiry or Information. A point of inquiry is a request for information from the Presiding Officer with respect to procedure concerning some question before the Body, or which may be immediately brought before the Body. Occasions frequently arise when one (1) Member desires information from another. Such requests are *not* technically parliamentary inquiries, but are generally subject to the same Rules. A Member desiring information concerning a question before the Body may rise, and without waiting to be recognized say:

“I rise to a point of inquiry,” or may say “I rise to a point of information.”

When a point of inquiry relates to a question which requires immediate attention, it may be made while a Member has the Floor, and may even interrupt a speech. A point of inquiry is *not* a motion, but is simply a request for information and is, therefore, *not* debatable or amendable *nor* subject to any other motion, *nor* may it be used to debate an issue or to attack any Member of *I Liheslaturan Guåhan*.

Whenever a Senator rises to a point of information, the Senator must confine the Member’s remarks to a request for information necessary to enable the Senator to understand the subject or question under debate. A point of inquiry *may not* be used by the Member raising it to debate the issue, but must be a legitimate point of inquiry necessary to clarify an ambiguity of a factual matter which the Member to whom the question is addressed could reasonably be expected to answer.

(8) Explaining Vote. After the result of a vote has been announced, a Member may be permitted by eight (8) votes to explain that Member’s vote on roll call upon any question, and such explanation may be entered in the Legislative Journal if so requested.

(9) Recommendations of the Committee of the Whole. A motion to rise from the Committee of the Whole must be carried by a vote of eight (8) Members and must contain a recommendation to *I Liheslaturan Guåhan*. Said recommendation need not be to approve or reject the bill or resolution or other matter under consideration. The recommendation(s) made by the Committee of the Whole upon reporting back to *I Liheslaturan Guåhan* are not debatable. The Committee of the Whole may only make recommendations to the Body relating to the bill or resolution or other matter under consideration by the Committee of the Whole, and any amendments thereto. Such recommendations of the Committee of the Whole *may not* be further amended or debated. If *I Liheslaturan Guåhan* fails to follow the recommendations of the Committee of the Whole, the bill or resolution or other matter under consideration automatically dies and goes to the Inactive File as provided in Section 1.02(f)(10), *infra*.

(10) Attire. At all Sessions of *I Liheslaturan Guåhan*, for all those admitted on the Floor or in the reporters' gallery, attire *shall* be appropriate. T-shirts, shorts, sandals, jeans, and zories are *not* appropriate. The Sergeant-at-Arms *shall* exclude anyone not appropriately attired.

(11) Firearms and Deadly Weapons Prohibited. *No* firearms or deadly weapons, as such are described by the Guam Police Department, are permitted in the Guam Congress Building. Any person carrying firearms or deadly weapons *shall* be removed by the Sergeant-at-Arms.

(12) Cell Phones and Electronic Devices. Cell phones and other electronic devices used in the Session Hall *shall not* cause any audio disturbance during Session. Persons receiving or making calls *shall* remove themselves from the Session Hall. The Presiding Officer may order the removal from the Session Hall any electronic device that *does not* conform to these Rules or which interferes with the Session.

(e) Questions.

(1) Division of a Question. If a question in debate contains more than one (1) distinct proposition, any Senator may move to have the question divided.

(2) **The Previous Question.** The previous question *shall* be put in the following form:

“On the previous question?”

It *shall* require a majority vote of the Senators present; and its effect *shall* be to put an end to all debate, *except* that the Author of the bill or the amendment *shall* have the right to close, and the question under the discussion *shall* thereupon be immediately put to a vote.

(3) **Questions of Privilege.** Questions of privilege shall be raised at any time. They shall be first, those affecting the rights of *I Liheslaturan Guåhan* collectively, its safety, dignity and the integrity of its proceedings; and second, the rights, reputations and conduct of Members in their representative capacities only. Questions of privilege of Members must relate to A person’s public allegations of official misconduct against a Member or relate to charges against their character that would, if true, incapacitate them for membership. Members are not entitled to the Floor on a question of personal privilege unless the subject that they propose to present relates to them in their representative capacity. Merely criticizing a Member’s acts in *I Liheslatura* does not constitute a question of personal privilege. Accusing a person of disreputable conduct before that person became a Member or similar criticism of a Member personally and not in that person’s capacity as a Member does not constitute a question of personal privilege.

(f) Motions.

(1) **Motion to Amend a Bill.** When an amendment to a bill is offered from the Floor, such amendment *shall* be submitted in writing, *unless* excused by the Presiding Officer.

(2) **Motions Received When Questions are Under Debate.** When a question is under debate, no motion shall be received, *except* the following:

- (A) to recess (not debatable procedural motion; *except* as to time to return);
- (B) to adjourn (not debatable procedural motion, *except* as to time);
- (C) to divide a question (not debatable procedural motion);
- (D) to place in the Inactive File (debatable procedural motion);
- (E) for the previous question (not debatable procedural motion);

- (F) to postpone to a time certain (not debatable procedural motion, *except* as to time);
- (G) to commit or to refer (not debatable procedural motion);
- (H) to Pass on File (not debatable procedural motion);
- (I) to strike enacting clause (debatable); and
- (J) to amend (debatable).

Such motions *shall* have precedence in the order in which they are set out; no “Motion to Postpone to a Time Certain,” “Motion to Commit” or “Motion to Pass on File” having been once decided, *shall* again be allowed on the same Legislative Day at the same place of the bill or proposition; provided, that any of the other motions listed in this Section may be renewed after sixty (60) minutes *if not* made for purposes of delay, as determined by the Speaker, if earlier renewal of the motion is *not* otherwise allowed for by these Rules or by Mason’s Manual.

(3) Motion to Strike Enacting Clause. A “Motion to Strike the Enacting Clause of a Bill,” if carried, is equivalent to rejection of the bill. Such motion *shall* have precedence over a “Motion to Amend” or over a “Motion to Pass on File.”

(4) Precedence of Motion to Adjourn and Effect of Adjournment. A “Motion to Adjourn,” or a “Motion to Fix the Day to Which *I Liheslaturan Guåhan* Shall Adjourn,” *shall* always be in order, *except*:

- (A) while another Member is speaking;
- (B) when a “Motion to Adjourn” has been defeated;
- (C) when a “Motion to Fix the Day to Which *I Liheslaturan Guåhan* Shall Adjourn” has just been defeated; or
- (D) after the final reading of a bill and during roll call thereof; provided, however, that a “Motion to Adjourn to a Time Certain” *shall* have precedence over a “Motion to Adjourn;” and provided further, that a “Motion to Recess” *shall* take precedence over either of such motions.

Unless otherwise specified, an adjournment while a bill is under consideration *shall* have the effect of deleting all amendments made to the bill which are under consideration or have been adopted prior to the adoption of the bill as a whole.

(5) Motion to Adjourn Pending Motion to Suspend Rules. Pending a “Motion to Suspend the Rules,” the Presiding Officer may entertain one (1) “Motion to Adjourn,” but after the result is announced the Presiding Officer *shall* entertain *no* other motion until the vote has been taken on suspension.

(6) Motion for Call of the House. Upon a motion being carried for a Call of the House, the Speaker, or the Chairperson of the Committee of the Whole if *I Liheslaturan Guåhan* is sitting as such a Committee, *shall* immediately order the doors to be closed and *shall* instruct the Clerk of the Legislature to call the roll and ascertain the absentees. Thereupon, *no* Member shall be permitted to leave the Legislative Chamber, *except* by permission of the Speaker, or the Chairperson of the Committee of the Whole. Those Members who are found to be absent and for whom *no* excuse, or insufficient excuse, is made, may, by order of those present, be taken into custody by the Sergeant-at-Arms wherever found, or by a special agent appointed for that purpose.

Any Member may suggest to the Presiding Officer the absence of a quorum, requiring a roll call of *I Liheslaturan Guåhan* or the Committee of the Whole and compelling the attendance of absentees in the manner above provided. A Call of the House may be ordered after the roll has been called, and prior to the announcement of the vote. If there is *no* quorum, the Speaker, or the Chairperson of the Committee of the Whole, must make a Call of the House. At any other time, the Speaker or the Chairperson of the Committee of the Whole, at that person’s discretion, may make a Call of the House, and call a recess until the absent Members are present.

When a Call of the House is ordered pending the announcement of the vote upon the completion of a roll call, the roll call *shall* become unfinished business, the consideration of which *shall* be continued until further proceedings under the Call of the House are dispensed with, when it *shall* again become the order of business before *I Liheslaturan Guåhan*. Any Member who fails to attend a Session after being noticed of a Call of the House *shall* be subject to immediate sanction pursuant to Section 1.02(i) or Rule XIX.

(7) Motions on Confirmations of Appointments by *I Maga'hågan Guåhan*.

(A) General Rule. *Except* on the last day of its Regular Session, when any Committee reports to *I Liheslaturan Guåhan* on the confirmation of appointments by *I Maga'hågan Guåhan*, the same *shall not* be debated or discussed on the Floor until the following Legislative Day, *unless* eight (8) Members vote to take action on the Committee Report and recommendation of the Committee to which the appointment was referred. The Committee Report for a confirmation of appointment *shall* be a public document once reported to *I Liheslaturan Guåhan* via the Committee on Rules. A public hearing *shall* be had upon every nomination submitted by *I Maga'hågan Guåhan* before the nomination is placed upon the Session Agenda; otherwise, *I Liheslatura shall* resolve into the Committee of the Whole to receive public testimony *if* a nomination is placed upon the Session Agenda during Session.

(B) Motion to Confirm. Confirmation of appointments by *I Maga'hågan Guåhan shall* initially be taken up under Motions by a “Motion to Confirm.” Following debate and discussion, the “Motion to Confirm” *shall* be placed in the Voting File to be voted on in accordance with the provisions of these Rules.

If a motion is made to place any nomination requiring the advice and consent of *I Liheslaturan Guåhan* into the Voting File for confirmation, and if that motion fails to obtain eight (8) votes, then the nomination *shall* remain on the Session Agenda in the same place it is then, for fifteen (15) calendar days, plus three (3) Legislative Days. If *not* placed in the Voting File within such time, it *shall* be deemed rejected. If a nomination is Passed-on-File three (3) times while in the Motions File, or three (3) times while in the Voting File, it *shall* be deemed rejected. In any case where such a nomination is rejected, the Speaker *shall* promptly notify *I Maga'hågan Guåhan*.

(C) **Rejection.** Failure of a nominee to receive eight (8) votes as required by these Rules *shall* be considered as a rejection of the nominee by *I Liheslaturan Guåhan* and the matter may be taken up again only after a “Motion to Reconsider” has been adopted in accordance with these Rules. Eight (8) votes *shall* be necessary for a “Motion to Refer the Nomination Back to Committee.”

(8) **Motion for Reconsideration.** Any Member may, on the day on which a vote has been taken on any question in the Third Reading or the Voting File, including reconsideration of bills, vetoed bills or resolutions:

(A) make a “Motion to Reconsider a Vote on That Legislative Day”; or

(B) make a “Motion to Reconsider a Vote on the Following Legislative Day.”

Eight (8) affirmative votes *shall* be required to pass either Motion to Reconsider.

The reconsideration of the vote must be acted upon by *I Liheslaturan Guåhan* either on the Legislative Day upon which the vote was taken, or on the next Legislative Day. *No* vote may be reconsidered on the last day of the Session. After debate and discussion of the “Motion to Reconsider,” *if* the motion passes, the matter to be reconsidered *shall* be placed in the Voting File for final action.

(9) **Motion to Act on Prior Defeat.** A motion to act on a defeated amendment, a defeated motion for placement on Third Reading, or a defeated motion for placement on agenda, may be made *only* pursuant to a vote to waive the Standing Rules.

(10) **Failed Motion to Place in Third Reading.** When a motion to place a bill or resolution from the Second Reading File to the Third Reading File fails to pass after a vote by the Body, or when the Body fails to follow the recommendation of the Committee of the Whole as to a bill or resolution, then the bill or resolution *shall* be deemed to have been automatically placed in the Inactive File, subject to a “Motion to Reconsider,” without any further action required.

(g) **Voting.**

(1) Voting Under Third Reading File and Voting File. All votes by *I Liheslaturan Guåhan* on passage of bills and resolutions *shall* be under the order of business in the Session Agenda entitled “Third Reading File.” After discussion and debate on the confirmation of appointments, the reconsideration of bills, resolutions, or confirmation of appointments, the expulsion of Members, and the overrides of *I Maga'hågan Guåhan*'s veto, the matter *shall* be placed under the order of business in the Session Agenda entitled “Voting File.”

(2) Voting on Roll Call. Whenever a roll call is required by the Rules, or ordered by *I Liheslaturan Guåhan*, or demanded by three (3) Members, every Member within *I Liheslaturan Guåhan* should without debate answer “aye” or “nay” when the Member’s name is called. The names of Members *shall* be called in alphabetical order and no Senator shall be permitted to vote or change the Member’s vote after the announcement of the vote by the Presiding Officer.

(A) Roll Call. If any Member orally requests a roll call vote, the Presiding Officer *shall* inquire of the Members whether or not two (2) other Members request a roll call, and state that the said Members should so indicate by a show of hands. Before any roll call vote, the Presiding Officer *shall* indicate the number of votes required to carry the action.

(3) Committee of the Whole Votes. All actions in the Committee of the Whole *shall* require the same number of votes as are required by these Rules for actions while in Session, or *shall* follow rules established in the latest available version of Mason’s Manual of Legislative Procedure, depending solely upon the discretion of the Committee Chairperson. For purposes of establishing a voting record for public review, roll call may be demanded by three (3) Members in the Committee of the Whole on any vote.

(4) Show of Hands. If, on motions, or other routine matters, the Presiding Officer calls for a voice vote, but a Member calls for a show of hands, or *if* three (3) Members call for a roll call vote before the vote is announced, or immediately after the vote is announced, the Presiding Officer *shall* order a show of hands or roll call vote. In any show of hands vote, the Presiding Officer *shall* first announce the number of Senators present and the number of votes required for

approval of vote. Any show of hands vote count *shall* be made by the Clerk of the Legislature and the number of “aye” and “nay” votes *shall* be announced by the Speaker, and a record of each Member’s vote *shall* be noted in the Legislative Daily Journal.

(5) No Objections. If the Presiding Officer asks if there are “objections” or “no objections” to a proposed motion or other matters, and any Member objects before the announcement of the vote, or immediately after the vote is announced, then a vote *shall* be taken of the Members by show of hands or by roll call vote, as appropriate.

(6) Declining to Vote. When a Senator declines or fails to vote when that Member’s name is called, the Member *shall* be required, without debate, to assign that Member’s reasons therefore; and having assigned them, the Speaker *shall* submit the question to *I Liheslaturan Guåhan*:

“Shall the Senator for the reasons assigned by the Member be excused from voting?”

which *shall* be decided without debate. *Unless* the Senator is excused from voting by eight (8) votes of the Members present, he *shall* be required to vote.

(A) Failing to Vote. If any Member fails to vote for a period of over two (2) minutes, or “passes,” or refuses to vote more than three (3) consecutive times after the Member’s name is called, the Member *shall* be construed as declining to vote, and the Member’s vote *shall* be entered as a “nay” vote by the Clerk of the Legislature, *unless* the Member is excused from voting pursuant to Section 1.02(g)(6). If any Member refuses to vote after being ordered to by the Body, that Member’s vote *shall* be entered as a “nay” vote by the Clerk of the Legislature.

(B) Other Reasons to Excuse from Voting. A Senator who has a conflict of interest, is ill, has serious sickness or death in the family, or is on official business abroad may be excused from voting, and such excuse *shall* be properly indicated in the quarterly report of voting and attendance.

(C) Compliance with 4 GCA § 15205(h). A Senator who casts a vote with respect to any bill on the floor of the Guam Legislature in which

the legislator has a financial interest *shall* prepare a written statement that identifies the bill, the legislator's vote and the nature of the legislator's financial interest. The legislator *shall* file the statement with the Office of the Speaker and a copy immediately provided to the Clerk of *I Liheslaturan Guåhan* prior to voting. The statement *shall* be posted on *I Liheslaturan Guåhan*'s website.

(7) Voting by the Presiding Officer. The Presiding Officer *shall* vote in the same manner as others, and if, on a vote of show of hands, *shall* indicate on the record that the Presiding Officer is voting in favor of the matter before the Body if the Presiding Officer is in fact counting the Presiding Officer's vote in the vote tabulation.

(8) Electronic Voting. The Committee on Rules may obtain the equipment for and establish a procedure for the establishment of electronic voting for the Body.

(9) Votes Required for Adjournment. Adjournment subject to the call of the Speaker, to a time certain or *sine die shall* require eight (8) votes. Adjournment *sine die shall* be by roll call vote.

(10) Passage of Bills by Roll Call. No bill may be passed, *except* by a vote on roll call.

(11) Veto of Bills or Items in Bills by *I Maga'hågan Guåhan*. Upon receipt of a message from *I Maga'hågan Guåhan* announcing *I Maga'hågan Guåhan*'s veto of a bill or item veto of an item in a bill, any Member may make a motion for *I Liheslaturan Guåhan* to act upon the vetoed bill or items, notwithstanding the objections of *I Maga'hågan Guåhan*. It *shall* take eight (8) votes to pass a motion for *I Liheslaturan Guåhan* to act upon the vetoed bill or item by placing it into the Voting File. When vetoed items are considered, each item vetoed in the bill *shall* be considered, one (1) at a time, but the bill as a whole *shall not* be considered. After debate and discussion on the "Motion to Act on the Vetoed Bill or Item Notwithstanding the Objections of *I Maga'hågan Guåhan*," and if the motion passes, the bill or item so vetoed *shall* be placed into the Voting File for final action.

If the “Motion to Place the Vetoed Bill or Item in the Voting File” *does not* pass, the vetoed bill or item remains on the Session Agenda under Motions until either a new motion passes, or *I Liheslaturan Guåhan* adjourns *sine die*. When the vetoed bill or item is placed on the Voting File, the question *shall* be:

“*Shall the bill or item pass, notwithstanding the objections of I Maga’hågan Guåhan?*”

It *shall* take ten (10) votes to pass a bill or item notwithstanding the veto of *I Maga’hågan Guåhan*. If a vetoed bill or item *does not* receive ten (10) votes, it *shall* return to Motions on the Session Agenda.

(12) Action Permitted by Majority of Members Present. Matters on which action may be taken by a majority of those Members present are as follows:

(A) a Motion for a Call of the House (quorum need not be present);

(B) a Motion to Rise from the Committee of the Whole (quorum need not be present);

(C) a Motion to Adjourn (quorum need not be present); or

(D) a “Motion to Recess to a Time and Date Certain to Return” made when a quorum cannot be had after a Call of the House, or after the failure to pass a “Motion for a Call of the House” when a quorum is *not* present; such recess to be *not later than* the next working day of the government of Guam or sooner (a quorum need *not* be present), absent a vote of eight (8) Members.

(h) Privileges of the Floor and Extension of Remarks.

(1) Privileges of the Floor; Persons Allowed. No person not a Member of *I Liheslaturan Guåhan* shall be permitted on the Floor of the Legislative Chamber while *I Liheslaturan Guåhan* is sitting, *except* the Attachés, the Executive Director, former Senators with the permission of the Presiding Officer, Session support staff authorized the privilege of the Floor in writing by the Committee on Rules, and persons admitted pursuant to Rule XIX, *infra*. Other persons may be allowed the privilege of the Floor at such time and for such duration as *I*

Liheslaturan Guåhan may authorize. The Committee on Rules may further limit access as needed.

(A) No Advocacy. No person *except* a Member of *I Liheslaturan Guåhan* shall advocate or oppose the passage of any bill or resolution on the Floor of the Legislative Chamber while *I Liheslaturan Guåhan* is in Session. Violations of this Rule *shall* immediately be brought to the attention of the Speaker by the Sergeant-at-Arms or any Member.

(B) Prohibited Use of Chairs of Senators. No person who is permitted on the Floor of *I Liheslaturan Guåhan* pursuant to this Section, and who is not a Member of *I Liheslaturan Guåhan*, shall sit in a chair designated for a Senator.

(C) Orders to Leave. The Presiding Officer may order legislative staff, or any other persons not Members of *I Liheslaturan Guåhan*, to leave the Legislative Chamber, or to move from one (1) area thereof to another.

(D) No Distribution of Non-Session Material. *Except* upon authorization of the Speaker or the Chairperson of the Committee on Rules, no materials, documents, letters or correspondences that are not contained in the Session Agenda shall be distributed on the Floor while *I Liheslaturan Guåhan* is in Session. The Clerk *shall* note all requests for information made by Members to panel individuals during the Committee of the Whole, and *shall* note in the Legislative Journal the information that is provided in response to the request or *shall* indicate if no response was provided. The Sergeant-at-Arms *shall* identify said information and facilitate its distribution to the Members.

(E) Accreditation of the Press. Members of the press and employees of newspapers and radio and television stations who have been duly accredited by *I Liheslaturan Guåhan* may enter and remain in the Legislative media room during Sessions. Photographers or cameramen who have been duly accredited by *I Liheslaturan Guåhan* may enter designated areas of the Legislative building during Sessions and remain therein as long

as they do *not* interfere with the business of *I Liheslaturan Guåhan*. There shall be no recording on the floor during times of recess. There shall be no recording of desk materials. The Chairperson of the Committee on Rules *shall* accredit individuals who may enter the media room pursuant to this Rule.

(2) Privileges of Majority Leader. The Majority Leader, or in his absence the Assistant Majority Leader or the Majority Whip, or the Assistant Majority Whip, *shall* be recognized ahead of others by the Presiding Officer in any Legislative Session; and *shall* be given priority in presenting and speaking during the course of debate on any procedural motions.

(3) Extension of Remarks. Any Senator *shall* be permitted the privilege of extending the Member's remarks on any subject if made in good taste and with proper decorum. Remarks may be delivered orally, or in writing to be appended to the Legislative Journal without oral delivery. This privilege *shall* be used only with proper decorum, and *shall not* be used to breach the order of the House, as an occasion for the use of disorderly words, for the use of personal criticisms, or for the extension of personal disputes between or among Members. When a Member is speaking under Extension of Remarks, one (1) other Member may yield that Member's time to the Member, but *no* speaking Member may have time for Extension of Remarks yielded to that Member by *more than* one (1) other Member.

(i) Refusal to Seat and Expulsion of Members.

(1) Expulsion of Members from Session(s). Pursuant to these Rules, an unruly Member may be temporarily expelled for that calendar day *only* upon eight (8) votes.

(2) Persons Disqualified. No person shall sit as a Member of *I Liheslaturan Guåhan* if such person is a full-time employee of the Executive or Judicial Branches of the government of Guam.

(3) Temporary Removal from Legislative Chamber. The Speaker may order the Sergeant-at-Arms, or anyone so designated by the Speaker, to remove any Member from the Legislative Chamber who fails to heed a ruling of

the Presiding Officer that the Member is out of order when no appeal from a decision on a Question of Order is pending.

(j) Legislative Journal.

(1) Procedure to be Followed. Proceedings of *I Liheslaturan Guåhan*, when *not* acting as a Committee of the Whole, *shall* be entered in the Legislative Journal, as concisely as possible, care taken to record a true and accurate verbatim transcribed account of the proceedings, inclusive of exit and entry to and from the session hall by Members. The Legislative Journal *shall* state the name of the Senator presenting each bill or resolution to *I Liheslaturan Guåhan* for final action, and each speaker in support or opposition to the bill or any amendments thereto. Every vote of *I Liheslaturan Guåhan shall* be recorded in the Legislative Journal. The Clerk of the Legislature may maintain an audio/video record of the Legislative Session proceedings.

Proceedings of the Committee of the Whole *shall* be entered in the Legislative Journal and *shall* indicate every motion and vote thereon; each speaker in support or opposition to the bill or any amendments thereto; the rules adopted by the Presiding Officer, and every ruling by the Presiding Officer.

(2) Title of Bill to be Printed. The title of all bills when introduced and when acted upon by *I Liheslaturan Guåhan shall* be printed in the Legislative Journal.

(3) Other Matters to be Printed. Messages from *I Maga'hågan Guåhan shall* be printed in the Legislative Journal, *unless* otherwise ordered by *I Liheslaturan Guåhan*. Letters of transmittal presenting reports of Standing, Investigative and Special Committees, and reports of such governmental departments and agencies as *shall* be made to *I Liheslaturan Guåhan* pursuant to laws or resolutions adopted by *I Liheslaturan Guåhan, shall* be printed in the Legislative Journal, but the reports themselves *shall* be printed in appendices to the Legislative Journal, *unless* otherwise directed by *I Liheslaturan Guåhan*.

(4) Remarks, Written or Oral, Made by a Senator. A Senator may request that the Clerk of the Legislature append a transcription of a Senator's remarks, written or oral, made during a Legislative Session to the Legislative

Journal of that Session. The Clerk of the Legislature *shall* transcribe such remarks, written or oral, submit the transcription to the Senator for the Member's editing, and append the edited remarks to the Legislative Journal of the Session wherein the remarks, written or oral, were made; provided, however, that if the Clerk of the Legislature *does not* receive edited remarks, written or oral, from the Senator within ten (10) calendar days after their submission to the Member, the remarks, written or oral, without editing *shall* be appended to the Legislative Journal.

(5) Distribution. Copies of the Legislative Journal *shall* be distributed to the Law Library, the Compiler of Laws, and the Guam Public Library. It *shall* also be archived by the Legislature in a manner conveniently retrievable by the public, including posting on the website of *I Liheslaturan Guåhan*.

(k) Public Hearing May Be Required for Bills Amended or Substituted on the Floor. The Presiding Officer may order a bill that is substituted or amended on the floor that is materially different from a bill that received a public hearing during the current session of *I Liheslatura* back to committee *sua sponte* to receive a secondary public hearing. For such an amended or substituted bill, a supplementary Committee Report shall be filed with the Committee on Rules that addresses the hearing of the amended or substituted bill.

RULE II
DUTIES OF LEGISLATIVE OFFICERS AND ATTACHES

Section 2.01. Duties of the Speaker. The Speaker is the Presiding Officer of *I Liheslaturan Guåhan* and shall possess the powers and perform the duties prescribed in this Section. The Speaker:

- (a) shall preside at meetings of *I Liheslaturan Guåhan* and preserve order and decorum thereat, including preserving order while in the Committee of the Whole upon request of the Chairperson of the Committee of the Whole;
- (b) shall decide all questions of order, matters relating to temporary expulsion of disorderly Members for one (1) hour or less, subject to appeal to the Presiding Officer by any Member of *I Liheslaturan Guåhan*; on every appeal, the Presiding Officer shall assign his/her reason for the decision and put the question as: “*Shall the decision of the Presiding Officer be overruled?*” and no roll call vote may be called during a period when a Member is temporarily expelled under this Section for disorderly conduct;
- (c) shall take the Chair each Legislative Day at the hour so provided by the Rules, and call *I Liheslaturan Guåhan* to order, and, a quorum being present, proceed in the manner and order prescribed by the Rules;
- (d) shall sign all bills and resolutions passed by *I Liheslaturan Guåhan*;
- (e) may appoint Special Committees to assist the Speaker in the performance of the Speaker’s official duties;
- (f) shall enforce all laws and regulations applicable to the Body;
- (g) shall vote in the Committee on Rules and in other Committees in which appointed to as a Member; and shall be a non-voting Ex Officio Member of all Standing Committees;
- (h) shall administer the oath provided in Section 1.01(a)(3), *infra*, to any Senator absent from the first Session, or to a Senator elected to fill a vacancy;
- (i) may eject Members or observers for breaches of decorum;
- (j) may at any time order a Call of the House at the Presiding Officer’s discretion; a Call of the House may be made by motion at any time by a Member when Members

not off-island are absent from the Session Hall; to pass, such motion must receive a majority vote of Members present, even if a quorum is *not* present; and

- (k) may call recess on the Presiding Officer's own initiative, and *sua sponte* for periods deemed appropriate.

Section 2.02. Duties of the Vice-Speaker. The Vice-Speaker *shall* have the powers and duties of the Speaker during the latter's temporary absence or vacancy.

Section 2.03. Duties of the Presiding Officer. If the Presiding Officer is *not* the Speaker, that Member *shall* have full powers of the Presiding Officer and Speaker prescribed by Section 1.01(b). Any Presiding Officer *shall* have the power to designate a Member to perform the duties of a Presiding Officer on a temporary basis.

Section 2.04. Duties of the Legislative Secretary. The Legislative Secretary *shall*:

- (a) cause records to be kept of the attendance at the Sessions of all Members, and cause to be prepared on a quarterly basis a compilation of the attendance of such Members at Sessions of *I Liheslaturan Guåhan*, and a compilation of the voting record of each Member of *I Liheslaturan Guåhan* on the passage of bills and other matters, where a roll call was held before *I Liheslaturan Guåhan*. Such quarterly report *shall* be appended to the Daily Legislative Journal of the day on which it is submitted to *I Liheslaturan Guåhan*;
- (b) attest by signature all bills, resolutions, orders, proceedings, contracts or documents issued by order of *I Liheslaturan Guåhan*;
- (c) certify and transmit to *I Maga'hågan Guåhan* all bills or other writings of *I Liheslaturan Guåhan* required to be presented to *I Maga'hågan Guåhan* immediately after their passage or adoption by *I Liheslaturan Guåhan*. Presentment *shall* be accomplished by delivering such bills or other writings to *I Maga'hågan Guåhan*, or that officer within the Executive Branch designated by *I Maga'hågan Guåhan* to accept delivery; and
- (d) maintain a registration of persons engaged as a lobbyist, pursuant to 2 GCA § 8101, relative to the registration and regulation of legislative lobbyist.

Section 2.05. Legal Bureau Established. There *shall* be established a Legal Bureau within *I Liheslaturan Guåhan* that serves as the office of the Legislative Counsel, and *shall* be

comprised of the Legislative Counsel, any Assistant Legislative Counsel, and any staff employed by *I Liheslaturan Guåhan* at the discretion of the Body for that purpose.

The Legal Bureau *shall* provide nonpartisan legal services to all Members. The Legal Bureau *shall* operate under the direction of the Legislative Counsel.

The Legislative Counsel and any Assistant Legislative Counsel shall serve all Members of *I Liheslaturan Guåhan* pursuant to a written contract, unless otherwise authorized by the Body.

Section 2.05.1. Duties of the Legal Bureau. The Legal Bureau *shall* provide legal services to all Members, as follows:

- (a) act as legal counsel for *I Liheslaturan Guåhan*;
- (b) assist in the review of bills and substantive resolutions at the request of any Member;
- (c) undertake such legal research as *shall* be requested by *I Liheslaturan Guåhan* or any Member,
- (d) advise, at its discretion, as to needed revisions of the laws of Guam and of these Rules;
- (e) present, at its discretion, a statement to *I Liheslaturan Guåhan* calling attention to laws or Rules that are obsolete or in conflict with other laws, resolutions or decisions of the courts;
- (f) distribute or otherwise share with any Member, at the Member's request, any potential legal implications of any introduced bill;
- (g) advise any Member of *I Liheslaturan Guåhan* on all matters under debate;
- (h) serve as Parliamentarian at all Sessions of *I Liheslaturan Guåhan*; and
- (i) represent *I Liheslaturan Guåhan* in any litigation as directed by a Rules Resolution and pursuant to the terms of a separate written contract.

Section 2.06. Duties of the Clerk of the Legislature. The Clerk of the Legislature, or in that person's absence, a substitute designated by the Speaker, or otherwise a person or persons so directed by the Chairperson of the Committee on Rules *shall*:

- (a) prepare the Legislative Journal of all Sessions of *I Liheslaturan Guåhan* in such manner and to such extent as may be required by these Rules, or the order of the Speaker, the Legislative Secretary or the Chairperson of the Committee on Rules;

- (b) keep accounts and records of all proceedings of each Session and be responsible for their publication and transmittal to the Guam Public Library, the Law Library, and the Legislative Archives, as required by these Rules;
- (c) maintain records to be kept of the attendance at the Sessions of all Members, and prepare on a quarterly basis a compilation of the attendance of such Members at Sessions of *I Liheslaturan Guåhan*, and a compilation of the voting record of each Member of *I Liheslaturan Guåhan* on the passage of bills and other matters, where a roll call was held before *I Liheslaturan Guåhan*. Such quarterly report *shall* be appended to the Daily Legislative Journal of the day on which it is submitted to *I Liheslaturan Guåhan*;
- (d) supervise the employees of the Clerks and Archives Offices;
- (e) supervise in the preparation and processing of Bills and Resolutions and shall work with the Legal Bureau to ensure the proper engrossment and transmittal of the Bills; and
- (f) perform other legislative duties as directed or instructed by the Chairperson of the Committee on Rules.

Section 2.07. Duties of the Sergeant-at-Arms. The Sergeant-at-Arms, or the designee of the Chairperson of the Committee on Rules, *shall*:

- (a) maintain order, safety, and security in and of the Guam Congress Building, whether or not the Legislature is in session; and the Sergeant-at-Arms may appoint or assign doorkeepers or other persons to assist with the fulfillment of said duty;
- (b) execute the commands of *I Liheslaturan Guåhan* and all processes issued by authority of *I Liheslaturan Guåhan* as directed to the Sergeant-at-Arms by the Presiding Officer;
- (c) be responsible for the availability of bills, Committee Reports, other matters of legislation and other duties consistent with the Sergeant-at-Arms' duties as Sergeant-at-Arms, as specified by the Committee on Rules;
- (d) maintain legislative Session folders for each Member;
- (e) have the authority to serve subpoenas issued by any Committee of *I Liheslaturan Guåhan* and to issue oaths to individuals testifying before a committee of the Legislature or appearing before the Committee of the Whole;

- (f) compel Members to attend sessions of the Legislature to establish a quorum;
- (g) control access to the Session Floor and galleries;
- (h) manage the mailroom of the Legislature;
- (i) maintain custody of the gavel;
- (j) maintain security over the Legislature's audio and visual facilities and equipment;
- (k) develop a plan for, and execute, emergency preparedness for the Legislature;
- (l) coordinate, together with the Clerk of the Legislature and the Committee on Rules, an education and training program for legislative staff;
- (m) coordinate logistics whenever the Legislature is in session;
- (n) assist in the delivery of messages to the Members; and
- (o) perform such other duties as may be directed by the Chairperson of the Committee on Rules or the Speaker.

Section 2.08. Duties of the Chaplain. The Chaplain or, in the Chaplain's absence, a Member designated by the Speaker, *shall* open each Session of *I Liheslaturan Guåhan* with a prayer.

Section 2.09. Vacancies.

(a) Permanent Vacancies. In case of a permanent vacancy in the Office of the Speaker, such vacancy *shall* be filled for the un-expired term of Office from among the other Members of *I Liheslaturan Guåhan* by election by a majority vote of the Members. If such a vote *shall* result in a tie, or until such a vote is taken, the Vice Speaker *shall* continue to assume the duties of the Speaker until such time as a new Speaker is elected. If a permanent vacancy occurs in any other Office of *I Liheslaturan Guåhan*, including the Offices of Vice-Speaker, or Legislative Secretary, such vacancy *shall* be filled for the un-expired term of Office from among the other Members of *I Liheslaturan Guåhan* by election by a majority vote of the Members; provided that until such election, the Speaker or the Committee on Rules, by the affirmative vote of seven (7) of its members, may elect to fill the vacancy by appointment. If a permanent vacancy occurs in the position of Chairperson of a Standing Committee, the Speaker or the Committee on Rules, by the affirmative vote of seven (7) of its members, *shall* reorganize, eliminate, or reassign to other Standing Committees the duties, functions and budget of the Committee in question, at the Speaker or Committee on Rules' option with a vote of seven (7) of the members of

the Committee on Rules. If a permanent vacancy occurs in any Attaché position, such vacancy *shall* be filled for the un-expired term by election by a majority vote of the Members; provided that until such election, the Speaker may elect to fill the vacancy by appointment. Any vacancy not a temporary vacancy is a permanent vacancy.

(b) Temporary Absence or Vacancy of the Speaker. If a temporary absence occurs in the office of the Speaker, then the order of succession of the Officers who *shall* be eligible to serve as Acting Speaker *shall* be the Vice-Speaker, the Legislative Secretary and the Chairperson of the Committee on Rules, except that no person *shall* serve as both Acting Speaker and Legislative Secretary or Acting Legislative Secretary at the same time. If none of such Officers are able to serve as Acting Speaker, then the Speaker *shall* appoint an Acting Speaker from among the other Members of the Majority Party of *I Liheslaturan Guåhan*.

(c) Temporary Absence or Vacancy. For purposes of these Rules, a temporary absence or vacancy occurs when a Member, in his or her capacity as an Officer or Chairperson of a Standing Committee, is unable or unavailable to serve in such capacity for a limited period of time due to illness, off-island travel, or other reasons declared by such Member.

(d) Temporary Absence or Vacancy of the Legislative Secretary. If a temporary absence or vacancy occurs in the office of the Legislative Secretary, then the Chairperson of the Committee on Rules *shall* serve as Acting Legislative Secretary. If the Chairperson of the Committee on Rules is unable to serve as Acting Legislative Secretary, then the Speaker, or Acting Speaker, *shall* appoint an Acting Legislative Secretary from among the other Members of the Majority Party of *I Liheslaturan Guåhan*.

(e) Temporary Absence or Vacancy of a Committee Chairperson. Unless provided by these Rules, if a temporary absence or vacancy occurs in the office of a Legislative Chairperson, the Vice-Chairperson of the Committee involved *shall* serve as the Acting Chairperson. If the Vice-Chairperson is unable or unavailable to serve as Acting Chairperson, then the Chairperson or Acting Chairperson *shall* designate some other Member of the Committee to serve as Acting Chairperson. Failing this, the Speaker of *I Liheslaturan Guåhan* *shall* act as Acting Chairperson of the Committee in question until the Vice-Chairperson or Chairperson returns and assumes their duties.

(f) **Expenditure by Acting Officers or Chairpersons.** When an Officer or Chairperson is temporarily absent and the Member's duties are being filled by another Member in an acting capacity, the person in the acting capacity may not encumber or spend any funds allocated to the office of the Member, or to the Committee of the Member, who is temporarily absent, for any reason, without the advance written concurrence of the Chairperson of that Committee unless otherwise provided for by that Committee's rules. Any expenditure or encumbrance in violation of this Section *shall* be charged to the legislative account of the Member who expended the funds in an acting capacity.

RULE III LEGISLATIVE COMMUNICATIONS

Section 3.01. Delivery of Communications. All communications, petitions and messages addressed to *I Liheslaturan Guåhan* shall be delivered to the Speaker, who shall transmit them to the Legislative Secretary for record keeping and to the Chairperson of the Committee on Rules for proper disposition. Prior to disposition of communications, petitions and messages under this Section, the Committee on Rules shall redact all personal identifying information and personal health information in accordance with Guam and federal law. The Chairperson of the Committee on Rules shall transmit electronically to the Members of *I Liheslaturan Guåhan* all communications, petitions and messages addressed to *I Liheslaturan Guåhan*, and may transmit printed copies upon request by a Member. The Speaker or the Legislative Secretary shall receive all bills transmitted from *I Maga'hågan Guåhan*, and being returned pursuant to the Guam Organic Act, 48 U.S.C. § 1423i, Approval of Bills, whether *I Liheslaturan Guåhan* is in Session, Recessed, or has Adjourned.

Section 3.02. Executive Communications. Any executive communication relating to an appointment, and any other executive communication or messages sent by *I Maga'hågan Guåhan*, shall be referred directly to the Speaker who shall refer the communication to the Legislative Secretary and the Committee on Rules without having to be read at a Session of *I Liheslaturan Guåhan*. The Chairperson of the Committee on Rules shall refer all executive communications to the appropriate Standing Committee. The Legislative Secretary and the Committee on Rules shall track all transmittals of rules and regulations pursuant to the Administrative Adjudication Law, and transmittal of Plans and other time-sensitive documents from the Executive Branch, and shall bring these to the attention of the Members thirty (30) days before the deadline to act. The Committee on Appropriations shall track all transmittals of requests for expenditure for prior year obligations, and shall bring these to the attention of the Members ten (10) days before the deadline to act.

**RULE IV
AMENDMENT, SUSPENSION, OR REPEAL OF RULES**

Section 4.01. Amending, Suspending, or Repealing the Standing Rules.

Notwithstanding Section 11.06 of these Standing Rules, any Standing Rule may be suspended, amended, or repealed for more than one (1) Legislative Day by a resolution adopted by the affirmative vote of at least (8) of the Members of *I Liheslaturan Guåhan*. Any resolution introduced pursuant to this Section shall be referred to the Committee on Rules. Any resolution adopted pursuant to this Section shall not be subject to the public hearing requirement of 2 GCA § 2103(b).

Section 4.02. Temporary Suspension of Rules During Session. The operation of any Rule may be temporarily suspended by the affirmative vote of eight (8) Members, or it may be suspended, waived, or modified for that Legislative Day, or subsequent Legislative Days, by the affirmative vote of at least eight (8) of the Members of *I Liheslaturan Guåhan*. Any such temporary suspension pursuant to this Section may be effectuated by an adopted “notwithstanding” motion.

Section 4.03. Temporary Suspension of Rules in Committee on Rules Meetings. The operation of any Rule may be temporarily suspended during a Committee on Rules meeting by the affirmative vote of seven (7) of its members.

RULE V
PARLIAMENTARY LAW GOVERNING PROCEDURES

Section 5.01. Mason’s Manual of Legislative Procedure. The rules and procedures contained in the 2020 edition of Mason’s Manual of Legislative Procedure shall govern *I Liheslaturan Guåhan* in all areas to which they are applicable, and which are not inconsistent with these Standing Rules.

PART B
PROCESSING BILLS, RESOLUTIONS,
CERTIFICATES AND APPOINTMENTS

RULE VI
PROCESSING OF BILLS

Section 6.01. General Rules.

(a) **One Subject Matter.** No bill introduced, considered or passed by *I Liheslaturan Guåhan* (the Guam Legislature), or any of its Members, shall contain more than one (1) subject matter, and *shall not* contain unrelated subjects or pertain to multiple projects, *except* for one (1) annual budget bill and one (1) supplement to the annual budget bill per fiscal year; *except* that, the succeeding Guam Legislature may, on the year it commences, introduce, consider and pass, one (1) supplement to the annual budget bill for that fiscal year, whose subject and contents may be exempted from this Section (*see also* 2 GCA § 2108(a)).

Upon receipt of a bill introduced by a member of *I Liheslaturan Guåhan*, the Chairperson of the Committee on Rules may seek advice from legal counsel, to include the compliance of the bill with 2 GCA § 2108. The Chairperson of the Committee on Rules *shall not* accept and *shall* return to the prime sponsor any bill which, on introduction or on reporting out by Committee, violates this Section, as determined by the Chairperson of the Committee on Rules.

No bill, amended bill, or substitute bill shall be entertained on the Floor with non-germane items, *except* as allowed in this Section. The Speaker *shall* rule on the germaneness of any item of any bill challenged by a Member; and if the Speaker rules that an item is non-germane to the bill's primary subject matter, *unless* the Speaker is overruled by the body as described elsewhere in these Rules, the item *shall* be removed prior to the final vote on the bill.

(1) **Germaneness of Substitute Bills and Amendments.** A substitute bill must relate to the same subject as the original bill, *except* as otherwise provided in these Rules. When a substitute bill containing non-germane matters is up for discussion, or when a non-germane amendment is offered from the Floor and is challenged by the Speaker *sua sponte*, or by any Member, and if the Presiding Officer holds that the proposed matter, or amendment being proposed for discussion, violates these Rules as to germaneness, then the non-germane matter or amendment *shall* be out of order and *may not* be discussed or

considered, *unless* the Body, with a vote of eight (8) members, overrules the decision of the Presiding Officer in the manner provided for by these Rules.

A challenge to germaneness may be made even if the matter or amendment was earlier accepted for discussion without a challenge to its germaneness. Even if a non-germane amendment is approved, subsequent amendments must be germane to the main subject matter of the bill, and objections to germaneness *shall not* be deemed waived. If a non-germane matter or amendment is *not* challenged, or if a decision of the Presiding Officer that an amendment or matter is not germane is overruled, then eight (8) votes *shall* be required to adopt it whether or not germane, and the germaneness challenge *shall* be deemed disposed of. A challenge to germaneness may be made at any time prior to Third Reading, but *may not* be made on Third Reading.

A decision of the Presiding Officer that an amendment or matter is germane may also be challenged, and if the challenge is successful, such amendment or matter *shall not* be considered by the Body.

(i) All bills introduced by a Member or a Committee shall be given a public hearing no more than one hundred twenty (120) working days after the date of the bill's introduction. If the Committee to which the bill has been referred does not hold a public hearing within the one hundred twenty (120) working day timeline, the Committee Chairperson shall give a reason in writing to the prime sponsor for not holding a public hearing.

(b) Debt to be Considered for Limited Purposes.

(1) All bills that authorize public indebtedness shall only be considered for the following purposes:

(A) land, infrastructure, building projects, and any capital improvement project pursuant to a master plan adopted by *I Liheslaturan Guåhan* or through the Administrative Adjudication Law process by an agency or instrumentality of the Government of Guam; and/or

(B) refinancing of existing debt which results in savings to the Government of Guam of not less than two percent (2%) of the present discounted value of the existing debt schedule, amortized over the same duration of the existing debt obligation.

(2) No bill shall be introduced or considered which authorizes public debt to fund the operations of any agency, instrumentality, or public corporation.

(3) The Chairperson of the Committee on Rules *shall not* accept and *shall* return to the prime sponsor any bill which, on introduction or on reporting out by Committee, violates this Section, as determined by the Chairperson of the Committee on Rules. The Chairperson of the Committee on Rules is hereby authorized to waive this subsection (b) if an executive order declares an official state of emergency relative to a situation requiring debt.

(c) Committee Introduction. When a bill is introduced by a Committee it *shall* encompass only matters reasonably related to the subject matter jurisdiction of the Committee, and *except* as otherwise provided in these Rules, *shall* encompass only one (1) subject matter, and *shall not* encompass unrelated subjects, or pertain to multiple projects, *unless* such projects are necessarily interrelated. Any Committee Chairperson may introduce bills in the Committee's name and relating to the subject matter of their Committee, with prior approval of a majority of the Committee Members.

(1) Requests to Committee on Appropriations. Any Member, whether or not a Member of the Committee on Appropriations, may propose a draft bill to said Committee for possible introduction by the Committee on Appropriations.

(d) Bill Referrals. Within five (5) calendar days from the date of introduction, the Chairperson of the Committee on Rules shall refer bills to the Committee having the subject matter jurisdiction to which the bill most pertains (the "Principal Committee"), as determined by the Chairperson of the Committee on Rules subject to ratification at a meeting of the Committee.

(1) Appropriations Bills. Substantive bills which contain appropriations or authorizations for appropriations from any fund sources, including the General Fund or any and all Special Revenue Funds, or authorizations for tax abatements, credits, exemptions, rebates, reductions, or similar tax benefits ("Appropriation, Authorization for Appropriations, or Tax Benefit Bills") shall be referred to the Committee on Appropriations. The Committee on Appropriations shall be required to review all Appropriation,-Authorization for Appropriations, or

Tax Benefit Bills referred to the Committee on Appropriations, with the assistance of the Office of Finance and Budget, to determine the viability of the funding source in the proposed Appropriation, Authorization for Appropriations, or Tax Benefit Bills. The Committee on Appropriations and/or the Office of Finance and Budget shall determine in writing if the funding source cited in the Appropriation, Authorization for Appropriations, or Tax Benefit Bills are sufficient. Only after such written determination is provided, the Chairperson of the Committee on Appropriations may re-refer said Appropriation, Authorization for Appropriations, or Tax Benefit Bills to the Principal Committee with subject matter jurisdiction. If the funding source is not sufficient, the Appropriation, Authorization for Appropriations, or Tax Benefit Bills shall remain in the Committee on Appropriations and the Primary Sponsor of the measure and the Chairperson of the Committee on Rules shall be notified in writing of such determination. The annual budget bill for the government and supplements to the annual budget bill shall be referred to the Committee on Appropriations. Any bills on bonds of any nature shall be referred to the Committee on Appropriations. Each year, the Chairperson of the Committee on Appropriations shall designate one (1) appropriations bill as the annual budget bill and may designate one (1) bill as the supplemental annual budget bill. The annual budget bill shall be done annually, and shall contain the budget for one (1) fiscal year only. Unrelated appropriations shall not be considered germane, except that the annual budget bill and one (1) annual supplement to the annual budget bill may contain unrelated appropriations. Administrative and miscellaneous provisions directly relating to the budget and contained in the annual budget bill for the operations of the government of Guam, or to the one (1) supplement to the annual budget bill, *shall* be considered germane.

(2) Legislative Appropriations; Other Branches. Bills relating to appropriations solely for *I Liheslaturan Guåhan* shall be referred exclusively to the Committee on Rules. Any bills appropriating solely for the Judicial Branch, inclusive of capital improvements, or from the Judicial Building Fund, *shall* be referred to the Committee on Judiciary.

Section 6.02. Preparation.

(a) **Headings.** Each bill for the Regular Sessions of *I Mina'trentai Sais Na Liheslaturan Guåhan* shall be headed as follows:

“I MINA'TRENTAI SAIS NA LIHESLATURAN GUÅHAN

2021 (FIRST) Regular Session; or

2022 (SECOND) Regular Session

Bill No. ____-36 (COR) or (LS)
(legislative procedural history)

Introduced by:

(Prime Sponsor)
(Main Sponsor2)
(Main Sponsor3)
(co-sponsors)”

(b) Title. The title of every bill introduced *shall* convey an accurate idea of the contents of the bill and *shall* be indicative of the scope of the bill, the object to be accomplished, and changes to any existing Code Sections. In amending or repealing a Code Section, the mere reference to the section by number *shall not* be deemed sufficient. The Chairperson of the Committee on Rules *shall* return to the prime sponsor any bill which violates this Section, as determined by the Chairperson of the Committee on Rules.

(c) Sections. A bill amending more than one (1) section of an existing law *shall* contain a separate section for each section amended. Bills which are *not* amendatory of existing laws *shall* be divided into short sections when this can be done without destroying the sense of any particular section, to the end that future amendments may be made without the necessity of setting forth and repeating sections of unnecessary length.

(d) Changing Existing Law. In any repeal or amendment to existing law, any matter to be omitted *shall* appear with strikethrough and any new matter *shall* be underlined. The Chairperson of the Committee on Rules *shall* return to the prime sponsor any bill which violates this Section, as determined by the Chairperson of the Committee on Rules.

Section 6.03. Introduction. Any Senator desiring to introduce a bill *shall* send an initialed copy to the Clerk of the Legislature, who *shall* note the time and date of its filing and who *shall* assign a number to the bill in the manner set forth in Sections 6.03(a) and 6.03(b), *supra*. All bills *shall* be numbered in the order of their filing with the Clerk of the Legislature. The Clerk of the Legislature *shall not* read a bill *unless* each sponsor’s initials are included. A bill may have main sponsors indicated on introduction, the prime sponsor being the author and the first Senator named.

All others sponsoring a bill *shall* be known as “co-sponsors,” who *shall* be designated under a line separating them from the main sponsors. No Member may add the Member’s name as sponsor to a bill after the bill is submitted to the Clerk of the Legislature. Names of sponsors may *not* be added in Committee, but may *only* be added on the Floor of *I Liheslaturan Guåhan* during Session; provided, that the Committee on Rules may, after a bill has been reported out of Committee and returns to the Committee on Rules, add all Members not already listed as a sponsor or co-sponsors, to be added at the end of the sponsors already listed. *Except* as provided in Section 6.04(d)(8), *infra*, neither the sponsors of a bill nor the order of sponsorship may be changed by any Committee of *I Liheslaturan Guåhan*; provided, however, that sponsors may be added at the end of the listing by the Body with eight (8) votes.

(a) In Session. When *I Liheslaturan Guåhan* is meeting in Session, under the order of introduction of bills, the Clerk of the Legislature *shall* assign a number, with the suffix “-36”, and *shall* affix the letters “LS” in parentheses after the number and *shall* read it the first time. *Unless* otherwise ordered by *I Liheslaturan Guåhan* without debate, the Clerk of the Legislature *shall* deliver the bill to the Chairperson of the Committee on Rules, who *shall* receive each bill and refer it to the appropriate Committee in the manner outlined in Section 6.01(c), *infra*.

(b) Not in Session. When *I Liheslaturan Guåhan* is *not* in Session, the Clerk of the Legislature *shall* assign a number to each bill, with the suffix “-36”, and *shall* affix the letters “COR” in parentheses after the number and *shall* forward it to the Committee on Rules for proper disposition. The Chairperson of the Committee on Rules *shall* refer each bill to the appropriate Standing Committee, as the Chairperson so determines.

(c) Introduction of COR Bills. After bills are introduced in the Committee on Rules, the Clerk of the Legislature, at the next Legislative Session, *shall* read the already so introduced bills under the order of introduction of bills.

(d) Form and Style. After the introduction in a Legislative Session, or to the Committee on Rules, a bill *shall* be sent to the Legislative Counsel by the Clerk of the Legislature for examination and the making of any suggestions to conform to the form and style with the form required by these Rules, and to be consistent with the style and placement of enacted law on the same subject, at the Legislative Counsel’s discretion. The Clerk of the Legislature, the Legislative Counsel, or the Committee on Rules, may make

stylistic adjustments to an introduced bill or resolution, with the concurrence of its Prime Sponsor.

(e) **Bills Introduced at the Request of *I Maga'hågan Guåhan*.** The Committee on Rules may introduce administration bills, *unless* any Member or Standing Committee requests and is granted the privilege of introducing the bill by the Chairperson of the Committee on Rules, but any such administration bill *shall* be designated:

“By request of I Maga'hågan Guåhan in accordance with the Organic Act of Guam.”

If a bill introduced at the request of *I Maga'hågan Guåhan* contains sections which are non-germane with each other, as determined by the Chairperson of the Committee on Rules, the bill *shall* be referred to the Inactive File and *I Maga'hågan Guåhan* *shall* be so notified.

Section 6.04. Consideration.

(a) **Public Hearing.**

(1) **Hearing Notices.**

It *shall* be the duty of the Chairperson of each Standing Committee, or the designated hearing officer, to properly notice public hearings in accordance with the Open Government Law and any procedures established by the Committee on Rules *unless* waived by the Speaker of *I Liheslaturan Guåhan* due to an emergency pursuant to these Rules. Notices *shall* set forth the name of the Committee, the date and time of any hearing and the subject matter of the hearing, including the number and title of all bills or resolutions that have been duly referred to such Committee which are to be heard. Pursuant to the Open Government Law, 5 GCA § 8107(a), notice of public hearings *shall* be given five (5) working days prior to the start of the hearing, and a second notice *shall* be given at least forty-eight (48) hours prior to the start of such hearing.

(2) **Hearing Officer.** The Chairperson of a Committee hearing a bill, or the Chairperson's designee, if such designee is a Member of the Committee, is the official hearing officer for such bill and has the power and authority to conduct the hearing by the Member's self; provided, that all Members of *I Liheslaturan Guåhan* *shall* be given written notice of such hearing as provided in Section 6.04(a)(1),

supra, and any Member of *I Liheslaturan Guåhan* may attend and take part in such hearing, questioning witnesses and otherwise participating.

(b) Amendments or Substitutions by Committee. Any Standing Committee may recommend amendments to any bill referred to it which are germane to, and *not* inconsistent with, the subject as expressed in the title. In making substantive changes in a bill by amending it, the Committee *shall* note thereon:

“As amended by the Committee on [name of the Committee].”

Any Standing Committee may also recommend a germane substitute bill, *not* inconsistent with the subject as expressed in the title. In making substantive changes to a bill by substituting it, the Committee *shall* note thereon:

“As substituted by the Committee on [name of the Committee].”

A Committee may *not* amend the sponsorship of a bill nor may it add co-sponsors, provided that the Committee on Rules may add all Members *not* listed as sponsors at the end of the listing.

The Committee on Rules may make amendments to a bill prior to its placement on the Session Agenda.

(1) Sponsor Amended/Substitute Bills Restricted. Following the introduction of a bill, once the bill has been referred to a Standing Committee, the Prime Sponsor of such bill may not offer an amended or substituted version of the bill.

(2) Hearings for Committee Amended/Substitute Bills. A Standing Committee may hold a hearing on a bill as substituted by the Committee if it has first filed a preliminary Committee Report to the Committee on Rules detailing the vote and text of the substitution, and the preliminary report and substituted bill are posted on the Legislature’s website at least five (5) days prior to the hearing on the substituted bill.

(c) Formal Reports of Standing Committees. A Standing Committee, or its authorized Subcommittee, upon reporting back to the Committee on Rules on bills or appointments referred to it, shall prepare and submit to the Committee on Rules a formal, written Committee Report which shall be a public document and posted on the website of *I Liheslaturan Guåhan*. The Committee on Rules shall have up to five (5) working days to

review the Committee Report and upload it online, return it to the Standing Committee for corrections, or advise the Primary Sponsor of the bill with the reasons for the delay and provide the Primary Sponsor with a reasonable extension of time to correct the Report. Committee Reports shall be formatted and compiled in accordance with these Standing Rules; and in addition to the Committee's recommendations and vote thereon, such report shall also contain, at a minimum, the following:

(1) **Committee Report Digest.** The Committee Report *shall* include a digest setting forth the purpose and essential elements of the bill and a digest of the testimony and evidence of those testifying at the public hearing thereon. Committee Reports for bills approving or amending Rules and Regulations *shall* include an Economic Impact Statement in accordance with law. Committee reports on bills which involve the transfer of land or leasing of land *shall* include two (2) appraisals on all land concerned, appraised for highest and best use regardless of zoning, from two (2) separate licensed real estate appraisers, one (1) of which appraisals is *not more than* twelve (12) months old.

(2) **Committee Vote Sheet.** The voting sheet accompanying the Committee Report *shall* be formatted to include the names of each Committee Member and the following voting options:

- (i) To Do Pass;
- (ii) To Not Pass;
- (iii) To Report Out Only;
- (iv) To Abstain;
- (v) To Place in Inactive File.

(3) **Secondary Public Hearing May Be Required for Substantively Amended or Substituted Bills.** The Chairperson of the Committee on Rules may require an additional public hearing to address any material difference with the bill as amended or substituted by the Standing Committee with primary jurisdiction. If a Committee Report on the Bill has been filed with the Committee on Rules, a supplementary Committee Report shall be filed with the Committee on Rules which addresses the hearing of the amended or substituted bill.

(4) **When Appraisal Required.** A Committee Report on a bill which involves a government taking, purchase, or lease of non-government land *shall*] comply with 2 GCA § 2107.

(d) **Bill Placement on Session Agenda.**

(1) **No Placement on Session Agenda Without a Report.** No bill shall be placed on the Session Agenda *unless* accompanied by a Committee Report conforming to the requirements of these Rules, or *unless* the public hearing on the bill has been waived in accordance with 2 GCA § 2103 by the Speaker during Session pursuant to motion made during the “Motions” part of the Session Agenda. In the event that the public hearing is waived as provided for herein, and upon a motion by a Member, the bill may be placed on the Session Agenda with eight (8) votes of the Members.

Except as specifically allowed, no bill may be placed on the Floor without a majority of the Committee Members of the Committee to which it was referred voting to pass or to report out only.

(2) **Order of Reading File.** All bills when reported to *I Liheslaturan Guåhan* via the Committee on Rules may be placed on the Session Agenda by the Committee on Rules, or its authorized Subcommittee. After a bill has been amended and debated under the order of the Consent Calendar or the Second Reading File, it *shall* be placed on the Third Reading File. The bills on Third Reading *shall* be considered in the order in which they appear in the File.

(A) **No Debate During Third Reading.** Bills and resolutions in the Third Reading File *shall* be voted upon in the order they appear upon the File and *shall not* be debated or amended.

(B) **Order of Voting.** Matters reaching the Voting File *shall* be voted upon in the order they appear, and *shall not* be debated or amended.

(3) **Committee of the Whole.** Bills reported to *I Liheslaturan Guåhan* containing an appropriation, authorization for an appropriation, or tax benefit pursuant to Section 6.01(d)(1) shall be considered by *I Liheslaturan Guåhan* in a Committee of the Whole, chaired by the Chairperson of the Committee on Appropriations or the Chairperson’s designee, who must be a Committee Member, prior to a vote on final

passage, unless such consideration is waived by eight (8) votes. Likewise, bills containing an appropriation from the Tourist Attraction Fund shall be considered by *I Liheslaturan Guåhan* in a Committee of the Whole, chaired by the Chairperson of the Committee on Appropriations or the Chairperson's designee, who must be a Committee on Appropriations Member, prior to a vote on final passage, unless such consideration is waived by eight (8) votes. Bills containing legislative appropriations shall be considered by *I Liheslaturan Guåhan* in a Committee of the Whole, chaired by the Chairperson of the Committee on Rules, or the Chairperson's designee, who must be a Rules Committee Member, prior to a vote on final passage, unless such consideration is waived by eight (8) votes.

The Chairperson of the Committee of the Whole shall set forth the rules to be applied during the Committee of the Whole, which are not inconsistent with the rules already established herein for the Committee of the Whole and in Mason's Manual.

(4) Inactive File. An Inactive File *shall* be kept to which bills may be transferred at the request of the Prime sponsor, or on motion duly adopted by the affirmative vote of eight (8) Members. A bill *shall* be transferred to the Inactive File, or referred back to the reporting Committee, when it has been Passed on File without action three (3) successive times. A bill may be removed from the Inactive File by the affirmative vote of eight (8) Members.

(5) Consent Calendar. *I Liheslaturan Guåhan shall* have a Consent Calendar as follows:

(A) Routine Matter. If the Committee on Rules determines that a bill recommended for passage, without amendment or substitution, is of a routine nature, or otherwise of a nature which likely will *not* be opposed, it may place the bill on the Consent Calendar. Any Member who determines that a bill is of a routine nature, or otherwise is of a nature which likely will *not* be opposed, that person may, upon a motion adopted by a vote of eight (8) Members of *I Liheslaturan Guåhan*, place such bill on the Consent Calendar.

(B) Debate. Bills on the Consent Calendar *shall* be taken up for debate in the order listed on the Calendar. No more than five (5) minutes *shall* be allotted to the Prime Sponsor, or Committee Chairperson, for explanation of the bill. No other Member may debate more than two (2) minutes. No Member may yield that Member's time on the Consent Calendar to another Member. In the event that the time limits set forth in this Section are exceeded, the Speaker *shall* close the debate and move to place the bill in the Third Reading File, which motion *shall* be non-debatable. If such motion *shall* fail, the bill or resolution *shall* without further action be removed from the Consent Calendar and assigned the place it would have had in the ordinary course of legislative procedure.

(C) Objections. Prior to the consideration of a bill on the Consent Calendar, the Speaker *shall* first ask the question whether any Member objects to such consideration of the bill. If any two (2) or more Members at that time object from the Floor, the bill *shall*, without further action, be removed from the Consent Calendar and assigned the place it would have had in the normal course of legislative procedure.

If at any time it appears to the Speaker that two (2) or more Members object to consideration of the bill on the Consent Calendar, he/she *shall* further request for objections. If any two (2) or more Members, pursuant to the Speaker's request or otherwise, object from the Floor to consideration of the bill in the Consent Calendar at any time before the question of its final placement in the Third Reading File is put to *I Liheslaturan Guåhan*, the bill *shall* without further action be removed from the Consent Calendar and assigned a place it would have had in the ordinary course of legislative procedure.

(D) Copies. No motion from the Floor to place a bill on the Consent Calendar *shall* be in order, unless copies of the bill and committee report have been distributed to all Members prior to, or at the time of, the making of the motion.

(6) Engrossing Bills Before Passage. All bills *shall* be engrossed before final action is taken on them by *I Liheslaturan Guåhan*. Engrossment *shall* consist of comparing the printed or duplicated bill with the original introduced, or as amended by a Committee or as substituted, whichever is the form of the bill under debate on the Floor, and any amendments adopted, to ascertain that it is correct. When a bill is reported correctly engrossed, a copy *shall* be furnished to each Member and it *shall* be substituted in the File for the original bill. Any bill on Third Reading found to be incorrectly engrossed, as determined by the Speaker, *shall* be automatically referred to Second Reading, but only for purposes of correcting the engrossment. Eight (8) votes *shall* be necessary to waive the engrossment on a bill. The Legislative Counsel and the Clerk of the Legislature *shall* have the authority, upon notification to the Speaker and Chairperson on Rules, to make technical corrections after voting and before presentment to *I Maga'hågan Guåhan* if a correction was *not* made to the bill before it was voted upon by the Body.

The question of the waiver of engrossment must be divided from a “Motion to Place in Third Reading File.” Any bill to which there have been *no* amendments, *except* changes in sponsorship, or grammatical or spelling corrections, *need not* be engrossed before voting.

(A) Technical Amendments Authorized. The Legislative Counsel *shall*, absent a motion by the Body to the contrary, make technical corrections as part of the engrossment process, which may be done before and after voting by the Body, and the Clerk of the Legislature *shall* add all Members as sponsors to said bill before transmission to *I Maga'hågan Guåhan*.

(B) Form of Technical Corrections. The Legislative Counsel and the Clerk of the Legislature *shall* be authorized to make technical corrections, which *shall* include, but *not* be limited to, the following: incorporating amendments passed by the Body, correcting spelling, correcting grammar, changing the citation, changing the title, correcting

formatting, correcting punctuation, renumbering sections and correcting section sequence.

(C) **Engrossment *Not* Required.** Bills *not* containing any amendments to the body of the bill need *not* be engrossed before voting on them for passage by the Body.

(7) **Enrolling Bills.** After passage, all bills *shall* be enrolled immediately. An enrolled copy of such bill *shall* be prepared in an appropriate number of copies and examined to ascertain that it is a true and accurate copy of the measure as it was passed. It *shall* then be authenticated by the signatures of the Speaker and the Legislative Secretary and be presented without delay to *I Maga'hågan Guåhan*.

(8) **Sponsorship of Bills Passed.** The name of any Senator added as a Main Sponsor or co-sponsor to any bill passed may be removed from the bill upon the submission of a written request of the Senator to the Clerk of the Legislature at any time prior to the presentment of such bill or resolution to *I Maga'hågan Guåhan*. Any such action *shall* be recorded in the Legislative Journal on the next Legislative Day. If there are no named sponsors left on the bill after passage, it *shall* be transmitted to *I Maga'hågan Guåhan* as having been sponsored by *I Mina'trentai Sais Na Liheslaturan Guåhan*.

(e) **Withdrawal of Bills.** A Prime Sponsor may permanently withdraw his or her bill at any time by a written request to the Speaker.

RULE VII PROCESSING OF RESOLUTIONS

Section 7.01. General Rules.

(a) **Guidelines Established by the Committee on Rules.** All resolutions are to be processed (including, but *not* limited to, preparation, introduction, adoption, printing, presentation) in accordance with guidelines established by the Committee on Rules; which guidelines are to serve as a supplement to the rules set forth herein.

(b) **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 such documents is substantially similar *shall* be decided by the Chairperson of the Committee on Rules.

(c) **Guam Resolutions for External Organizations.** All resolutions to be submitted for introduction to organizations, in meetings or conferences, other than *I Liheslaturan Guåhan*, when such resolutions are to be submitted as proposals by *I Liheslaturan Guåhan*, or by a Member of *I Liheslaturan Guåhan*, when the Membership in the organization or attendance of the Member at the meeting or conference is as a representative of *I Liheslaturan Guåhan*, *shall* be first approved by *I Liheslaturan Guåhan*, time permitting, or by the Committee on Rules as a Rules Resolution.

(d) **Violations.** If the Chairperson of the Committee on Rules finds that a resolution has been submitted, introduced or reported out in a manner which violates these Rules, the Chairperson *shall* take appropriate action to return it to the Prime Sponsor or the Committee concerned for correction or reintroduction, or the Speaker may accept the resolution for discussion.

Section 7.02. Preparation.

(a) **Headings.** Each resolution for the Regular Sessions of *I Mina'trentai Sais Na Liheslaturan Guåhan* *shall* be headed as follows:

**“I MINA'TRENTAI SAIS NA LIHESLATURAN GUÅHAN
2021 (FIRST) Regular Session; or
2022 (SECOND) Regular Session**

Resolution No. ____ -36 (COR) or (LS)

Introduced by: (Prime Sponsor)
(Main Sponsor2)
(Main Sponsor3)____
(co-sponsors)”

(b) **Title.** The title of every resolution introduced *shall* convey an accurate idea of the contents of the resolution and *shall* be indicative of the scope of the resolution, and the object to be accomplished. The Chairperson of the Committee on Rules *shall* return to the Prime Sponsor any resolution which violates this Section, as determined by the Chairperson of the Committee on Rules.

Section 7.03. Introduction.

Any Senator desiring to introduce a resolution *shall* send an initialed copy to the Clerk of the Legislature, who *shall* note the time and date of its filing and who *shall* assign a number to the resolution in the manner set forth in Sections 7.03(a) and 7.03(b), *infra*. All resolutions *shall* be numbered in the order of their filing with the Clerk of the Legislature. The Clerk of the Legislature *shall not* read a resolution *unless* the Prime Sponsor’s initials are included. A resolution may have up to three (3) main sponsors, the Prime Sponsor being the author and the first Senator named.

All others sponsoring a resolution *shall* be known as “co-sponsors,” who *shall* be designated under a line separating them from the three (3) main sponsors. No Member may add his name as a sponsor of a resolution after the resolution is submitted to the Clerk of the Legislature. Names of sponsors *may not* be added, nor order of sponsorship be changed, in Committee, but may *only* be added or changed by the Body during Session with eight (8) votes; provided, that the Committee on Rules may, after a resolution has been adopted or reported out of Committee and returns to the Committee on Rules, add all Members not already listed as a sponsor or co-sponsors, to be added at the end of the sponsors already listed.

(a) **In Session.** When *I Liheslaturan Guåhan* is meeting in Session, under the order of introduction of resolutions, the Clerk of the Legislature *shall* assign a number, with the suffix “-36”, and *shall* affix the letters “LS” in parentheses after the number and

shall read it the first time. *Unless* otherwise ordered by *I Liheslaturan Guåhan* without debate, the Clerk of the Legislature *shall* deliver the resolution to the Chairperson of the Committee on Rules for proper disposition.

(b) Not in Session. When *I Liheslaturan Guåhan* is *not* in Session, the Clerk of the Legislature *shall* assign a number to each resolution, with the suffix “-36”, and *shall* affix the letters “COR” in parentheses after the number and *shall* forward it to the Committee on Rules for proper disposition. If applicable, the Chairperson of the Committee on Rules *shall* refer each resolution to the appropriate Standing Committee, as he so determines.

(c) Introduction of COR Resolutions. After resolutions are introduced in the Committee on Rules, the Clerk of the Legislature, at the next Legislative Session, *shall* read the already so introduced resolutions under the order of Introduction of Bills and Resolutions.

(d) Committee Introduction. When a resolution is introduced by a Committee it *shall* encompass *only* matters reasonably related to the subject matter jurisdiction of the Committee, and *except* as otherwise provided in these Rules, *shall* encompass *only* one (1) subject matter, *shall not* be similar to another introduced resolution, and *shall not* encompass unrelated subjects, or pertain to multiple projects, *unless* such projects are necessarily interrelated. Any Committee Chairperson may introduce resolutions in the Committee’s name, if relating to the subject matter of the Committee, with prior approval of a majority of the Committee Members.

(e) Substantive Resolutions. The introduction and numbering of any substantive resolution *shall* follow in the same manner prescribed herein for all other resolutions. Upon receipt of a substantive resolution, regardless of whether *I Liheslaturan Guåhan* is in Session or not in Session, the Clerk of the Legislature *shall* forward such resolution to the Chairperson of the Committee on Rules for proper disposition, as prescribed by 2 GCA § 2103(b), or otherwise. Whether a resolution *shall* be considered substantive *shall* be determined by the subject matter of the resolution, regardless of the person(s) to whom it is to be transmitted. Questions as to the qualification of a resolution’s subject matter as substantive *shall* be decided by the Chairperson of the Committee on Rules. After introduction of a substantive resolution, such resolution *shall* be sent to the

Clerk of the Legislature and the Legislative Counsel for examination and the making of any suggestions to conform to form and style, as required by these Rules, and to be consistent with the style and placement of enacted law on the same subject, if applicable, at the discretion of the Clerk of the Legislature and the Legislative Counsel. The Clerk of the Legislature, the Legislative Counsel, or the Committee on Rules, may make stylistic adjustments to an introduced substantive resolution, with the concurrence of its Prime Sponsor.

(f) Form and Style. After introduction of a resolution that is commendatory, congratulatory, or of condolence in nature, such resolution *shall* be sent to the Clerk of the Legislature for examination and the making of any suggestions to conform to the form and style, as required by these Rules, and to be consistent with the style and placement of enacted law on the same subject, if applicable, at the discretion of the Clerk of the Legislature. The Clerk of the Legislature, the Legislative Counsel, or the Committee on Rules, may make stylistic adjustments to an introduced resolution that is commendatory, congratulatory, or of condolence in nature, with the concurrence of its Prime Sponsor.

Section 7.04. Consideration.

(a) Placement on Session Agenda. All resolutions that are commendatory, congratulatory, or of condolence in nature that have been adopted *shall* be placed on the Consent Calendar following its adoption.

(b) Consideration of Substantive Resolutions. Substantive resolutions referred to a Standing Committee or Prime Sponsor and requiring public consideration *shall* be processed in the same manner as bills, as prescribed in Rule VI, *infra*.

(c) Committee on Rules Resolutions. Committee on Rules Resolutions (“Rules Resolution(s)”) regarding the business of the Legislature (including but not limited to the administration and operation of *I Liheslaturan Guåhan*, amendments to these Standing Rules, litigation involving *I Liheslatura*, etc.) *shall* be adopted by the affirmative vote of seven (7) of the members of the Committee on Rules at a committee meeting, and *shall* be certified by the Speaker and the Chairperson of the Committee on Rules, and attested by the Legislative Secretary, and *shall* be exempt from further transmittal. Rules Resolutions *shall not* be subject to the public hearing requirement under 2 GCA § 2103(b). Rules Resolutions *shall* be transmitted to all Members upon adoption.

(d) Resolution Sponsorship. The Clerk of the Legislature *shall* add the names of Members *not* already listed as sponsors on all adopted resolutions that are commendatory, congratulatory, or of condolence in nature, *unless* a Member requests otherwise, via written notice to the Chairperson of the Committee on Rules. The names of co-sponsors *shall* appear in alphabetical order underneath a line separating them from the three (3) main sponsors. Neither the individual sponsors, nor the order of sponsorship may be changed, *unless* approved by the Committee on Rules for COR Resolutions, or by the Body with eight (8) votes for LS Resolutions, and with the concurrence of the Prime Sponsor.

(e) Technical Amendments and Corrections Authorized. The Legislative Counsel, the Clerk of the Legislature, and the Committee on Rules *shall* be authorized to make technical corrections, which *shall* include, but *not* be limited to, the following: incorporating amendments passed by the Body or approved by the Committee on Rules, correcting spelling, correcting grammar, changing the citation, changing the title, correcting formatting, correcting punctuation, renumbering sections, and correcting section sequence. Technical amendments or corrections may be done before and after adoption by the Body or the Committee on Rules.

(f) Presentation of Resolutions. Every resolution introduced *shall* be accompanied by a notice to the Clerk of the Legislature indicating the date and time the resolution is to be presented. Additionally, the resolution's sponsor *shall* issue a Memorandum to each Member, providing *at least* twenty-four (24) hours notice of the date, time and place of the presentation of any resolution. The Clerk of the Legislature *shall not* release any resolution for presentation until such notice of presentation has been given. Waiver of this twenty-four (24) hour notice requirement may be approved by the Chairperson of the Committee on Rules upon receipt of a written request from the Prime Sponsor to the Chairperson of the Committee on Rules; *provided*, that immediate notice be given to all Senators as to the date, time and place of presentation.

(g) Withdrawal of Resolutions. A Prime Sponsor may permanently withdraw his or her resolution at any time by a written request to the Speaker and the Chairperson of the Committee on Rules.

(h) **Publication.** All resolutions adopted, and the respective vote sheets, *shall* be public documents, and *shall* be posted on the website of *I Liheslaturan Guåhan*.

**RULE VIII
PROCESSING OF CERTIFICATES**

Section 8.01. General Rules.

(a) **General Rules on Certificates.** A certificate that is commendatory, congratulatory or of condolence in nature may be issued by the Committee on Rules. Any Member of *I Liheslaturan Guåhan* may submit a request to the Committee on Rules that a certificate of condolences or commendation be so issued.

(b) **Guidelines Established by the Committee on Rules.** All certificates are to be processed (including, but *not* limited to, preparation, introduction, adoption, printing, presentation) in accordance with guidelines established by the Committee on Rules; which guidelines are to serve as a supplement to the rules set forth herein.

(c) **Similar Certificates.** If two (2) or more certificates, 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 such documents is substantially similar *shall* be decided by the Chairperson of the Committee on Rules.

(d) **Violations.** If the Chairperson of the Committee on Rules finds that a certificate has been introduced in a manner which violates these Rules, the Chairperson *shall* take appropriate action to return it to the Prime Sponsor or the Committee concerned for correction or reintroduction.

Section 8.02 Introduction. Any Senator desiring to introduce a certificate *shall* submit an initialed copy to the Clerk of the Legislature, who *shall* note the time and date of its filing and who *shall* assign a number to the certificate in the manner set forth in Sections 8.01(a) and 8.02(b), *supra*. All certificates *shall* be numbered in the order of their filing with the Clerk of the Legislature. The Clerk of the Legislature *shall not* read a certificate *unless* the sponsor's initials are included.

(a) **In Session.** When a certificate is introduced while *I Liheslaturan Guåhan* is meeting in Session, the Clerk of the Legislature *shall* assign a number, with the suffix “-36”, and *shall* affix the letters “LS” in parentheses after the number.

(b) **Not in Session.** When *I Liheslaturan Guåhan* is *not* in Session, the Clerk of the Legislature *shall* assign a number to each certificate, with the suffix “-36”, and *shall* affix the letters “COR” in parentheses after the number.

(c) **Form and Style.** After introduction of a certificate, such certificate *shall* be sent to the Clerk of the Legislature for examination and the making of any suggestions to conform to the form and style, as required by these Rules. The Clerk of the Legislature, the Legislative Counsel, or the Committee on Rules, may make stylistic adjustments to an introduced certificate, with the concurrence of its Prime Sponsor.

Section 8.03. Consideration.

(a) **Placement on Session Agenda.** Any certificate of commendation, of congratulation, or of condolence that has been approved, *shall* be placed on the Consent Calendar.

(b) **Certificate Sponsorship.** A certificate may have up to three (3) main sponsors, the Prime Sponsor being the author and the first Senator named. All others sponsoring a certificate *shall* be known as “co-sponsors,” who *shall* be designated under a line separating them from the main sponsors, and listed in alphabetical order.

Neither the individual sponsors, nor the order of sponsorship may be changed after the certificate is submitted to the Clerk of the Legislature, *unless* approved by the Chairperson of the Committee on Rules, with the concurrence of the Prime Sponsor; *except* that the Committee on Rules may add all Members *not* already listed as a sponsor or co-sponsors, to be added at the end of the sponsors already listed, *unless* a Member requests otherwise, via written notice to the Chairperson of the Committee on Rules.

(c) **Technical Amendments and Corrections Authorized.** The Legislative Counsel, the Clerk of the Legislature, and the Committee on Rules *shall* be authorized to make technical corrections approved by the Committee on Rules, with the concurrence of the Prime Sponsor, which *shall* include, but *not* be limited to, the following: correcting spelling, correcting grammar, changing the citation, changing the title, correcting formatting, correcting punctuation, renumbering sections, and correcting section sequence.

(d) **Withdrawal of Certificates.** A Prime Sponsor may permanently withdraw his certificate at any time by a written request to the Chairperson of the Committee on Rules.

(e) **Publication.** All certificates issued *shall* be public documents, and *shall* be posted on the website of *I Liheslaturan Guåhan*.

8.04. Issuance and Presentation.

(a) **Issuance.** Certificates *shall* be issued after review and approval by the Chairperson of the Committee on Rules. Certificates *shall* be certified by the Speaker and the Chairperson of the Committee on Rules, and attested by the Legislative Secretary and the Prime Sponsor.

(b) **Presentation of Certificates; Notice Required.** Any Member desiring to introduce a certificate *shall* attach to their introduced certificate a Memorandum to the Clerk of the Legislature indicating the date and time the certificate is to be presented. Each Member *shall* be given *at least* twenty-four (24) hours notice of the date, time, and place of the presentation of any certificate. The Clerk of the Legislature *shall not* release any certificate for presentation until such notice of presentation has been given. Waiver of this twenty-four (24) hour notice requirement may be approved by the Chairperson of the Committee on Rules, upon receipt of a written request from the Prime Sponsor to the Chairperson of the Committee on Rules; *provided*, that immediate notice be given to all Senators as to the date, time, and place of presentation.

RULE IX
PROCESSING OF APPOINTMENTS

Section 9.01. Nomination Letter. In accordance with the requirements of 4 GCA § 2103.5, the appointing authority *shall* hand-deliver to the Office of the Speaker of *I Liheslaturan Guåhan* the name of any nominee to a position in a nomination letter. The Speaker *shall* forward the communication to the Legislative Secretary for record keeping and the Chairperson of the Committee on Rules for referral to the Standing Committee with proper jurisdiction.

Section 9.02. Nomination Requirements. The nomination letter *shall* conform to the requirements of 4 GCA § 2103.5 or may be returned by the Speaker, at the request of the Committee Chairperson, to *I Maga'hågan Guåhan* for insufficiency upon failure to include the information or documents required by statute.

Section 9.03. Verification. The nomination transmittal *shall* also include an affidavit executed by the applicant under penalty of perjury that the applicant has read and reviewed the information contained in the nomination letter from *I Maga'hågan Guåhan* that the matters contained in such nomination letter and all attachments thereto are true and correct. If the applicant cannot, or will not, certify or verify the accuracy of any part of the nomination letter, it *shall* be so noted in the applicant's affidavit.

Section 9.04. Additional Requirements. In addition to the statutory requirements, nominations *shall* contain the nominee's residential and mailing addresses; employment record; prior or present service in any capacity with any government, private, or civic institution or organization; a list of businesses in which the nominee has any financial interest; an affidavit from the applicant indicating the date, place, charge and disposition of any convictions for any criminal violation; and a statement as to any and all delinquent or past due tax liabilities of the nominee. The nomination papers *shall* also indicate the dates, if any, that the nominee has served in an acting capacity for the position. All information required by these rules or by statute *shall* continue to be updated by the nominating authority until the nominee is confirmed or rejected and the Committee Chairperson overseeing the nomination *shall* be notified of any changes within twenty-four (24) hours.

Section 9.05. Time to Act. Failure to provide all the above information *shall not* toll the time for acting upon said executive appointment, and the appointment *shall* be deemed received as of the date the Speaker receives the executive appointment from *I Maga'hågan Guåhan*.

Section 9.06. Committee Report Required. A Standing Committee, or its authorized Subcommittee, upon reporting back to *I Liheslaturan Guåhan* on appointments referred to it, *shall* prepare and submit to *I Liheslaturan Guåhan* a formal, written Committee Report which, in addition to the Committee's recommendations and vote thereon, *shall* include the information required by Section 9.01, and a digest covering the testimony and evidence of those testifying at such public hearing. On appointments to government boards and commissions, the Committee Report *shall* include the expiration date of the nominee's term of office and the name of the person the nominee is replacing.

Section 9.07. Public Hearing Required. No Standing Committee, or its authorized Subcommittee, *shall* issue a Committee Report on an appointment requiring legislative confirmation to a full-time executive office, judicial office, boards or commissions, for which compensation is paid without first conducting a public hearing thereon. (*See also* Section 1.02(f)(7)(A)).

PART C
STANDING COMMITTEES

RULE X
CHAIRPERSONS AND JURISDICTION

Section 10.01. Chairpersons. Any Member may be a Chairperson of *more than* one (1) Standing Committee. A Chairperson of a Standing Committee *shall* be solely responsible for calling all meetings of the Standing Committee and establishing agendas for such meetings, as well as producing Committee Reports and resolutions, and may act in place of the Committee in all matters *except* the reporting out of bills.

Section 10.02. Committees and Jurisdiction.

(a) Committee on Rules.

(1) Jurisdiction. The Committee on Rules *shall* have purview over all matters pertaining to:

- (A) proposed amendments to the Standing Rules;
- (B) resolutions and bills relating to the business, budget, design, and activities of *I Liheslaturan Guåhan*;
- (C) enrollment and review;
- (D) order and arrangement;
- (E) the Session Agenda;
- (F) the defense or initiation of court action on behalf of *I Liheslaturan Guåhan*, which *shall* be authorized by a Rules Resolution; and
- (G) any and all other matters that fall under the jurisdiction, powers, and authority of the Committee on Rules as set out in Section 11.11 of Rule XI.

(2) Successor Status. For the purposes of these Standing Rules of *I Mina'trentai Sais Na Liheslaturan Guåhan*, the Committee on Rules is synonymous with all references to the Committee on Rules, all references to the Executive Committee, and all references to the Committee on Calendar. They are the same body, and the Committee on Rules is the successor to the Committee on Rules, the Executive Committee, and the Committee on Calendar as promulgated in previous Standing Rules, or in any other reference. Any reference to the Committee on Rules throughout these Standing Rules *shall* be considered a reference to the Committee on Rules.

(b) Committee on General Government Operations, Appropriations, and Housing.

(1) Jurisdiction. The Committee on General Government Operations, Appropriations, and Housing *shall* have purview over all matters pertaining to:

(A) General Government Operations:

- (i) Office of the Governor and the Lieutenant Governor;
- (ii) the Department of Administration;
- (iii) the Guam Election Commission;
- (iv) the Guam State Clearinghouse;
- (v) the Civil Service Commission;
- (vi) the Guam Board of Accountancy;
- (vii) federal programs;
- (viii) government holidays;
- (ix) the creation of a new department, agency, board, or commission of the government of Guam; and
- (x) reorganization, restructuring, or reform of the government of Guam, or its instrumentalities, and all matters not specifically assigned to any other Standing Committee.

(B) Appropriations:

- (i) appropriations, including budget bills, and claim bills and excepting appropriations from the funds of *I Liheslaturan Guåhan* made by resolution or appropriations to *I Liheslaturan Guåhan*; the Committee *shall* review requests for appropriations and report thereon to *I Liheslaturan Guåhan* on the purposes and reasonableness thereof, and whether the same are in accord with legislative intent and policy;
- (ii) the general annual audit of the government of Guam, by way of serving as the liaison for *I Liheslaturan Guåhan*;
- (iii) the Division of Accounts of the Department of Administration, except for those matters relating to the contract for the provision of mass transit services;

(iv) the Treasurer of Guam Division of the Department of Administration;

(v) the Bureau of Budget and Management Research; and

(vi) the Office of Finance and Budget and projection of revenues.

(C) Housing:

(i) the Guam Housing Corporation;

(ii) the Guam Housing and Urban Renewal Authority;

(iii) the Affordable Housing Coordinating Council; and

(iv) and housing and urban renewal in general;

(2) Analysis of Money Bills. Whenever a bill appropriating money is referred to the Committee on Appropriations, the Committee *shall* prepare a written analysis of the bill's financial features, which *shall* be made available to the Members of *I Liheslaturan Guåhan*. It is declared to be the policy of *I Liheslaturan Guåhan* that the expert services of the Committee on Appropriations be utilized to the maximum extent possible and that, prior to the passage of any bill appropriating money, such expert analysis be made available to the Members of *I Liheslaturan Guåhan*.

(c) Committee on Education, Self-Determination and Historic Preservation, Infrastructure, Border Safety, Federal and Foreign Affairs, and Maritime Transportation.

(1) Jurisdiction. The Committee on Education, Self-Determination and Historic Preservation, Infrastructure, Border Safety, Federal and Foreign Affairs, and Maritime Transportation *shall* have purview over all matters pertaining to:

(A) Education:

(i) the Guam Academy Charter Schools Council and Guam Academy Charter Schools;

(ii) the Guam Commission for Educator Certification Council;

(iii) the Guam Department of Education, the Guam Education Board, home-schooling, and matters relating to the same;

(iv) early learning programs and services that focus on preparing all children to enter school and successfully progress from grade to grade and in all subject areas; and

(v) issues affecting education policy for students in pre-kindergarten through twelfth (12th) grade, in both public and private schools.

(B) Self-Determination:

(i) self-determination, political status, the United Nations, and decolonization;

(ii) the Commission on Decolonization, and such authorities as are granted under statute, resolution, or executive order to the former Committees on Federal and Foreign Affairs for which this Committee is successor;

(iii) all matters relating to indigenous rights, including fishing and cultural practices; and

(iv) all matters relating to the jurisdiction, powers and authority of the Guam First Commission and such authorities as are granted under statute, resolution, or executive order to the former Committees on Federal Affairs for which this Committee is successor.

(C) Historic Preservation:

(i) historic and cultural sites,

(ii) historic preservation, the National Historic Preservation Act process and implementation of programmatic agreements,

(iii) the Guam Historic Resources Division, to include the Guam Historic Preservation Office, of the Department of Parks and Recreation, and

(iv) the Guam Preservation Trust.

(D) Infrastructure:

(i) the Department of Public Works;

(ii) Guam's highways, bridges, and village streets infrastructure, other public works, and matters pertaining to; and

(iii) regulation of building construction to ensure the safety of buildings and structures in the community, to include matters pertaining to the Guam Contractors' Licensing Board (GCLB), the Guam Building Code Council (GBCC), and the Professional Engineers, Architects, and Land Surveyors (PEALS) Board.

(E) Border Safety:

(i) all matters related to the Office of Civil Defense and Guam Homeland Security pertaining to border safety;

(ii) the Airport Police of the Antonio B. Won Pat International Airport Authority, Guam;

(iii) the Port Authority Police of the Port Authority of Guam; and

(iv) Guam Customs and Quarantine Agency and customs laws, including 5 GCA Chapter 73.

(F) Federal and Foreign Affairs:

(i) the jurisdiction, powers and authority of the Guam First Commission;

(ii) the federal-territorial relationship between Guam and the United States of America;

(iii) all United States laws, regulations, treaties, compacts and agreements affecting Guam;

(iv) federal lands and federal immigration laws, including visas, and all matters pertaining to Guam's interaction with any agency, branch or instrumentality of the federal government, except for the U.S. Department of Defense;

(v) the Organic Act and any changes or amendments to the Act;

(vi) the consideration of a Guam Constitution, including the convening of a constitutional convention or the proposal, drafting, adopting, and implementing of a constitution;

(vii) relations between Guam and the fifty (50) states and U.S. territories, individually or through organizations, including the Western Legislative Conference (WLC);

(viii) relations between Guam and the Micronesian area states individually or through organizations, except the Association of Pacific Island Legislatures (APIL); and

(ix) relations between Guam and foreign governments.

(G) Maritime Transportation:

(i) maritime activities; and

(ii) the Jose D. Leon Guerrero Commercial Port, except the Port Authority Police of the Port Authority of Guam; Guam harbors and marinas, and marine navigation systems.

(d) Committee on Air Transportation, Parks, Tourism, Higher Education and the Advancement of Women, Youth, and Senior Citizens.

(1) Jurisdiction. The Committee on Air Transportation, Parks, Tourism, Higher Education and the Advancement of Women, Youth, and Senior Citizens *shall* have purview over all matters pertaining to:

(A) Air Transportation:

(i) the Antonio B. Won Pat International Airport Terminal and Authority, except the Guam Airport Authority Police; and

(ii) all aviation activities.

(B) Parks:

(i) public parks and recreational facilities, the utilization of the structures and grounds of the Governor Ricardo J. Bordallo Governor's Complex, federal parks and monuments, and public cemeteries; and

(ii) the Department of Parks and Recreation, except the Guam Historic Resources Division and the Territorial Park Patrol.

(C) Tourism:

(i) tourism and the Guam Visitors Bureau, including the Tourist Attraction Fund, the Hotel Occupancy Tax (HOT), and HOT Bonds;

(ii) financing, refinancing, issuance, or re-issuance of revenue bonds or borrowing that will be serviced solely from the revenues generated by Hotel Occupancy Tax or the Tourist Attraction Fund;

(iii) the Tourism Education Council; and

(iv) Guam zoos, botanical gardens, and aquaria.

(D) Higher Education:

(i) post-secondary education, including the development of educational opportunities, the Council of Post-Secondary Institutions Certification, the First-Generation Trust Fund Initiative, and the Western Interstate Commission for Higher Education;

(ii) 17 GCA Division 3;

(iii) the University of Guam; and

(iv) the Guam Community College.

(E) Women's Affairs:

(i) the health, education, family care, and economic independence of women; and

(ii) the Bureau of Women's Affairs or its successor.

(F) Youth:

(i) 19 GCA Division 2 and the Department of Youth Affairs; and

(ii) 2 GCA Chapter 7 and the Guam Youth Congress, all student government entities, all student representatives elected and appointed, all youth representatives elected and appointed, and any such matters that these *shall* entertain and advocate within their respective capacities.

(G) Senior Citizens:

(i) the Division of Senior Citizens of the Department of Public Health and Social Services and all associated programs under 10 GCA Chapter 8;

(ii) the operation of senior citizen centers; and

(iii) the protection and care of senior citizens and all other activities of the senior citizens of Guam.

(e) Committee on Economic Development, Agriculture, Power and Energy Utilities, and the Arts.

(1) Jurisdiction. The Committee on Economic Development, Agriculture, Power and Energy Utilities, and the Arts *shall* have purview over all matters pertaining to:

(A) Economic Development:

- (i) the Guam Economic Development Authority (GEDA); and
- (ii) Guam products, including the Guam Product Seal.

(B) Agriculture:

- (i) the Department of Agriculture;
- (ii) the Cannabis Control Board (CCB), the Medical Cannabis Regulation Commission (MCRC); and
- (iii) the regulation of activities involving hemp and cannabis industries relative to cultivation, production, manufacture and commercial sales of medical and adult recreational use cannabis and all cannabis derived products.

(C) Power and Energy Utilities:

- (i) the Guam Power Authority (GPA);
- (ii) the Consolidated Commission on Utilities (CCU);
- (iii) the Public Utilities Commission (PUC);
- (iv) renewable/alternative energy and energy conservation; and
- (v) financing, re-financing, issuance, or re-issuance of revenue bonds that will be serviced solely from the revenues generated by the Guam Power Authority and not requiring the pledge of the full faith and credit of the government of Guam, the borrowing of a line of credit of the government of Guam or any entity or instrumentality of the government of Guam.

(D) the Arts:

- (i) the Guam Council on the Arts and Humanities Agency (CAHA) and the arts.

(f) Committee on Public Accountability, Human Resources, the Guam Buildup, Hagåtña Revitalization, Regional Affairs, Public Libraries, Telecommunications, and Technology.

(1) Jurisdiction. The Committee on Public Accountability, Human Resources, the Guam Buildup, *Hagåtña* Revitalization, Regional Affairs, Public Libraries, Telecommunications, and Technology *shall* have purview over all matters pertaining to:

(A) Public Accountability:

(i) the Office of Public Accountability.

(B) Human Resources:

(i) the Government of Guam Retirement Fund;

(ii) the procurement of health insurance for the government of Guam;

(iii) the Guam Medical Referral Office;

(iv) the Human Resources Division of the Department of Administration; and

(v) human resources development and management policies.

(C) Guam Buildup:

(i) the coordination and monitoring of the response of the government of Guam, including departments, agencies and autonomous instrumentalities, to the military relocation activities;

(ii) ensuring appropriate government laws and regulations are in place to protect the interests of the government of Guam and the civilian community with respect to the military relocation, including the coordination with other standing committees in the development of such laws and regulations;

(iii) oversight of any and all the executive branch offices with purview over military relocation matters, including established task forces or organizations; and

(iv) military relocation matters relating to the Guam First Commission.

(D) Hagåtña Revitalization:

(i) the historic preservation, restoration, and redevelopment of Hagåtña;

(ii) the Hagåtña Restoration and Redevelopment Authority; and

(iii) the Capitol District.

(E) Regional Affairs:

(i) all matters pertaining to the relations between Guam and the Micronesian Area States, inclusive of the Association of Pacific Island Legislatures, to which the Committee Chair *shall* serve as an appointee to the Board from *I Liheslaturan Guåhan*;

(ii) all matters relating to Micronesia regional initiatives;

(iii) all matters relating to the Compacts of Free Association between Micronesian nations and the United States;

(iv) all matters pertaining to relations between Guam and the Commonwealth of the Northern Marianas; and

(v) all matters pertaining to community relations with local community members who identify themselves as from the Micronesian Area States or the CNMI.

(F) Public Libraries:

(i) all matters pertaining to the Guam Public Library System.

(G) Telecommunications:

(i) all matters pertaining to telecommunications; and

(ii) public broadcasting, the Guam Educational Telecommunications Corporation (KGTF) Board of Directors, and the Guam Educational Telecommunications Corporation, PBS Guam.

(H) Technology:

(i) The Office of Technology of the Department of Administration; and

(ii) the use of technology within the government of Guam.

(g) Committee on Public Safety, Emergency Response, Military and Veteran Affairs, Mayors Council, and Public Transit.

(1) Jurisdiction. The Committee on Public Safety, Emergency Response, Military and Veteran Affairs, Mayors Council, and Public Transit *shall* have purview over all matters pertaining to:

(A) Public Safety:

- (i) the Guam Police Department;
- (ii) the Department of Corrections;
- (iii) the Territorial Park Patrol of the Department of Parks and Recreation; and
- (iv) the Conservation Division of the Department of Agriculture; and
- (v) the Peace Officer Standards & Training Act (POST).

(B) Emergency Response:

- (i) Guam Homeland Security;
- (ii) the Office of Civil Defense;
- (iii) the Guam Recovery Office; and
- (iv) the Guam Fire Department.

(C) Military and Veteran Affairs:

- (i) the Department of Military Affairs;
- (ii) the U.S. Department of Defense and military matters affecting Guam;
- (iii) the relations between military forces on Guam and the island community, including basing and home-porting of military units; and
- (iv) the Department of Veterans Affairs and all veterans' affairs, in general.

(D) Mayors Council:

- (i) municipal governance, including the Mayors Council of Guam.

(E) Public Transit:

- (i) the Guam Regional Transit Authority;
- (ii) the Division of Motor Vehicles of the Department of Revenue and Taxation;

- (iii) school busing; and
- (iv) all activities pertaining to mass transportation.

(h) Committee on Environment, Revenue and Taxation, Labor, Procurement, and Statistics, Research, and Planning.

(1) Jurisdiction. The Committee on Environment, Revenue and Taxation, Labor, Procurement, and Statistics Research and Planning *shall* have purview over all matters pertaining to:

(A) Environment:

- (i) the Guam Environmental Protection Agency, including the Recycling Revolving Fund; and
- (ii) the protection of Guam's natural environment, inclusive of air, land, and seas, and all matters relative to the safety of Guam's natural drinking water resources;
- (iii) the Guam Coastal Management Program and Coral Reef Initiative of the Bureau of Statistics and Plans;
- (iv) water, wastewater, and solid waste services and the governance thereof, to include the Guam Waterworks Authority (GWA), the Guam Solid Waste Authority (GSWA), the Consolidated Commission on Utilities (CCU), and the Public Utilities Commission (PUC);
- (v) renewable/alternative energy and energy conservation, to include the Guam Energy Office; and
- (vi) financing, re-financing, issuance, or re-issuance of revenue bonds that will be serviced solely from the revenues generated by the Guam Waterworks Authority, and the Guam Solid Waste Authority, respectively; and not requiring the pledge of the full faith and credit of the government of Guam, the borrowing or line of credit of the government of Guam or any entity or instrumentality of the government of Guam.

(B) Revenue and Taxation:

- (i) the Board of Equalization;
- (ii) the Department of Revenue and Taxation;
- (iii) the Guam Tax Commission;

(iv) general obligations, taxes, tax credits, taxation; and
(v) bond financing and re-financing; the issuance or re-issuance of bonds, except for revenue bonds not requiring the pledge of the full faith and credit of the government of Guam; the Guam Board of Equalization as it relates to the valuation of land for the public debt limit; and matters pertaining to the pledge of the faith and credit of the government of Guam for any government bonds, borrowing or line of credit of the government of Guam or any entity or instrumentality of the government of Guam;

(vi) the Alcoholic Beverage Control Board, Banking and Insurance Board, Board of Equalization, Cockpit License Board, Real Estate Commission, Guam Passport Office

(C) Labor:

(i) the Guam Department of Labor, including the Manpower Development Fund.

(D) Procurement:

(i) the General Services Agency of the Department of Administration;

(ii) the procurement statutes, rules and regulations, policies and practices of the government of Guam, including proposals for procurement reform; and

(iii) public-private partnerships, including the policies and contractual arrangements governing these partnerships.

(E) Statistics, Research, and Planning:

(i) the Bureau of Statistics and Plans.

(i) Committee on Health, Land, Justice, and Culture.

(1) Jurisdiction. The Committee on Health, Land, Justice, and Culture, *shall* have purview over all matters pertaining to:

(A) Health:

(i) the Guam Memorial Hospital Authority, inclusive of all special funds related to the Guam Memorial Hospital Authority;

(ii) the Office of the Chief Medical Examiner;

- (iii) the Department of Public Health and Social Services;
- (iv) the Guam Behavioral Health & Wellness Center;
- (v) the Department of Integrated Services for Individuals with Disabilities (DISID);
- (vi) social welfare and social services, and health planning; and all other patient care services;
- (vii) Child Protective Services and the welfare of foster children;
- (viii) all other aspects of the provisions of health care services on Guam;
- (ix) all health maintenance organizations and other entities offering pre-paid health plans doing business on Guam;
- (x) all aspects of health insurance transactions that are regulated by the Insurance Commissioner, except the procurement of health insurance for the Government of Guam; and
- (xi) the implementation of the Patient Protection and Affordability Care Act (PPACA) on Guam.

(B) Land:

- (i) the Ancestral Lands Commission, the Chamorro Land Trust Commission, the Department of Land Management, and the Guam Land Use Commission;
- (ii) land or land use, except all matters relating to the Capitol District; and
- (iii) zone changes, and all proposed government of Guam land sales, leases, exchanges, and land use permits; and registration of land.

(C) Justice:

- (i) the Office of the Attorney General or its successors;
- (ii) the Public Defender Service Corporation;
- (iii) the practice of law on Guam, and the admission to practice;
- (iv) all proposed laws and statutes of a penal nature;
- (v) consumer rights and consumer affairs;

(vi) all matters relating to statutory reform and the recodification of Guam laws and the establishment of new codes therein, and the Compiler of Laws;

(vii) all matters relating to the judicial branch, to include the courts, judges, justices, and the Judicial Building Fund; and

(viii) all matters relating to the Civil Code; the Criminal Procedure Code; the Probate and Estates Code; and the Criminal and Correctional Codes, and the Code of Judicial and Civil Procedure.

(D) Culture:

(i) cultural heritage and the *CHamoru* language;

(ii) the Department of Chamorro Affairs, *Kumision I Fino' CHamoru yan I Fina'nâ'guen I Historia yan I Lin'a'la' I Taotao Tâno'* (Commission on Chamorro Language and the Teaching of the History and Culture of the Indigenous People of Guam), and the Guam Museum;

(iii) *CHamoru* studies, *CHamoru* immersion schools, and cultural exchange programs including the Festival of the Pacific Arts (FESTPAC); and

(iv) the jurisdiction, powers and authority of the Guam Trademark Commission and such authorities as are granted under statute, resolution, or executive order to the former Committee on Cultural Affairs for which this Committee is successor; and the Chamorro Village.

**RULE XI
POWERS, AUTHORITY, AND COMPOSITION
OF STANDING COMMITTEES**

Section 11.01. General Authority. Each Standing Committee is authorized to study and analyze all facts relating to the subjects that fall within its jurisdiction, including, but *not* limited to, a need for revision of the laws relating to that subject. Each Standing Committee, through its Chairperson has powers of discovery and subpoena relating to the subjects that fall within its jurisdiction, and as detailed in Title 2 GCA Chapter 3.

Section 11.02. Powers. Each Standing Committee may meet and do any and all things necessary and convenient to enable it to exercise the powers and perform the duties granted to it, and may expend such money as may be made available for such purpose; but no Committee shall incur any indebtedness, *unless* money shall have been first made available therefore.

Section 11.03. Committee Meetings. In order for any action of any Standing Committee of *I Liheslaturan Guåhan* to be valid, such action must be taken at a Committee meeting. For the purposes of this Section, a Committee meeting is a meeting that is called by the Chairperson of the Standing Committee in accordance with Section 10.01 of these Standing Rules, and no less than two (2) working days in advance of any such meeting. Any such meeting, and notice to the Committee members thereof, may be conducted electronically, at the Chairperson's discretion. This Section shall not apply to public hearings covered by Section 11.07 of these Standing Rules.

Section 11.04. Staff of Standing Committees. Each Standing Committee is authorized and empowered to organize its staff, using for such purpose funds allocated to it by the Committee on Rules. Each staff *shall* consist of such professionals as may be reasonably necessary to carry out the Committee's duties.

Section 11.05. Rules of Standing Committees. Each Standing Committee may organize rules and regulations for the conduct of its business, adopting such supplementary rules and regulations, *not* inconsistent with these Rules, as may from time to time be required in connection therewith.

Section 11.06. Votes. The affirmative vote of a majority of all members constituting a Standing Committee *shall* be required to report a bill or resolution out of Committee or Subcommittee. The Committee on Rules requires the affirmative vote of seven (7) of its members. For purposes of this Section, a vote by a Member "to report out" *shall* be considered an affirmative

vote. A vote to abstain, or any other qualified vote *not* in the affirmative *shall not* be considered an affirmative vote to report such bill or resolution out of Committee.

Section 11.07. Hearings Made Public. Hearings of Standing Committees, inclusive of Roundtable Hearings, Oversight Hearings, and Informational Briefings, *shall* be subject to Chapter 8 of Title 5, Guam Code Annotated, otherwise known as the Open Government Law. Any person admitted to a hearing of a Committee or Subcommittee *shall* observe proper decorum, and this Rule *shall not* be construed to permit the participation by a person *not* a Member of *I Liheslaturan Guåhan* in the hearing of a Committee or a Subcommittee, *except* as permitted by its Chairperson. A Chairperson may order the removal from a hearing of a Committee or a Subcommittee of any person who is *not* a Member of *I Liheslaturan Guåhan* and who fails to observe proper decorum.

(a) Roundtable Hearings, Oversight Hearings, Informational Briefings.

A Roundtable Hearing, Oversight Hearing, or Informational Briefing held by a Standing Committee does not constitute a hearing for the purposes of 2 GCA § 2103 if the general public is not invited to provide testimony. Within thirty (30) days following any Round Table Hearing, Oversight Hearing, or Informational Briefing conducted by a Standing Committee, such Committee *shall* file a Committee Report, which includes a transcript of the proceedings, with the Committee on Rules.

Section 11.08. Minority Members. Except for the Committee on Rules, each Standing Committee shall offer membership to at least two (2) Minority Members. The Chairperson shall choose the Minority Members required by this Section. The Chairperson may select additional Minority Members over and above the required numbers if the Chairperson wishes to do so. The Speaker shall appoint one (1) member of the Minority to serve as a member of the Guam delegation to the Association of Pacific Island Legislatures.

Section 11.09. Members of Standing Committees. *Except* as otherwise provided in these Rules, Members of a Standing Committee or Subcommittee *shall* be appointed by the Chairperson. *Except* as otherwise provided in these Rules, the Chairperson *shall* determine the number of Members of the Standing Committee, which may *not* be less than seven (7) members, including the Chairperson. The Speaker *shall* be an *ex officio* non-voting member of each Standing Committee to which he or she is *not* appointed as a Member.

Section 11.10. Special Investigating Committees.

(a) **Organization.** *Except* as provided by these Rules, no Committee for the investigation of any special subject shall be authorized, except pursuant to a Legislative Resolution, which *shall* be approved by the affirmative vote of a majority of the Members elected to *I Liheslaturan Guåhan*. The subject and purpose of the investigation *shall* be expressed in the title of the Legislative Resolution, and the scope of the investigation *shall* be consistent with the subject and purposes so expressed. No such Committee shall have authority to extend its investigations to subjects not so expressed, nor beyond the scope indicated in the Legislative Resolution.

(b) **Approval of Expenses.** All expenditures to be incurred by Investigating Committees, which are *not* Standing Committees of *I Liheslaturan Guåhan*, *shall* be approved in advance by the Committee on Rules.

(c) **Limitations.** The Committee on Rules may adopt rules and regulations limiting the amount, time and places of expenses, and allowances to be paid to employees of Investigating Committees, other than Standing Committees.

(d) **Copies of Rules.** Copies of all rules and regulations adopted pursuant to this Rule *shall* be distributed to the Chairperson of every such Investigating Committee.

Section 11.11. Powers, Authority and Composition of the Committee on Rules.

(a) **Membership.** The Committee on Rules *shall* consist of the following voting Members:

- (1) the Chairperson, who *shall* be selected from among Members of the Majority Party;
- (2) the Speaker;
- (3) all Chairpersons of the other Standing Committees; and
- (4) two (2) members of the Minority as the Chairperson selects.

(b) **Authority of Chairperson; Votes Required to Act.** The Chairperson of the Committee on Rules for legislative matters *shall* act on behalf of the Committee in all legislative matters, *except* where otherwise required by these Rules. Any and all action taken by the Committee on Rules requiring a vote pursuant to these Rules *shall* be effective upon the affirmative vote of seven (7) of the members of the Committee on Rules.

(c) **Policy-Making Body.** The Committee on Rules is constituted as the policy-making body of *I Liheslaturan Guåhan*. The Committee may, upon the affirmative vote of

seven (7) of its members, prescribe all policies governing the administration and operation of the Central Office of *I Liheslaturan Guåhan*, including but not limited to, staff organization, functions, personnel requirements and rates of compensation.

(d) Session Agendas. The Committee on Rules *shall* have the general responsibility to determine whether any bill, resolution, Committee Report, communication or correspondence to *I Liheslaturan Guåhan shall* reach the Floor for debate or discussion, and *shall* prepare the Session Agenda for each Legislative Day. All Committee Reports of Standing Committees *shall* be submitted to the Committee on Rules for its review, action, and/or amendment prior to presentation to *I Liheslaturan Guåhan*.

(e) Continuous Existence. The Committee on Rules *shall* continue in existence during any recess or adjournment of *I Liheslaturan Guåhan*, and after adjournment *sine die* until the convening of the next Legislature, having the same powers and duties as when *I Liheslaturan Guåhan* is in Session.

(f) Committee on Rules Resolutions and Certificates. Any Member of *I Liheslaturan Guåhan*, whether or not a member of the Committee, may author and introduce non-substantive Committee resolutions, certificates of commendation, certificate of condolences and other similar Committee documents, even though such non-Committee member may *not* vote on the same.

(g) Supervision of Attachés. The Chairperson of the Committee on Rules *shall* be responsible for supervising the Attachés of *I Liheslaturan Guåhan*. The Attachés *shall* be directed by the Speaker when *I Liheslatura* is in session.

(h) Votes Required to Put a Bill on Second Reading. The Committee on Rules may *not* place in Second Reading any bill or resolution *unless* it is reported out of the Standing Committee to which it was referred, and *unless* a majority of all of the Members of that Standing Committee have voted to “do pass” or to otherwise “report out”. The Committee on Rules may make amendments to any bill prior to its placement on the agenda.

(i) Inventory of Property. The Chairperson of the Committee on Rules is authorized and directed to make and maintain a complete inventory of all property of *I Liheslaturan Guåhan*, including all property in the possession or control of any Committee. The Committee on Rules *shall* have custody and control of all such property of *I*

Liheslaturan Guåhan, and the Committee on Rules *shall* adopt such rules or orders as it may determine are necessary relating to the purchase, care, custody, use or disposal thereof.

(j) **Budget.** The Committee on Rules by a Rules Resolution adopted by at least seven (7) of its members, *shall* establish a budget for *I Liheslaturan Guåhan* annually in accordance with Rule XV, and report on the expenditure of the same to *I Liheslaturan Guåhan* in accordance with Rule XV. The Committee on Rules may transfer funds from among the various Central Operations accounts of *I Liheslaturan Guåhan* in order to assure smooth operations subject to ratification at the next Committee on Rules meeting following the transfer.

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

- (A) Preparation and printing of the funeral program;
- (B) Preparation, printing and delivery of the funeral invitations;
- (C) Guam flag;
- (D) Guam wreath;
- (E) Preparation of the Session Hall, including the purchase of flower arrangements and providing other accenting décor; and
- (F) Staffing of the service, including set-up and break-down.

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

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

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

(m) **Legislative Lobbyists.** The Committee on Rules *shall* have the authority to monitor to ensure compliance with *or* to receive and dispose of any complaints alleging any violations of 2 GCA § 8101 relative to the registration and regulation of legislative lobbyists.

PART D
LEGISLATIVE STAFF
RULE XII
DEFINITION OF LEGISLATIVE STAFF

As used in Part D, “Central Legislative Staff” includes all staff and employees of *I Liheslaturan Guåhan*, excluding Members, and including contract hire staff, whose positions are funded by *I Liheslaturan Guåhan* from any funds which are *not* specifically allocated to the Office of the Speaker, a Standing Committee of *I Liheslaturan Guåhan*, a contingency fund, a community service account, or the office or account of a Member.

RULE XIII
APPROVAL OF LEGISLATIVE STAFF

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

Section 13.01. Executive Director. The Chairperson of the Committee on Rules may hire an Executive Director (Director), who shall be under the supervision of the Chairperson of the Committee on Rules, who may discipline and dismiss the Executive Director, and may be immediately responsible for the day-to-day operations and administration of *I Liheslaturan Guåhan*. The Director shall be appointed by the Chairperson and shall implement and enforce policies and regulations established and appropriated to that person's duties, and shall perform such other duties as are assigned to that person by the Chairperson. The Director may recommend policy changes and new procedures to the Chairperson of the Committee on Rules. Legislative staff personnel, not employed by the Legislative Officers, the Standing Committees, or an individual Senator, and who are working for the Central Staff shall come under the supervision of the Director. The Director is designated the Disbursing Officer of *I Mina'trentai Sais Na Liheslaturan Guåhan*.

The Director shall be responsible for personnel processing, travel processing, property control, procurement of supplies, maintenance of all records of legislative expenses, including staff salaries, wages and working hours, and custodial services. The Director shall be responsible for coordinating with MIS for software, computers, equipment, and repairs of the same on Session Floor, maintaining security over audio and visual equipment, and ensuring energy reduction and sustainability efforts in relation to legislative operations. The Director shall further be responsible for creating all materials that Members use to communicate with constituents and with each other for legislative sessions and public events and maintaining archives of activities of the Members in coordination with the Clerk of the Legislature. The Director shall enforce these Rules where appropriate.

In the absence of the Director, the Chairperson of the Committee on Rules may appoint an Acting Director to act in such capacity and perform the functions of the Director, or *sua sponte*, assume the responsibilities of the Director.

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

Section 13.02. The Chief Fiscal Officer. The Chief Fiscal Officer *shall* be under the supervision of the Chairperson of the Committee on Rules, who *shall* have among that person's powers the authority to discipline and dismiss the Chief Fiscal Officer, and *shall* be immediately responsible for fiscal matters pertaining to *I Liheslaturan Guåhan*. The Chief Fiscal Officer and a Deputy Chief Fiscal Officer, if any, *shall* be appointed by the Chairperson of the Committee on Rules. The Chief Fiscal Officer *shall* serve as the Certifying Officer of *I Liheslaturan Guåhan* and of *I Liheslaturan Guåhan's* Operations Fund, and *shall* have overall responsibility for budgetary and accounting functions, subject to the direction and supervision of the Chairperson of the Committee on Rules, and *shall* perform such other duties as are assigned to the Chief Fiscal Officer by the Chairperson of the Committee on Rules.

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

Section 13.03. Discharge of Employees. *Unless* otherwise specified by law or prescribed by the Chairperson of the Committee on Rules, the discharge of a full-time or part-time employee, *not* employed by the Officers, Standing Committees, or the Minority *shall* be either by the Executive Director, with the concurrence of the Chairperson of the Committee on Rules, or by the Chairperson of the Committee on Rules; provided, that such discharge may be nullified by a vote of seven (7) of the members of the Committee on Rules. Other employees may be suspended

or discharged by the Senator, Officer, Committee Chairperson, or Minority Office from whose budget they are paid without cause.

Section 13.04. The Chief Protocol Officer. The Chief Protocol Officer *shall* be under the supervision of the Chairperson of the Committee on Rules, who shall have among that person's powers the authority to discipline and dismiss the Chief Protocol Officer, and shall be immediately responsible for protocol matters pertaining to *I Liheslaturan Guåhan*. The Chief Protocol Officer *shall* be appointed by the Chairperson of the Committee on Rules. The Chief Protocol Officer *shall*:

- (a) coordinate official visits of the Legislature by dignitaries and other persons;
- (b) direct the conduct of state functions, to include inaugurations, official addresses, funerals, etc.;
- (c) provide support staffing for public hearings;
- (d) oversee the operations of audio and visual recording and production;
- (e) maintain legislative facilities and grounds;
- (f) act as historian of the legislature;
- (g) have overall responsibility for the protocol office functions, subject to the direction and supervision of the Chairperson of the Committee on Rules; and
- (h) perform such other duties as are assigned to the Chief Protocol Officer by the Chairperson of the Committee on Rules.

In the absence of the Chief Protocol Officer, the Chairperson of the Committee on Rules shall appoint an Acting Chief Protocol Officer to perform the functions of the Chief Protocol Officer.

Section 13.05. Speech and Debate Clause Privilege Asserted. Unless otherwise expressly provided to the contrary, *I Liheslaturan Guåhan* hereby asserts its Speech and Debate Clause privileges on behalf of itself, its committees, and its staffers pursuant to 48 U.S.C. § 1423c(b), Privileges of Members.

PART E
CENTRAL OPERATIONS

RULE XIV
PERSONNEL RULES AND REGULATIONS

Section 14.01. Scope. These Rules *shall* apply to all positions in *I Liheslaturan Guåhan*, *except* to a Senator, and *except* as herein otherwise provided, or as provided by the Chairperson of the Committee on Rules.

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

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

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

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

(d) **Selection, Appointment and Dismissal of Employees.** *Unless* otherwise specified by law or prescribed by the Chairperson of the Committee on Rules, the selection, appointment, and dismissal of a full-time or part-time employee, *not* employed by the Officers, Standing Committees, or the Minority *shall* be either by the Executive Director,

with the concurrence of the Chairperson of the Committee on Rules, or by the Chairperson of the Committee on Rules; provided, that such selection, appointment, or dismissal may be nullified by majority vote of the Committee on Rules.

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

- (a) advise the Chairperson of the Committee on Rules on policies and procedures concerning the administration of personnel matters;
- (b) establish and maintain records of personnel employed by *I Liheslaturan Guåhan*;
- (c) audit and investigate, from time to time, the operation and efficiency of the personnel program;
- (d) carry out such other programs considered necessary and desirable to assure an equitable personnel system; and
- (e) *shall* be immediately responsible for the administration and enforcement of the personnel program.

Section 14.04. Obligations of Employment. These Rules *shall*, as nearly as conditions of sound administration allow, conform to the employment obligations which follow.

(a) **Compensation, When Not Payable.** Compensation *may not* be authorized or paid to any employee, *unless* rules and regulations have been complied with for initial employment or retention in the service of *I Liheslaturan Guåhan*.

(b) **Hours of Work.** Hours of work *shall* be from 8:00 a.m. to 5:00 p.m., Monday to Friday inclusive, or as set from time to time by the Chairperson of the Committee on Rules or the employee's supervisor.

(c) **Working Hours.** All full-time employees are required to put in *no less than* forty (40) hours per week or as otherwise approved by immediate supervisors.

(d) **Compensatory Time.** the Executive Director may authorize in advance: that an employee who voluntarily works in excess of forty (40) hours per week *shall* receive compensatory time off at the rate of one and one-half (1½) times the total number of hours worked in excess of forty (40) hours. For central office employees, compensatory time off

earned, but unused, must be taken with consent of the employee's immediate supervisor and before the end of the term or be forfeited.

(e) **Exceptions.** Those employees of an Officer of *I Liheslaturan Guåhan*, of a Standing Committee or of a Senator, who work at irregular hours at the direction of such Officer, Committee or Senator, *shall* be deemed to work the complete assigned and designated hours per week, as shown on their personnel action form, and their work records *shall* so indicate, but such employees *shall* receive no overtime, no compensatory time off, nor night-time differential.

(f) **Outside Employment or Interests.** Employment or business interests of any full-time employee outside the government service may be permitted if it does *not* involve conflict of interest, incompatibility of jobs or hours, or improper representation as a public servant. Approval of the appropriate Committee Chairperson, for Committee employees, or the Chairperson of the Committee on Rules, for general employees, *shall* be required prior to maintaining outside employment or business interests.

(g) **Standard of Conduct.** An employee *shall* devote full-time and attention to the employee's duties during working hours. The Employee's conduct, both private and public, *shall* be such as to bring honor and respect to the employee's office and *I Liheslaturan Guåhan*. All employees must extend due and proper courtesy and respect to the Members of *I Liheslaturan Guåhan*. No employee shall actively campaign against any political candidate of that employee's own party as reflected on the employee's voter registration record.

(h) **Not Employees.** *Unless* specified otherwise by the contract, persons who perform services pursuant to contract *shall* be deemed *not* to be employees of *I Liheslaturan Guåhan*.

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

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

(b) **Authorized Positions Listed With the Committee on Rules.** The Chairperson of the Committee on Rules *shall* maintain a list of authorized positions, showing by class of positions those that have been established and the current status of the positions. No change in the number of authorized positions on such list shall be made, *except* upon approval of the Committee on Rules.

Section 14.06. Classes of Employees. There are *only* two (2) classes of employees within *I Liheslaturan Guåhan* as follows:

(a) **Class 1. Unrestricted Employees.** When hired on a full-time basis, Class 1 Employees are eligible to receive full benefits, i.e. medical, dental and group life insurance, and may choose to join the Government of Guam Retirement Plan. Annuitants may *not* become Class 1 Employees without foregoing their annuities. If an employee is an Unrestricted Employee, such status *shall* be indicated on all personnel documents pertaining to that employee, inclusive of personnel actions, etc.

(b) **Class 2. Restricted Employees.** Class 2 Employees are ineligible for medical, dental or life insurance benefits, but *shall* be entitled to government of Guam Workmen’s Compensation. They may *not* join the Government of Guam Retirement Plan, but FICA must be paid on such employees, with *I Liheslaturan Guåhan* responsible for the employer’s share of FICA. Restricted Employees hired by Committees or Senatorial offices *shall* have their employer’s share of FICA paid out of Committee or Senatorial Office budgets allocated to the hiring Committee or Senatorial office. Restricted employees employed by the Central Operations of *I Liheslaturan Guåhan*, as attested to by the Chairperson of the Committee on Rules, *shall* have their employer’s share of FICA paid out of the budget allocated to the Central Operations of *I Liheslaturan Guåhan*. Annuitants of the Government of Guam Retirement Fund may be restricted employees of *I Liheslaturan Guåhan* without losing their annuities. Restricted Employees are *not* eligible to accrue annual or sick leave. Working hours *shall* be determined by the appointing authority.

Section 14.07. Kinds of Positions. All positions *shall* be identified upon the records of *I Liheslaturan Guåhan* as “regular” or “temporary” in accordance with the action in setting up the positions.

(a) **Regular Positions.** “Regular position” *shall* mean full-time position without the time limitation of one (1) year or less.

(b) **Temporary Appointment.** “Temporary appointment” *shall* mean an appointment of a full-time position of one (1) year or less.

(c) **Employee Contracts Prohibited.** No employee of *I Liheslaturan Guåhan* may be hired on the basis of an employee contract. *I Liheslaturan Guåhan* is restricted in the use of contracts, *except* in such cases as there are clear contract deliverables, restricted periods of contract duration and *only* for such specialized services as cannot be obtained through the use of regular employees or in such case where the use of a regular employee for those services would be prohibitively expensive or would otherwise be unadvisable. It is *not* the intention of this Section to prohibit the use of contracts for obtaining commonly recognized services, such as legal services, auditing services, specialized consulting services of limited duration, specialized research, or construction and similar technical contracts.

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

(a) **Basic Compensation.** “Basic Compensation Rates” means the hourly, weekly or annual pay rate used to determine an employee’s compensation in accordance with the salary schedule established by the Chairperson of the Committee on Rules. No Committee or Officer may subsidize the basic compensation of a non-Committee or non-Officer employee.

(b) **Shared Appointment.** An employee may be appointed for less than full-time employment by a Committee or Officer, and accept less than full-time employment with another Committee or Officer. The employee *may not* accept employment or compensation greater than the equivalent of a full-time position. Further, the employee *may not* be employed by more than three (3) Committees or Officers, or by both the Majority and Minority.

(c) **Funds for Salary.** A Committee or Office Budget may be used to supplement the salary of a legislative employee.

(d) **Limitations During Last Six (6) Months of a Term.** The Chairperson of the Committee on Rules may, by resolution, set policies restricting salary increases, new hiring and new contracts during the last six (6) months of the term of *I Liheslaturan*

Guåhan. No increase in excess of ten percent (10%) may be granted to any employee, new hire or contracted workers of *I Liheslaturan Guåhan* during the last six (6) months of a term without specific prior approval by statute or by prior written resolution of the Rules Committee.

Section 14.09. Leaves of Absence. The following Sections apply to leave.

(a) **Unauthorized Absence.** Any employee who *does not* report for duty for ten (10) consecutive work days without permission from the Chairperson of the Committee on Rules or the employee's Committee Chairperson, in the case of Committee employees, *shall* be presumed to have abandoned that employee's position and may be dismissed.

(b) **Leave of Absence Defined.** A leave of absence is an approved absence from duty for a prescribed period of time, with or without pay.

(c) **Leave of Absence Without Pay.** Employees of *I Liheslaturan Guåhan* may be allowed a leave of absence without pay for a period *not to exceed* three (3) months. For good cause, such leave may be extended by the Chairperson of the Committee on Rules for an additional thirty (30) days. Acceptable reasons for leave without pay include military leave, maternity, paternity, sickness, travel abroad and those which the Chairperson of the Committee on Rules considers compatible with the interest of the service.

(d) **Leave of Absence With Pay.** The Chairperson of the Committee on Rules may authorize salary payments in whole or in part to an employee whose leave with pay has been approved.

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

(f) **Failure to Return to Duty.** An employee who fails to report to duty at the expiration of leave of absence without acceptable reason may be considered as having resigned from the service.

(g) **Holidays.** Employees are *not* required to report to work on legal holidays. Essential services may be required by the Chairperson of the Committee on Rules to be carried out on such days by certain employees. When an employee is absent from duty either at the close of the work immediately preceding a holiday, or at the beginning of the

work day immediately following a holiday, and such absence is determined to have been a leave without pay, the employee *shall not* be eligible for compensation for the holiday, but *shall* be on leave without pay status.

(h) Legal Holidays. Holidays *shall* be in accordance with §1000 of Title 1 of the Guam Code Annotated.

(i) Annual Leave Policy. The policy of *I Liheslaturan Guåhan* is that annual leave is a privilege granted for the mutual benefit of employees and the government in order to assure the frequent refreshment of the employee so that the employee may more effectively perform that employee's duties. Each employee may be required to take leave. However, leave may be denied by the Chairperson of the Committee on Rules when the services of the employee are required.

The minimum charge of leave *shall* be for one (1) hour. Under ordinary circumstances, unavoidable or necessary absence from duty of less than one (1) hour and tardiness may be allowed by the Chairperson of the Committee on Rules for good reasons without charge of leave.

(j) Annual Leave. Employees *shall* accrue annual leave at the same rate as other employees of the government of Guam, inclusive of restrictions in the total number of hours of annual leave that may be accrued.

(k) Leave Year. "Leave Year" means the period from the beginning of the first complete pay period in the calendar year commencing January 1 to the beginning of the first complete pay period in the following calendar year.

(l) Basis for Accrual. Annual leave *shall* accrue for each bi-weekly pay period in which an employee is in a pay status for the entire ten (10) days; otherwise, there *shall* be *no* accrual for such period.

(m) Accumulation. Annual leave accrued and unused in a leave year may be carried over to the next year.

(n) Lump Sum Payment. When an employee is separated, in lieu of being granted annual leave, the employee *shall* be given credit for any accrued and unused annual leave as of the date of separation. Any employee may, upon separation, apply for such a lump sum payment of accrued and unused leave. In computing such lump sum payment, leave on leave *shall not* be allowed. *Except* for rehire at the beginning of a new term, if any

such employee is reinstated or re-employed by *I Liheslaturan Guåhan* prior to the expiration of the period of leave on which lump sum payment is computed, the employee *shall* reimburse the government for any portion of such period which *shall not* have expired upon reinstatement or re-employment, and *shall* be credited with the unused leave balance for future use. An employee may, prior to taking authorized annual leave, receive a lump sum payment in advance for the period if such leave *shall not* be less than ten (10) consecutive work days. *Except* for rehire at the beginning of a new term, if any such employee returns to work status prior to the expiration of the leave period for which the employee received a lump sum payment in advance, the employee *shall* reimburse the government for any portion of such period which *shall not* have expired, and *shall* be credited with leave for future use.

(o) Sick Leave. Employees *shall* accrue sick leave at the rate of one-half day (4 hours) for each bi-weekly pay period in which they are in pay status for the entire ten (10) work days. Otherwise, there *shall be no* accrual for such period.

(p) Accumulation of Sick Leave. Unused sick leave may be accumulated and carried over to succeeding leave years without limitations, which policy includes accumulated sick leave by Members and employees of the previous Legislature (i.e. a Member or employee can carry over accumulated sick leave from one (1) Legislature to the next).

(q) When Allowed. Sick leave with pay *shall* be allowed whenever an employee is compelled to be absent from duty on account of illness or injury, or because of quarantine due to the employee's own or another's illness.

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

(s) **Maternity and Paternity Leave.** Employees occupying regular positions *shall* be entitled to paid maternity and paternity leave on the same basis and at the same rate as other employees of the government of Guam, inclusive of restrictions as to days which said leave can be used, as set forth by the Guam Family and Medical Leave Act of 1993, as amended, 22 GCA §§ 3601 *et seq.*

(t) **Incapacitation for Duty as the Result of On-the-Job Injury and Related Medical Treatment of the Injury.** Full-time employees of *I Liheslaturan Guåhan* *shall* be subject to the Workmen's Compensation Law, pursuant to Chapter 9 of Division 1 of Title 22, Guam Code Annotated.

(u) **Bereavement Leave.** Employees who take leave pursuant to 22 GCA § 3603(a)(4) *shall* be entitled to a total of, not to exceed fourteen (14) calendar days of family leave upon the death of each family member, as defined in 22 GCA § 3603(c)(e), of the employee within any twelve (12)-month period; except that leave taken for the purposes of § 3603(c)(4) may not exceed the total period of family leave authorized by 22 GCA § 3602(a). All leave taken for the purposes of 22 GCA § 3603(c)(4) *shall* be counted toward the total period of family leave authorized by 22 GCA § 3602(a). Leave taken under 22 GCA § 3603(c)(4) must be completed within sixty (60) days of the date on which the eligible employee receives notice of the death of a family member.

(v) **Special Provisions.**

(1) Sick leave taken for trivial indispositions or falsification of an illness report *shall* be sufficient cause for dismissal from the service.

(2) Sick leave with pay *shall* be allowed during leave of absence or vacations, provided that any sick leave taken by an employee while on vacation must be supported by a medical certification or some other evidence.

(3) No employee shall undertake gainful employment while on sick leave status.

(4) The minimum charge of sick leave *shall* be one (1) hour.

(5) An employee who has suffered a serious illness or ailment which has exhausted the employee's sick leave and who intends to return to work may submit a written request for advance of sick leave to the employee's appointing authority. Each request for advance of sick leave must be accompanied by a

certification of incapacitation for duty by the employee's physician. An advance of sick leave *may not* exceed thirteen (13) days, and *shall* be subject to approval by the Chairperson of the Committee on Rules.

(6) If an employee is separated from service without having earned all of the sick leave allowed in advance and taken, there *shall* be deducted from any money due the employee at the time of separation, an amount equal to the employee's salary, for the period of unearned sick leave allowed and taken.

(w) Expiration of Appointments. All appointments to positions in *I Mina'trentai Sais Na Liheslaturan Guåhan* shall automatically expire on January 5, 2022. All lump sum payments due at the expiration of appointment, as opposed to resignation or other termination, *shall* be paid on or after January 2, 2023.

(x) Leave Sharing Program Policy and Procedures. In accordance with 4 GCA §§ 4109.2 and 4109.3 the following *shall* serve as the policy on leave sharing and procedures governing *I Liheslaturan Guåhan*.

(1) General Policy. It *shall* be the policy of *I Liheslaturan Guåhan* to provide its employees the opportunity to voluntarily receive, donate or transfer leave to fellow employees or to employees within the other two (2) branches of government who anticipate, or have exhausted, all their leave. The intention of the policy is to assist employees by placing them on "leave with pay" status, therefore preventing severe loss of income during such emergency situations.

The leave transfer program is further intended to address employees and members of their immediate family who suffer from a "medical emergency," such as catastrophic illness or injury that poses a threat of life or requires inpatient or hospice care, extensive outpatient treatment, quarantine, surgery recuperation or care at home that prohibits the employee from performing regular work duties. Such donation or transfer *shall* be based on the following provisions set forth in this Policy.

(2) Voluntary Transfer of Leave. Voluntary transfer or receipt of sick or annual leave *shall* be available to active employees of *I Liheslaturan Guåhan* consistent with 4 GCA § 4109.2 and § 4109.3.

(3) **Request Form.** All requests for transfer and use of leave *shall* be submitted to the Executive Director, using forms that *shall* be designed by that Office for this purpose.

Section 14.10. Sexual Harassment. The following is the Sexual Harassment policy of *I Liheslaturan Guåhan*:

(a) **Purpose.**

(1) To set forth *I Liheslaturan Guåhan*'s policy on sexual harassment and communicate that any form of sexual harassment *shall not* be tolerated; and

(2) To set forth procedures for reporting and investigating complaints and for subsequent corrective action.

(b) **Description.** The Federal Equal Employment Opportunity Commission defines "sexual harassment" as unwelcome sexual advances, requests, favors and other verbal or physical conduct of a sexual nature when any one (1) of the three (3) criteria is met:

(1) submission to such conduct is made, either explicitly or indirectly, a term or condition of an individual's employment;

(2) submission to or rejection of such conduct by an individual is used as the basis of an employment decision affecting such individual; or

(3) such behavior has the purpose or effect of unreasonably interfering with an individual's work performance, or creates an intimidating, hostile or offensive work environment.

Sexual harassment may be in the form of verbal behavior, such as unwanted sexual comments, suggestions, jokes or requests for sexual favors, any non-verbal behavior which may include leering, pictures or cartoons and any physical behavior against a person's Body.

(c) **Policy.** Discrimination and/or harassment based upon race, sex, national origin, color or religion is unlawful pursuant to Title VII of the Civil Rights Act of 1964. Sexual Harassment is misconduct that undermines the integrity and quality of the workplace and employment relationships, and is unfair to the employee subjected to it, as well as their co-workers. All employees must be allowed to work in an environment free from unsolicited and unwelcome sexual overtones. Sexual Harassment hurts morale and

interferes with work productivity of the victims, co-workers and harassers. No one has the right or authority to harass employees.

I Liheslaturan Guåhan is committed to providing a working environment that is free from sexual harassment of any kind; further, *I Liheslaturan Guåhan* must annually conduct a sexual harassment workshop for all employees. Everyone must understand that sexual harassment is an unacceptable practice and *shall not* be tolerated in the work place. Therefore:

(1) All employees of *I Liheslaturan Guåhan* are responsible for creating a work environment free of sexual harassment.

(2) If an employee of *I Liheslaturan Guåhan* is found to have sexually harassed another employee, or other person having business with *I Liheslaturan Guåhan*, the harasser *shall* be counseled and may be subject to disciplinary action.

(3) Retaliation against employees of *I Liheslaturan Guåhan* who report sexual harassment, or who participate in an investigation, *shall not* be tolerated. Any employee found to have retaliated *shall* be counseled and subject to disciplinary action.

(4) Supervisors are responsible for taking reasonable and necessary steps to prevent the occurrence of sexual harassment in their work environment, and to take immediate corrective action if they become aware of sexual harassment. If the supervisor fails to do so, the supervisor *shall* be counseled, and may be subject to disciplinary action.

(5) All employees of *I Liheslaturan Guåhan* have the right to file a complaint internally, following the Sexual Harassment Complaint and Response Procedures. All complaints *shall* be kept confidential.

Internal Investigations of allegations of sexual harassment *shall* be done in a prompt and sensitive manner, and efforts *shall* be made, during the ongoing investigation process, to maintain confidentiality to the greatest extent possible. All employees are required to cooperate with such an investigation.

I Liheslaturan Guåhan does *not* intend to regulate social interaction or relationships which are consensual, voluntary, and freely entered into by employees

or individuals performing business with the office where such relationships do *not* impact the performance of professional duties.

(d) Sexual Harassment Complaint and Response Procedures.

(1) Reporting Procedures.

(A) One (1) employee for every one hundred (100) people *shall* be trained and selected as an Employee Counselor. The name of the employee *shall* be made available to all employees.

(B) An employee who believes they are being sexually harassed by another employee should immediately notify either the Employee Counselor or the Executive Director, or the Senator under whose jurisdiction the employee is assigned, and to provide all relevant facts pertaining to the alleged harassment. A complaint may be either verbal or written.

(C) An employee should report any incident of sexual harassment within a reasonable time after the date of the first occurrence, and in no event later than ninety (90) days after the date of the first occurrence.

(D) These rules and any guidelines pertaining to procedures for reporting of sexual harassment in the workplace *shall* be made available to all employees of *I Liheslaturan Guåhan* upon initial hiring, or through the Employee Counselor.

If an allegation of sexual harassment is made against a Member of *I Liheslaturan Guåhan*, an employee may report the incident to the Senator under whose jurisdiction the employee is assigned, *unless* the supervising Senator is the subject of the allegations, in which case the employee may file a complaint under Rule XIX of these Standing Rules.

(2) Review. The Executive Director, Employee Counselor, or Senator under whose jurisdiction the employee is assigned *shall* review all allegations of sexual harassment referred to them. They *shall* have an ongoing obligation to immediately respond to a complaint of sexual harassment in the workplace. A complaint should first be reviewed informally with the person making the

complaint to determine whether there are sufficient facts to warrant further action. If it is determined that the complaint alleges facts sufficient to warrant additional action, then the Employee Counselor *shall* refer the matter to the Executive Director, or Senator under whose jurisdiction the employee is assigned, in order to resolve the matter through informal counseling. Informal counseling may also include a verbal and/or written documentation of the facts of the harassment, and instructions to desist from future actions of such nature. If it is determined that a more formal investigation is warranted by the nature of the facts presented, a formal investigation may be held. The Legislative Counsel for *I Liheslaturan Guåhan* shall assist in the establishment of formal investigation procedures.

(3) Corrective/Disciplinary Action. If, upon completion of the investigation, there is a finding made that sexual harassment occurred, the matter *shall* be referred to the Senator under whose jurisdiction the offending employee is assigned for final action. An employee against whom a complaint for sexual harassment has been determined to have occurred may be issued a verbal or written warning, letter of reprimand or other disciplinary action of such nature, and further required to undergo proper counseling with regards to sexual harassment of a more serious nature. A sexual harassment complaint may be dismissed at the discretion of the Senator under whose jurisdiction the employee is assigned.

(4) Staff Cooperation. Supervisors, other employees, or persons having business with *I Liheslaturan Guåhan* shall cooperate in all phases of the investigation and ensuing action. Retaliation against the alleged victim, the alleged harasser, or any other person participating in the investigation is prohibited. Staff in the work area where the incident occurred, and others involved in the investigation *shall* cooperate to minimize disruption and stress in the work unit by refraining from unnecessary dissemination of information and speculation regarding the alleged acts or investigation.

RULE XV
BUDGET OF *I LIHESLATURAN GUÅHAN*

Section 15.01. Budget Required/Expenditures. Funds *may not* be expended by *I Liheslaturan Guåhan*, *except* after adoption of, and pursuant to, a budget, which budget *shall* be for *not more than* twelve (12) months; provided, that during the first three (3) months of a new legislative term, funds may be expended for a period *not* exceeding three (3) months after the swearing in of Senators, at the direction of the Chairperson of the Committee on Rules, without an approved budget. Such expenditures without a budget *may not* exceed one-fourth (1/4) of the amount appropriated to *I Liheslaturan Guåhan* for that Fiscal Year, plus relocation allowances, *unless* the appropriation specifically provides otherwise.

Section 15.02. Adoption of Budget. A Legislative budget in conformance with this Rule may be adopted on the first day of Session. If *not* adopted on the first day of Session, a proposed Legislative budget in conformance with this Rule *shall* be prepared by the Chairperson of the Committee on Rules. Any conflicts or inconsistencies between this Rule XV and the budget *shall* be resolved in favor of the language in the budget. Such Budget *shall* be duly adopted by the affirmative vote of seven (7) of the members of the Committee on Rules.

Section 15.03. Budget Requirements. The Legislative budget *shall* show exact amounts allocated for Majority Senatorial offices, Minority Senatorial offices, Standing Committees, the Office of Speaker, Minority Operations, and Central Operations. Any funds *not* allocated to Majority Senatorial offices, Minority Senatorial offices, Standing Committees, the Office of the Speaker, or contingency funds *shall* be deemed allocated to Central Operations.

Section 15.04. Specificity of Budget. The budget *shall* detail exact amounts allocated to each Senatorial office, the exact amount allocated to each Standing Committee of *I Liheslaturan Guåhan*, the exact amounts allocated to the Office of the Speaker, and the exact amount allocated to Minority Operations. The budget *need not* detail how the funds allocated to each Senatorial office, each Committee, and the Office of the Speaker *shall* be allocated and spent by the Senator having responsibility therefore, without the need to submit a further budget therefore.

Section 15.05. Personnel Services Budget. For expenditures for personnel services to be funded by funds allocated to Central Operations, including contract hires and personnel service contracts, each position to be funded must be identified showing *at least*:

- (a) job title;

- (b) brief job description for informational purposes *only*;
- (c) whether full or part-time;
- (d) department or section of *I Liheslaturan Guåhan* where position is located;
- (e) authorized salary; and
- (f) personnel benefits.

Section 15.06. Central Operations Budget. The budget for Central Operations must identify each contract, including lease agreements, rental agreements and maintenance agreements, funded from funds in Central Operations *if* the total expenditure pursuant to such contract exceeds Five Thousand Dollars (\$5,000.00) during the life of the budget, and *shall* indicate:

- (a) the purpose of the contract;
- (b) the proposed dates and length of the contract;
- (c) the name of the contractor, if known;
- (d) whether the contract is to be bid or negotiated; and
- (e) the amount budgeted for the contract.

Section 15.07. Budget Amendments. *I Liheslaturan Guåhan*'s budget may be amended or modified by the Committee on Rules at any time. Any such amended or modified budget *shall* be duly adopted by the affirmative vote of seven (7) of the members of the Committee on Rules. Monies appropriated to *I Liheslaturan Guåhan* *shall* be used only for *I Liheslatura* and are not subject to de-appropriation.

Section 15.08. Budget Accounting Practices. The accounts of *I Liheslaturan Guåhan* *shall* be kept in accordance with generally accepted accounting principles for government agencies, with complete, detailed monthly reports of all expenditures to be prepared within thirty (30) days of the end of each month showing the expenditures for the month and cumulative totals for the fiscal year, and showing all accounts payable.

Section 15.09. Budgetary Shortfalls. If funds are *not* available to *I Liheslaturan Guåhan* to cover all budgeted items, funds which are available *shall* be pro-rated on a monthly basis based on the same ratio as the total funds available bear to the total amount of the budget divided by the total number of months which the budget covers, allocated among the following categories:

- (a) Each Majority Senatorial office;
- (b) Each Minority Senatorial office;

- (c) Each Committee;
- (d) The Office of Speaker;
- (e) Each contingency fund;
- (f) Minority operations, if any; and
- (f) Central Operations.

Section 15.10. Lapses in Central Operations. Lapses in Central Operations resulting from personnel lapses, including salary and all benefits, and from other lapses, *shall* immediately, upon lapsing, be placed in a Central Operations Lapse Fund, which *may not* be spent or obligated without first obtaining approval of the Chairperson of the Committee on Rules. The Committee on Rules may control the disposition of the Central Operations Lapse Fund by resolution adopted by a seven (7) of the members of the Committee on Rules.

Section 15.11. Lapses in the Amounts Allocated to the Senators, Speaker, and Committee Chairpersons, and Contingency Funds. *I Liheslaturan Guåhan* encourages the Members to be thrifty. Therefore, any Member of *I Mina'trentai Kuåttro Na Liheslaturan Guåhan* who is elected to *I Mina'trentai Sais Na Liheslaturan Guåhan* shall carry forward with that Member any surplus, lapsed, unspent, or carry-over amounts from that person's office, contingency fund or Committee in *I Mina'trentai Kuåtrro Na Liheslaturan Guåhan*, or previous Legislatures, to follow the Member and *not* the position. In other words, if an Officer or a Chairperson of a Committee in *I Mina'trentai Kuåttro Na Liheslaturan Guåhan* had lapses to carry over into *I Mina'trentai Sais Na Liheslaturan Guåhan*, and that person is elected to some other position or Chairpersonship in *I Mina'trentai Sais Na Liheslaturan Guåhan*, the carryover *shall* follow the Member, *not* the Committee or Office which that Member held. For the purpose of any statute describing a Member's budget, such budget *shall* include not only the amount budgeted for the Senator's office or Committee for the current Fiscal Year, but also all lapses carried forward, as well as any amounts transferred into the accounts of the Member or Committee by other Members, Committees or by the action of the Chairperson of the Committee on Rules. Lapses that do not follow the Member *shall* be placed in the Central Operations Lapse Fund.

Section 15.12. Budgets for Legislative Funded Litigation. Members may initiate, continue, or defend against any civil lawsuit, federal, local or otherwise, related to legislative power, legislative work, or taxpayer lawsuit with legislative funds, either under Committee, or Senatorial office.

RULE XVI
EXPENDITURES OF *I LIHESLATURAN GUÅHAN*

Section 16.01. Approval and Certification. All proposed expenditures *shall* be approved by the Chairperson of the Standing Committee for expenditures of the Member's Committee or Legislative funds, the Minority Leader for expenditures of Minority funds, or the Chairperson of the Committee on Rules for all other expenditures. All expenditures and obligations *shall* be within the budgetary guidelines of Rule XV, and the budget mandated thereunder, when adopted. Each expenditure *shall* be subject to certification of fund availability by the Certifying Officer, who *shall* also certify that the funds were expended in accordance with the budgetary requirements contained in Rule XV of these Rules, when adopted.

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

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

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

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

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

- (1) certify to the Speaker of *I Liheslatura* that, consistent with Section 14.07(c), any such contract specifies deliverables, restricted periods of contract duration and are only for such specialized services as cannot be

obtained through the use of regular employees or in such case where the use of a regular employee for those services would be prohibitively expensive or would otherwise be unadvisable;

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

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

Section 16.06. Legislative Counsel Approval. Each contract of employment or retaining of an independent contractor *shall* be approved as to form by the Legislative Counsel.

RULE XVII
PROCUREMENT AND SUPPLY REGULATIONS

Section 17.01. Purpose. It is the purpose of this Rule to provide standard procurement policies and procedures for *I Liheslaturan Guåhan*.

Section 17.02. General Policy. It *shall* be the policy of *I Liheslaturan Guåhan* to procure supplies and services from the lowest bidder, consistent with quality and service, and to conduct procurement activities in the manner that *shall* best serve the public interest.

Section 17.03. Definitions. As used in this Rule:

(a) “*Supplies*” means any item or article, *except* real estate, which is furnished to or used by *I Liheslaturan Guåhan*, including, but *not* limited to, printing of stationery, forms and journals; reproduction or publications and binding; repair and maintenance items, and fuel, furnishings and foodstuffs; and all materials and equipment. *Supplies shall not* include polystyrene-composed food-service ware and food-service packaging;

(b) “*Polystyrene*” means a thermoplastic petrochemical material utilizing the styrene monomer, including but not limited to polystyrene foam or expanded polystyrene, processed by any number of techniques, including but not limited to fusion of polymer spheres (expandable bead polystyrene), injection molding, foam molding, or extrusion-blow molding (extruded foam polystyrene), and clear or solid polystyrene (oriented polystyrene). The recycle code for polystyrene is “6” or “PS,” either alone or in combination with other letters. This definition applies to all polystyrene food-service ware and packaging, regardless of whether it exhibits a recycle code.

(c) “*Services*” means any rental or facilities, remodeling, renovations or new construction of buildings, rental repair or maintenance of equipment, machinery or other personal property, but *does not* include contracts for professional or personal services, or other services incident to employment;

(d) “*Procurement*” means any authorized acquisition of supplies and services, including purchase, rental, lease, sale or trade by the Chairperson of the Committee on Rules, or its authorized delegate(s) within the purview of these regulations, and *not* in conflict with applicable laws;

(e) “*Purchasing Agent*” means the Executive Director;

(f) “*Procurement Officer*” means the employee authorized by the Chairperson of the Committee on Rules to procure supplies and services for *I Liheslaturan Guåhan* by purchase, rental, lease or trade; and

(g) “*Central Procurement*” means the Supply Management Division of the Department of Administration.

Section 17.04. Administration. Responsibility for the administration of this Rule is vested in the Executive Director, who *shall* be the Purchasing Agent, and who may, at the Executive Director’s discretion, use the services of central procurement.

(a) Duties and Responsibilities of the Purchasing Agent. The Purchasing Agent *shall*:

(1) disqualify suppliers who default in performance, or who supply poor quality goods from any bidding or negotiation for a stated period of time *not to exceed* a maximum of one (1) year;

(2) disqualify suppliers who fail to comply with appropriate licensing requirements;

(3) regulate the storage and distribution of supplies to avoid loss and waste, and account for properties and equipment; and to establish a replacement schedule to avoid costly maintenance of obsolete equipment;

(4) prescribe the procedures and distribute forms to be used for submitting requisitions for supplies and services, and for processing procurement transactions; and

(5) provide such other matters as may be required to effect this Rule.

(b) Duties and Responsibilities of the Procurement Officer. The Procurement Officer *shall*:

(1) purchase or contract for the purchase of all supplies and services for *I Liheslaturan Guåhan* in accordance with the provisions of this Rule and applicable laws;

(2) prescribe the manner, place and date of delivery of supplies and materials procured for *I Liheslaturan Guåhan*; prescribe the manner of inspecting supplies and materials upon delivery of the supplies before acceptance, and of making test of samples submitted with bids to determine compliance with ordering

specifications; determine whether a surety bid bond or cash deposit *shall* be submitted with any bid, or whether a surety performance bond *shall* be required before a contract is entered into, and if required, to prescribe the amount thereof and to enforce forfeiture of such bond or deposit upon failure of the successful bidder to enter into contract within the prescribed time or to perform the contract in a satisfactory manner; and prescribe, on item basis, the amount of liquidated damage to assess defaulter for breach of contract.

Section 17.05. Purchasing and Contracting Procedures. The following procedures *shall* govern all procurement of supplies and services, *except* office rental and renovation, or such services as could be obtainable through a professional services contract and professional services, such as legal, accounting, or research services. Should *I Liheslaturan Guåhan* determine to purchase an existing building or buildings, or real estate, for legislative use, such purchase may be handled through a process of negotiation.

(a) **Sealed Bids.** Procurement by sealed bid is optional for any purchase at the discretion of the Purchasing Agent and the Procurement Officer, but it is mandatory where the total cost is Ten Thousand Dollars (\$10,000.00) or more, *except* as otherwise provided.

(1) **Procedure.** The procedure to be observed when procuring by sealed bids is as follows.

(A) A public notice requesting sealed bids *shall* be published *at least* once in a newspaper of general circulation on Guam, and *at least* five (5) days before the final date for submission of bids. Such notice *shall* include a general description of supplies or services to be procured, and *shall* state where bid forms and specifications are available and the time and place for the opening of bids. Such notice *shall* also be posted on a bulletin board to which the public has access, and in the Procurement Office of *I Liheslaturan Guåhan*. The Agent may also solicit bids by sending invitations by mail or messenger to prospective suppliers.

(B) Bids *shall* be submitted to the Agent, and *shall* be identified as bids on the envelope in such manner as the Agent may prescribe.

(C) Bids *shall* be opened in public at the time and place stated in the public notice.

(D) Each bid, with the name of the bidder, *shall* be entered on a record and the record of the successful bidder *shall*, after the award, be open to public inspection.

(E) Bids *shall* be awarded to the lowest responsible bidder.

(F) The Agent *shall* have the authority to reject all bids, in whole or in part, if the Agent determines it to be in the public interest.

(G) If bids are for the same unit price or total amount, in whole or in part, the Agent *shall* have authority to award the bid to one (1) of the tie bidders by drawing lots in public, or to reject all such bids.

(2) Determining Lowest Responsible Bidder. In determining the lowest responsible bidder, the Agent *shall* be guided by the following:

(A) compliance by the bidder with necessary licensing requirements;

(B) ability and sufficiency of financial resources of the bidder to perform promptly, or within the time specified, without delay or interference;

(C) quality of performance of the bidder with regard to awards previously made to the bidder;

(D) record of the bidder with respect to compliance with laws and regulations relating to procurement;

(E) quality and availability of the supplies or services offered by the bidder, and adaptability to the particular use required;

(F) ability of the bidder to provide future maintenance and service for the use of the subject of the award; and

(G) number and scope of conditions attached to bid.

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

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

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

(3) **Five Hundred Dollars (\$500.00) or More, But Less Than Two Thousand Five Hundred Dollars (\$2,500.00).** Where the total cost of a requisition is Five Hundred Dollars (\$500.00) or more, but *less than* Two Thousand Five hundred Dollars (\$2,500.00), procurement may be made by solicitation of informal written or oral quotations on the open market, *except* that the Procurement Officer with the concurrence of the Purchasing Agent, may dispense with such solicitations and negotiate directly with a vendor when, in the opinion of the Chairperson of the Committee on Rules, it is deemed more advantageous to *I Liheslaturan Guåhan*.

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

(c) **Exceptions.** The exceptions to the Purchasing and Contracting Procedures are as follows:

(1) **Exceptions to Requirements for Sealed Bids.** Where the total cost is Ten Thousand Dollars (\$10,000.00) or more, exception to the requirement for a sealed bid is authorized *only* where *at least* one (1) of the following conditions exists, and the Purchasing Agent certifies this exception in writing:

(A) an emergency situation affecting the essential operations of *I Liheslaturan Guåhan* exists which will *not* allow the normal delay attendant to the sealed bid procedures;

(B) the procurement is for supplies or services for which it is impractical or impossible to secure competition;

(C) the procurement is for supplies which consist of technical equipment or component parts thereof for which procurement without sealed bids is necessary;

(D) the procurement is for supplies or services to be acquired from or through a Federal agency when costs are known to be lower than the prevailing market prices; or

(E) the procurement is for supplies which are offered through bargain sales, bankruptcy or receivership sales, or other dispositions of property at lower than prevailing market prices.

(2) Exception to Requirement to Procure from Local Suppliers.

Whenever it is determined that the local franchised dealer or distributor is *not* able to furnish the required service or supply from shelf stock, the Purchasing Agent may authorize procurement direct to a manufacturer or supply distributor when the procurement is for supplies or equipment needed to meet an emergency or disaster, and the Purchasing Agent certifies this exception in writing, or when such purchase *shall* result in significant savings to the Legislature.

(3) Exception to Requirement to Procure Through Regular Procurement Channel. No Officer or employee of *I Liheslaturan Guåhan*, other than the Purchasing Agent or Procurement Officer, may procure supplies and services from vendors, *except* those authorized in writing through a Petty Cash Fund.

Section 17.06. Prohibitions.

(a) No procurement of supplies or services shall be made, *except* in accordance with these Rules, and where authorized herein, with conditions and requirements prescribed by the Purchasing Agent. *Except* as may be authorized by the Purchasing Agent, no Member or employee of *I Liheslaturan Guåhan* is authorized to procure supplies or services, or enter

into a contract or agreement to purchase, sell, exchange or trade or tender thereof, on behalf of *I Liheslaturan Guåhan* or any unit thereof. Neither the Purchasing Agent, nor the Purchasing Agent's designee, nor any procurement personnel of the Central Office may encumber or charge the funds of any Standing Committee or of any individual Senator, including the contingency funds of Legislative Officers, absent written authorization from the Chairperson of such Committee or by the Senator whose funds are involved. Where there has been an unauthorized procurement, *I Liheslaturan Guåhan* reserves the right, without liability, to rescind the procurement and to reject any delivery or tender of such supplies or services.

(b) Neither the Purchasing Agent, the Purchasing Agent's delegates, nor any procurement personnel of *I Liheslaturan Guåhan* shall be financially interested, directly or indirectly, in any procurement for supplies or services for any unit of *I Liheslaturan Guåhan*. Neither the Agent, the Agent's delegates, nor any procurement personnel of *I Liheslaturan Guåhan* shall accept or receive, directly or indirectly, from any supplier, either before or after, any procurement, whether by sealed bid or open market procedures, any compensation, gift, commission, reward, rebate or other benefits, either in money or anything of value, or any promise, obligation or contract for any future such benefit or employment. The Agent, delegate, or other Legislative employee who so violates this provision *shall* be presumed to have abandoned and vacated that person's position, and *shall* be dismissed from service.

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

Section 17.08. Stock of Departing or Retiring Members. Departing or retiring Members may be permitted to purchase items of equipment from the Guam Legislature for sentimental or commemorative purpose, at a cost determined equitable through depreciation and the age and condition of such equipment.

**RULE XVIII
TRAVEL AND TRANSPORTATION**

Section 18.01. General Rule. All persons traveling off-island on official business for *I Liheslaturan Guåhan* shall provide themselves with funds sufficient for all current expenses. They shall exercise the same care in incurring expenses that a prudent person would if traveling on personal business.

Section 18.02. Purpose and Scope. The purpose and scope of this Rule is to provide standard travel policies and written procedures and controls governing off-island travel of Members and employees of *I Liheslaturan Guåhan*.

Section 18.03. General Policy. The policy of *I Liheslaturan Guåhan* is that all off-island travel must be performed either for the direct benefit of the government of Guam, or to fulfill a real and legitimate obligation of the government of Guam. It is further the policy of *I Liheslaturan Guåhan* to permit travel off-island of Members, Attachés and certain employees in an effort to keep abreast of new and recent developments in legislative proceedings, techniques, administration and procedures in the various state, national and international legislative bodies.

Section 18.04. Definitions. As used in this Rule, “traveler” means the person who is traveling off-island on official business for *I Liheslaturan Guåhan*.

Section 18.05. Salary While on Travel Status. The traveler, when applicable, shall receive the traveler’s regular salary, in addition to per diem expenses, during the authorized travel time.

Section 18.06. Persons Authorized to Travel. The following persons are authorized to travel at government expense while on official business:

- (a) Members, Attachés and employees of *I Liheslaturan Guåhan*;
- (b) Persons under contract rendering service to *I Liheslaturan Guåhan*; and
- (c) The Speaker’s spouse.

Section 18.07. Request for Travel. The following applies to travel requests.

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

(b) **Notice of Travel by Member.** A Member shall submit a notice of travel to the Chairperson of the Committee on Rules when the Member travels off-island. If on official

business, the notice *shall* contain information as to the purpose of the Member's travel, the Member's destination, the duration of absence on official business, and the cost of the travel.

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

(d) **Travel Settlement.** Any traveler, within ten (10) working days after completion of travel and return to Guam, *shall* submit a written settlement report to the Chairperson of the Committee on Rules on the Member's travel and the Member's expenses in excess of the per diem received, in the manner and form prescribed by the Chairperson of the Committee on Rules.

(e) **No Salary for Late Settlement Report.** Salary *shall not* be paid to any employee or Member whose settlement report is *not* filed within such ten (10) day period.

Section 18.08. Travel Allowance. Travel allowances *shall* be handled as follows.

(a) **Funds.** Funds for travel, including per diem allowances and reimbursable expenses, may be secured by way of a cash advance or by way of reimbursement upon completion of travel. Advances *shall not* exceed the per diem allowance set forth in §23104 of Chapter 23 of Division 2 of Title 5, Guam Code Annotated. Cost of car rentals and transportation is *not* included in the minimum per diem allowance, but *shall* be in addition to such per diem. If the traveler uses a hotel and car combination package wherein the charges are *not* broken down for hotel and car charges, then one half (1/2) of such charges that are *not* broken out *shall* be treated as car rentals.

(b) **Recovery of Advances.** The Chairperson of the Committee on Rules *shall* assure that an amount previously advanced is deducted from the total expenses allowed, or that it is otherwise recovered. In cases where the traveler is in a continuous travel status, or where periodic reimbursement vouchers are submitted on specific authorizations, the full amount of travel expenses allowed may be reimbursed to such traveler without deduction of the traveler's advance until such time as the final voucher is submitted. If the amount advanced is *less than* the amount of the voucher on which the advance is deducted, the

traveler *shall* be paid the net amount. In the event the net exceeds the reimbursable amount, the traveler's reimbursement *shall* accompany the voucher. In the event of cancellation or indefinite postponement of authorized travel, the Executive Director *shall* take immediate steps to secure the refund of any advances that may have been made. Outstanding advances which have *not* been fully recovered by deductions from reimbursement vouchers or voluntary refunds by the traveler may be recovered promptly by the Executive Director, upon the approval of the Chairperson of the Committee on Rules, by set off of salary due, or by such other legal method of recovery as may be necessary; provided, that no such set-off of salary shall be undertaken until ten (10) days after the return to Guam of the traveler. No traveler shall be reimbursed for travel costs *not* actually incurred by the traveler.

Section 18.09. Members to Lease a Vehicle. Each Member is authorized to lease a vehicle for the use of the Member or Attaché and the Office of the Member while traveling off-island on official government business.

Section 18.10. Travel Status. Personnel *shall* be considered on travel status *only* during the time when conducting official business away from their regular place of business, or while traveling to and from the place at which such official business is transacted. Travel status begins with departure of common carriers from Guam on which the traveler has the traveler's regular place of business and terminates upon the traveler's return to Guam.

Section 18.11. Allowance of Travel Time. The time considered as "official travel" *shall* be the reasonable time necessary to travel by air by the most direct route to and from the point, or points, specified in the travel authorization, plus the time necessary to transact the required official business. Every effort should be made to reserve complete flight schedules well in advance to avoid delays at transfer points. Per diem payment for time lost due to faulty bookings by the traveler may be disallowed. Travel time in excess of direct flight time, when other means of transportation are used, may be charged to vacation time or leave without pay, in the case of employees.

When a vacation or leave without pay is added at the beginning or end of official travel of an employee, the allowance for transportation at the beginning or end of official travel, as the case may be, *shall* be the cost of air passage by the most direct route as if such air transportation had been utilized.

All travel must be by a usually traveled and most direct route. Travel tickets *shall* be for complete routes, inclusive of stopover privileges whenever and wherever practicable, to minimize the cost of special or short-run trips, stopovers or backtracking.

When a vacation, unofficial business or leave without pay is included in, or added at, the beginning or end of official travel of an employee, the allowance for transportation *shall not* include additional travel costs resulting from unofficial travel or changes in itinerary as a result of unofficial travel, as the case may be, but the amount of expense born by *I Liheslaturan Guåhan* *shall* be the lower of the actual costs of transportation incurred by the traveler, or the cost of air passage and other necessary transportation from Guam and return by the most reasonably direct route available to and from the official destination(s), as if such reasonably direct transportation had been utilized, with any additional costs to be paid by the traveler.

Section 18.12. Routing of Travel. In computing reimbursement, all travel must be by reasonable routing, and by a usually traveled and most direct or economical route. Travel tickets *shall* be for complete routes, inclusive of stopover privileges whenever and wherever practicable, to minimize the cost of special or short-run trips, stopovers or backtracking.

Section 18.13. Per Diem Allowance. A per diem allowance is a specific allowance of money made available each day to cover the personal expenditures of a traveler, such as meals, lodging, laundry, trips, and other necessary expenditures incident to travel. It is *not* intended to cover expenditures having to do with the conduct of official business.

(a) **Per Diem When Leave is Taken.** If leave of absence of an employee begins or terminates within the traveler's prescribed hours of duty, per diem allowance *shall* terminate or begin at the same time, but if leave of absence does *not* begin or terminate until after the traveler's prescribed hours of duty, the traveler *shall* be regarded as being in travel status until midnight of the day in which the leave of absence begins, and from 12:01 a.m. of the day following the leave of absence. A traveler *shall* be considered in travel status on non-work days, *unless* the traveler returns to the traveler's regular place of work, or *unless* such non-work day is immediately preceded by leave of absence. Fractional leave of absence of an employee wholly within a day where it is for half of the prescribed worked hours, or less, *shall* be disregarded for per diem payment purposes. Where it exceeds half of the prescribed working hours, *no* per diem will be allowed.

(b) **Amount of Per Diem.** The per diem rates *shall* be as set forth in § 23104 of Chapter 23 of Division 2 of Title 5, Guam Code Annotated. Under no circumstances shall per diem be allowed an employee at the employee's regular place of work.

(c) **Computing Per Diem.** Per diem allowances *shall* be computed in days. In computing the per diem, the calendar days, or any part thereof, "midnight to midnight" *shall* be the unit. Dates and times, beginning and ending, of travel must be shown in the travel voucher. In computing per diem, in cases where the traveler crosses the international dateline, actual elapsed time in days *shall* be used rather than days. Per diem *shall* be in addition to costs of car rental and ground transportation, which each Member, Attaché or employee is authorized. Hotel and car rental packages *shall* be equally split as to costs between hotel and car rental.

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

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

PART F
ETHICS AND STANDARDS

RULE XIX
CODE OF ETHICS AND STANDARDS
FOR THE LEGISLATIVE BRANCH

Section 19.01. Code of Ethics. There is established a Code of Ethics and Standards for the Members and staff of *I Liheslaturan Guåhan*.

Section 19.02. Standards of Conduct. A Member or staff employee of *I Liheslaturan Guåhan* shall:

- (a) devote full time and attention to the person's duties as a Member or staff employee of *I Liheslaturan Guåhan*;
- (b) uphold the Constitution of the United States and the Organic Act of Guam, and obey the statutes of the United States and of Guam; and
- (c) conduct the person's life, both public and private, so as to bring honor and respect to the person's office.

Section 19.03. Prohibited Conduct. No Member or staff employee of *I Liheslaturan Guåhan* shall:

- (a) engage in any private business activity which could in any way be construed as being in conflict with the performance of the person's duties and responsibilities as a Member or staff employee of *I Liheslaturan Guåhan*;
- (b) travel at government expense for personal purposes or pleasure; file knowingly any false vouchers or statements to any agency of the government of Guam; or arrange for anyone else to travel at government expense for personal purposes or pleasure;
- (c) dispense discriminatory or special favors, or receive benefits for the person or that person's family that could either affect or be construed to affect that person's judgment in any matter concerning the business of *I Liheslaturan Guåhan*, the Executive Branch or the Judicial Branch of government;
- (d) make a private promise or binding agreement which could in any manner affect the person's performance of public duty;
- (e) engage in business with the government which could reasonably be construed as influential on the performance of the person's duties;

(f) use any information disclosed to the person privately during performance of the person's duties for personal gain or profit; and

(g) provide and/or solicit alms or personal contributions on real property owned, controlled, or leased by the legislature. Any alms or personal contributions should be transacted outside of such real property.

Section 19.04. Committee on Ethics and Standards. There is created within *I Liheslaturan Guåhan* a Special Committee to be known as the "Committee on Ethics and Standards," composed of such Members of *I Liheslaturan Guåhan* who *shall* serve on a quarterly basis: four (4) Members of the Committee on Ethics and Standards *shall* be Members of the Majority, appointed by the Speaker; two (2) members of the Committee on Ethics and Standards *shall* be Members of the Minority, appointed by the Minority Leader. Committee on Ethics and Standards *shall* select a Chairperson and Vice-Chairperson from among its Members.

(a) **Vacancies.** Vacancies in the Membership of the Committee on Ethics and Standards *shall not* affect the authority of the remaining Members to execute the functions of the Committee on Ethics and Standards, and *shall* be filled in the same manner in which the original appointments were made.

(b) **Quorum.** A majority of the Members of the Committee on Ethics and Standards *shall* constitute a quorum for the transaction of business, *except* that the Committee on Ethics and Standards may fix a lesser number as a quorum for the purpose of taking sworn testimony.

(c) **Powers.** The Committee on Ethics and Standards is authorized:

(1) to investigate any alleged violation of the Code of Ethics and Standards committed by a Senator or employee of the Legislature during employment with the Legislature, where a complaint is made before July 1, 2022; and

(2) after its investigation, and if *not* dismissed, to recommend to *I Liheslaturan Guåhan* what disciplinary action, if any, should be taken in regards to an alleged violation of the Code of Ethics and Standards; *I Liheslaturan Guåhan* may by ten (10) votes, other than the subject Member, if applicable, adopt the recommendation of the Committee on Ethics and Standards or take any other disciplinary action(s) it deems appropriate, including, but *not* limited to, reprimand,

suspension or discharge of employees, and in the case of Members, disciplinary action, including, but *not* limited to, censure, suspension or discharge;

(3) to recommend to *I Liheslaturan Guåhan* any changes in existing law or rules, or additions to said law or rules which the Committee on Ethics and Standards *shall* determine to be necessary or desirable to ensure observance of the Code of Ethics and Standards;

(4) to sit and act during the present term of *I Liheslaturan Guåhan*, whether or not it is in Session, has recessed or adjourned, at such time and places within Guam as the Committee on Ethics and Standards may deem desirable;

(5) to hold hearings; and

(6) to require by subpoena or otherwise, the attendance and testimony of such witnesses and the production of such books, papers, reports, correspondence and documents, as it deems necessary. Subpoenas may be issued under the signature of the Chairperson of the Committee on Ethics and Standards, or any Member designated by the Chairperson, and may be served by any person designated by such Chairperson or Member. The Chairperson of the Committee on Ethics and Standards, or any Member thereof, may administer oaths to witnesses.

(d) Rights of the Accused. The Committee on Ethics and Standards *shall* accord any person accused of violating the Code of Ethics and Standards every opportunity to speak before the Legislative Body during a Committee of the Whole before the Body takes final action on a recommendation of the Committee, by that person alone or with counsel, and to testify on that person's behalf.

(e) Rules of Procedure for the Legislative Committee on Ethics and Standards. The following Rules 1 through 29 are hereby adopted for initial use of the Committee on Ethics and Standards. The Committee may, from time to time, make, amend, and repeal such rules, *not* inconsistent with law or other provisions of these Standing Rules, as in the opinion of the Committee, seem appropriate for the carrying out of this Standing Rule XIX, or for the efficient administration thereof, including every matter or thing required to be done or which may be done with the approval or consent or by order or under the direction or supervision of or as prescribed by the Committee.

Section 19.05. Drug-Free Workplace Policy to be Adopted. The Drug-Free Workplace Policy appended to these Standing Rules as “Appendix 2” is hereby adopted.

PART G
RULES FOR VIRTUAL MEETINGS AND HEARINGS
RULE XX

RULES GOVERNING PROCEDURE FOR VIRTUAL MEETINGS AND HEARINGS

Section 20.01. Virtual Committee Meetings and Public Hearings. Notwithstanding any other provision of law, rule, regulation, or these Standing Rules, Standing Committees of *I Liheslaturan Guåhan* may convene and conduct virtual committee meetings and public hearings remotely via videoconference or similar technological means and allow the Members of Standing Committees and the public to participate. Standing Committees shall comply, to the extent practicable, with the protocol established under Section 20.02 of this Rule XX and existing provisions of these Standing Rules governing the procedures for committee meetings and public hearings. The Committee of Whole, while convened during session, shall not convene or conduct virtual committee meetings remotely via videoconference or similar technological means unless authorized by the affirmative vote of a majority of all Members of *I Liheslaturan Guåhan*.

Section 20.02. Protocol and Compliance with Standing Rules. The Committee on Rules shall establish and communicate to all Members the protocols and procedures governing virtual committee meetings and public hearings conducted via videoconference or other technological means as authorized under this Rule XX to ensure order and fair opportunities for all Members and the public to participate. To the extent practicable, procedures and requirements for virtual committee meetings and public hearings conducted via videoconference or other technological means shall be governed by these Standing Rules.

**RULES OF PROCEDURE
FOR THE LEGISLATIVE COMMITTEE ON
ETHICS AND STANDARDS**

TABLE OF CONTENTS

- RULE 1.** Purpose of Rules.
- RULE 2.** Definitions.
- RULE 3.** Nature and Confidentiality of Proceeding.
- RULE 4.** Committee Functions.
- RULE 5.** Finance and Staff.
- RULE 6.** Membership, Quorum, and Voting.
- RULE 7.** Hearing and Meeting.
- RULE 8.** Form of Complaints.
- RULE 9.** Notice to Respondent.
- RULE 10.** Screening of Complaints.
- RULE 11.** Investigation by Legal Counsel or Subcommittee.
- RULE 12.** Preliminary Recommendation by Legal Counsel.
- RULE 13.** Resolution Prior to Hearing.
- RULE 14.** Hearing.
- RULE 15.** Issuance of Subpoenas.
- RULE 16.** Conduct of Hearing.
- RULE 17.** Rights to Counsel and Submission of Questions.
- RULE 18.** Testimony.
- RULE 19.** Final Argument.
- RULE 20.** Final Disposition.
- RULE 21.** Approval of Disposition.
- RULE 22.** Resolution.
- RULE 23.** Notification of Complainant.
- RULE 24.** Record-Keeping.
- RULE 25.** Interested Persons.
- RULE 26.** Limitation of These Rules.
- RULE 27.** No Authority to Grant Immunity.
- RULE 28.** Recusal of Committee Member.

RULE 29. Rights to Counsel.

RULES OF PROCEDURE

RULE 1. Purpose of Rules.

These Rules for the Committee on Ethics and Standards are established to provide for its operations in a manner which will enable it to execute properly the powers and duties vested in it, including the conduct of hearings in a fair and impartial manner, consistent with protection of the constitutional rights of the person involved in the proceedings and the preservation of the public good.

RULE 2. Definitions.

As used in these Rules:

“*Committee*” means the Thirty-sixth (36th) Guam Legislature’s Committee on Ethics and Standards.

“*Hearing*” means any meeting in the course of an investigatory proceeding (other than a preliminary conference or interview at which *no* testimony is taken under oath) conducted by the Committee for the purpose of taking or adducing testimony or receiving other evidence.

“*Meeting*” means the convening of the Committee for which a quorum is required in order to make a decision or to deliberate toward a decision on any matter.

“*Respondent*” means a Senator or employee of the Legislature against whom a complaint of misconduct has been brought before the Committee.

“*Witness*” means a person who testified to what he or she has seen, heard or otherwise observed.

“*Counsel*” means an attorney admitted or licensed to practice before the Courts of Guam or specially admitted *pro hac vice*.

RULE 3. Nature and Confidentiality of Proceeding.

The Committee, in conducting business, *shall* be guided by the provisions of the Code of Ethics and Standards for the Legislative Branch as set forth in Rule XIX, Standing Rules of the Guam Legislature.

RULE 4. Committee Functions.

Pursuant to Rule XIX of the 36th Guam Legislature Standing Rules, the Committee:

(a) may investigate and/or hear all complaints of any alleged violation of the Code of Ethics and Standards by a sitting Senator or employee of the Legislature occurring during

employment with the Legislature, if, and only if, said complaint has been filed with the Committee in the matter prescribed herein;

(b) after a full investigation and hearing, *shall* report and make recommendations to the Legislature regarding what disciplinary action, if any, should be taken;

(c) after full investigation and hearing, if the Committee believes that there is cause for the possible filing of criminal charges, it may recommend the referral of possible criminal charges stemming from the complaint to the Attorney General's Office or appropriate authority for its disposition; and

(d) *shall* recommend to the Legislature any changes in existing law or rules or additions to said law or rules which the Committee *shall* determine to be necessary or desirable to ensure observance of the Code of Ethics and Standards.

RULE 5. Finance and Staff.

The Committee may employ, for the duration of its business, professional, technical, clerical, or other personnel, as necessary for the proper performance of its duties, to the extent of funds made available to it by the Committee on Rules for such purpose, and subject to such restrictions and procedures relating thereto as may be provided by law or any applicable rules of the Legislature. Any funds made available to the Committee must be made via the adoption of a Rules Resolution adopted by the affirmative vote of seven (7) of the members of the Committee on Rules.

RULE 6. Membership, Quorum, and Voting.

(a) The Committee *shall* be composed of six (6) members of the Legislature who *shall* serve on a quarterly basis. Four (4) Members of the Committee *shall* be Members of the Majority Party, appointed by the Speaker. Two (2) Members of the Committee *shall* be Members of the Minority appointed by the Minority Leader. The Committee *shall* select a Chairperson and Vice Chairperson from among its Members.

(b) Vacancies in the membership of the Committee *shall not* affect the authority of the remaining members to execute the functions of the Committee, and *shall* be filled in the same manner in which the original appointments were made.

(c) Four (4) members of the Committee *shall* constitute a quorum for the transaction of business.

(d) No action shall be taken by the Committee at any meeting *unless* a quorum is present. Action may be taken by affirmative vote of *no less than* four (4) Members present and voting at a meeting at which there is a quorum.

(e) The affirmative vote of a majority of all Members of the Committee *shall* be required to introduce or report a resolution out of committee. For purposes of this Section, a vote by a Member “to report out only” or abstain or any other qualified vote *shall not* be considered an affirmative vote to report such bill or resolution out of Committee.

(f) Subject to concurrent dismissal by the Speaker, any Member may be removed by the Speaker for two (2) unexcused absences from a meeting or hearing noticed pursuant to these Rules. The Speaker *shall* then appoint a new Member.

RULE 7. Hearings and Meetings.

(a) The Committee may hold hearings or meetings as it deems appropriate for the performance of its duties at such times and places as it determines.

(b) Members of the Committee *shall* be given *at least* three (3) days notice of any meeting to be held concerning any procedural matter. Members of the Committee *shall* be given *at least* seven (7) days notice of any meeting to be held concerning any substantive matter.

(c) Members of the Committee *shall* be given five (5) working days notice, and a second notice *at least* forty-eight (48) hours prior to the start of a Hearing.

(d) The Chairperson *shall* deliver to the Speaker and the Executive Director of the Guam Legislature the notice setting forth the Committee’s name, time and place, and a statement of the subject matter of the hearing or meeting. A hearing or meeting, and any action there taken, *shall not* be deemed invalid solely because notice was *not* given in accordance with this requirement. A meeting or hearing can be recessed by the Chairperson or majority vote of the Members present to continue the following working day or to a date certain in the future.

(e) A hearing or meeting *shall not* be conducted by the Committee *unless* a quorum is present. The Committee may, by majority vote, establish a Subcommittee, consisting of *not less than* three (3) members who *shall* be members of the Committee. The Chairperson of the Committee *shall* be an ex officio member of all subcommittees. A Subcommittee may hold working sessions without a quorum as long as evidence is *not* received.

(f) A meeting of the Committee or a Subcommittee to discuss a complaint against an employee or a Senator *shall* be closed to the public and to all parties.

(g) A special meeting may be called at any time by the Chairperson or by a majority of the Members of the Committee, by delivering personally or by mail written notice to each Committee Member.

(h) A hearing of the Committee or a Subcommittee to receive evidence or take testimony on a complaint against an employee or a Senator *shall* be closed to the public *unless* the employee or Senator who is the subject of the complaint requests a public hearing. The Committee *shall* exclude from any hearing, during the examination of a witness, any or all other witnesses in the matter being investigated by the public agency, but *may not* exclude the respondent or the complainant.

RULE 8. Form of Complaints.

Complaints must be in writing and signed by the complainant. Complaints and information about Senators and employees of the Legislature must be verified as true, or that the complainant believes them to be true, under threat of penalty and perjury under the laws of Guam. Verification in the form or substantially similar to the Verification of Complaint Form appended to these Rules *shall* be attached to a complaint. Complaints *shall* be made *no later than* July 1, 2022.

RULE 9. Notice to Respondent.

(a) Immediately upon receiving a complaint the Chairperson *shall* notify the respondent by giving respondent a copy of the complaint.

(b) The Committee *shall not* recommend or adopt a final disposition of a matter other than dismissal without first notifying the respondent in writing of the substance of the complaint, affording respondent the opportunity to appear before the Committee, a subcommittee, or Committee legal counsel to present respondent's position; and reports to or by the Committee *shall* include the substance of the respondent's position on the complaint.

RULE 10. Screening of Complaints.

(a) Immediately upon receiving a complaint or information about a Senator or employee of the Legislature, and ensuring that the Committee legal counsel has *no* conflict in the matter, the Committee may screen the complaint or may refer the matter to a subcommittee or to the Committee legal counsel to screen it to determine whether the alleged facts, if true, would constitute a violation of the Legislature's Code of Ethics and Standards. The Committee legal counsel, the subcommittee, or the Committee itself *shall*, within thirty (30) days or sooner if

directed by the Committee, report back to the Chairperson whether the allegations, if true, would constitute prohibited conduct under the Legislature's code of Ethics and Standards.

(b) After screening of the complaint or information and before the investigation of such complaint or information has commenced, the Committee *shall* thereupon, by majority vote of its Members, determine whether or not the complaint or information screened warrants further investigation or action by the Committee, subcommittee, or Committee legal counsel. If not enough votes are obtained, then the item remains on the agenda until the Committee votes to either go forward, refer to inactive file, or dismiss.

(c) The Committee, its subcommittee, and its legal counsel, *shall* screen all charges on a confidential basis, having available all the powers herein provided or provided pursuant to Title 2 GCA Chapter 3, and proceedings at this stage *shall not* be public. The Chairperson with the consent of the Committee may release information regarding a pending complaint to the news media or the general public and the Committee legal counsel *shall not* discuss the matter with the media *except* on consent of the Committee.

RULE 11. Preliminary Investigation by Committee Legal Counsel or Subcommittee.

(a) Upon the authorization and instruction of the Committee, as provided in Rule 9, Committee legal counsel, a subcommittee, or the Committee itself *shall* conduct a preliminary investigation of any complaint or information that concerns a Senator or employee of the Legislature and alleges facts which, if true, would constitute a violation of the Legislature's Code of Ethics and Standards. A subcommittee or Committee legal counsel, or his or her designee, including a qualified investigator under the Committee legal counsel's supervision, may interview witnesses and gather evidence in the course of the preliminary investigation. At any time during the course of the preliminary investigation, upon learning of facts or circumstances clearly exonerating the respondent, the subcommittee or the Committee legal counsel *shall* inform the Committee of such information and immediately recommend a dismissal of the proceeding.

(b) The Committee, its subcommittee, and its legal counsel, *shall* conduct the preliminary investigation of all charges on a confidential basis, having available all the powers herein provided or provided pursuant to Title 2 GCA Chapter 3, and proceedings at this stage *shall not* be public. The Chairperson, with the consent of the Committee, may release information regarding a pending complaint to the news media or the general public, and the legal counsel *shall not* discuss the matter with the media *except* on consent of the Committee.

RULE 12. Preliminary Recommendation by Committee Legal Counsel or Subcommittee.

The preliminary recommendation for disposition of a complaint following preliminary investigation by the Committee legal counsel or subcommittee *shall* be either, that there is reason to believe that a violation of the Code of Ethics and Standards has been committed and the complaint warrants a full investigation and hearing by the Committee, or that the complaint should be dismissed. A preliminary recommendation *shall* be made *not later than* thirty (30) days after the referral for preliminary investigation is made by the Committee, *unless* extended by the Chairperson or the Committee.

RULE 13. Resolution Approving Full Investigation and Hearing.

If a majority of the Members of the Committee conclude that there is reason to believe that a violation of the Code of Ethics and Standards has been committed and the complaint warrants a full investigation and hearing by the Committee, then the Committee *shall* by formal Committee Resolution authorize a full investigation and set a time and place for a hearing, giving notice to the complainant and the respondent.

RULE 14. Hearing.

(a) The hearing *shall* commence *no later than* thirty (30) days after service of the resolution on the respondent, *unless* otherwise directed by the Committee.

(b) All witnesses *shall* testify under oath and the hearings *shall* be closed to the public and other witnesses, *unless* the party complained against requests an open hearing. The Committee *shall not* be bound by the strict rules of evidence, but the Committee's findings must be based upon competent and substantial evidence.

(c) All testimony and other evidence taken at the hearing *shall* be preserved by electronic digital recording. Copies of such record *shall* be available *only* to Members of the Legislature. Any and all such testimony and other evidence *shall not* be subject to disclosure under 5 GCA §§ 10101 *et seq.*

(d) After conclusion of an evidentiary or investigative hearing, deliberations of the Committee *shall* be closed to the public and to all parties.

RULE 15. Issuance of Subpoenas.

(a) The Committee *shall* have the authority to issue subpoenas and subpoenas *duces tecum* in order to compel the attendance of witnesses or the production of documents before it, or

both, in accordance with Title 2 GCA Chapter 3. The Committee *shall* have the standing, authority and jurisdiction to determine and impose Legislative Contempt in accordance with Title 2 GCA Chapter 3, and to make such further orders as it deems appropriate to effectuate its powers under these Rules, and additionally to apply to the Superior Court of Guam for an order to compel the attendance or the production of documents, or both, before it. The Committee may continue the requirement of attendance of a witness, to provide testimony or to provide for additional, supplementary document production by that witness, or both, at the hearing at which the witness was ordered to attend. The Committee *shall* adhere to the requirements of Title 2 GCA Chapter 3 in the conduct of its investigation and hearing.

(b) Any person who is served with a subpoena also *shall* be served with a copy of the resolution authorizing the investigation and a copy of these rules, a general statement informing him or her of the subject matter of the Committee's investigation or inquiry and, if personal appearance is required, a notice that he or she may be accompanied by counsel of his or her own choosing.

RULE 16. Conduct of Hearings.

(a) The Chairperson of the Committee, if present and able to act, *shall* preside at all hearings of the Committee and *shall* conduct the examination of witnesses or supervise examination by other Members of the Committee, and Members of the Committee's staff who have been authorized to examine witnesses. In the Chairperson's absence or disability, the Vice-Chairperson *shall* serve as Presiding Officer.

(b) No hearing, or part thereof, shall be televised, filmed or broadcast *except* upon request of the respondent and approval of the Committee by majority vote of the Members.

(c) The Hearing *shall* be conducted in accordance with Title 2 GCA Chapter 3.

RULE 17. Rights to Counsel and Submission of Questions.

(a) Every witness at a Committee hearing may be accompanied by a counsel of his or her own choosing, who may advise the witness as to his or her rights; provided, that limitations may be prescribed by the Committee to prevent obstruction of or interference with the orderly conduct of the hearing.

(b) Any witness at a hearing, or his or her counsel, may submit to the Committee proposed questions to be asked of the witness or any other witness, or a written or verbal statement, relevant to the matters upon which there have been questions or submission of evidence, and the

Committee *shall* ask such of the questions or any other questions as it may deem appropriate to the subject matter of the hearing.

RULE 18. Testimony.

(a) The Committee *shall* cause an electronic digital record to be made of all proceedings in which testimony or other evidence is received or adduced, which record *shall* include rulings of the Chairperson, questions of the Committee and its staff, the testimony or responses of witnesses, sworn written statements which the Committee authorizes a witness to submit, findings of facts, and such other matters as the Committee or Chairperson may direct.

(b) All testimony given at a hearing *shall* be under oath or affirmation *unless* the requirement is dispensed with in a particular instance by majority vote of the Committee Members present at the hearing.

(c) The Chairperson or a designee, including the Legislative Sergeant-at-Arms *or* Assistant Sergeant-at-Arms, may administer oaths *or* affirmations to a witness in any matter under examination in furtherance of a legislative proceeding, whether he or she is under subpoena *or* not.

(d) The Chairperson at a hearing of the Committee may direct a witness to answer any relevant question or furnish any relevant book, paper, or other document. *Unless* the direction is overruled by majority vote of the Committee Members present, disobedience *shall* constitute grounds for citation for contempt, *except* that production of any book, paper or other document may be required *only* by subpoena.

(e) A witness at a hearing, or his or her counsel, with the consent of a majority of the Committee Members present at the hearing, may file with the Committee for incorporation into the record of the hearing sworn written statements relevant to the purpose, subject matter and scope of the Committee's investigation or inquiry.

(f) A witness at a hearing, upon his or her advance request and at his or her own expense, *shall* be furnished a recording of his or her testimony.

(g) Testimony and other evidence given or adduced at a hearing closed to the public *shall not* be made public, *unless* authorized by consent of the respondent and majority vote of the Committee, which authorization *shall* also specify the form and manner in which the testimony or other evidence may be released. Nothing herein shall be construed to prevent a witness or other supplier of evidence from disclosing such of his or her own testimony or other evidence concerning matters which *only* he or she could claim a privilege against disclosure.

RULE 19. Final Argument.

(a) The respondent or the respondent's counsel *shall* be permitted to present to the Committee oral comments on all evidence received by the Committee. The respondent's arguments to the Committee *shall* be limited to commenting on the evidence received and *shall not* include argument on recommended punishment. Final argument by the respondent *shall* take place after all evidence is received by the Committee, and as soon thereafter as the respondent may be heard.

(b) The Chairperson of the Committee, or his designee, *shall* preside at the respondent's presentation and *shall* control the manner and length of the respondent's final argument.

RULE 20. Final Disposition.

The Committee may direct that the Committee legal counsel *shall* recommend a final disposition of the matter *not later than* thirty (30) days after the completion of the full investigation and hearing and the later submission of any evidence agreed to be received by the Committee. A recommendation for final disposition may also be submitted by a Committee Member. The recommendation for final disposition *shall* include, but *not* be limited to, the following:

- (a) name of the respondent;
- (b) act or acts that the respondent committed, if any, which violated the Code of Ethics and Standards;
- (c) conclusions of law upon which Committee legal counsel or Member bases the violation; and
- (d) on determination that a violation has occurred, the recommended punishment for the violation or violations.

RULE 21. Approval of Disposition.

The Committee *shall* review the recommendations for final disposition submitted and may approve, disapprove, or modify the recommendations for final disposition.

When the Committee, after due hearing, believes that there is cause for the possible filing of criminal charges, it may also recommend referral of the complaint to the Attorney General's Office or appropriate authority for its disposition.

RULE 22. Resolution.

On adoption of a final disposition, which includes the Committee's determination that a violation has occurred, the Committee *shall* prepare a written resolution containing the following

information and upon approval by the Committee, submit it to the Body of the Legislature for its approval pursuant to Section 19.04, *infra*:

(a) Name of respondent

(b) The act or acts respondent committed, and whether any such acts violated the Code of Ethics and Standards;

(c) The disciplinary action recommended by the Committee for the violation or violations.

RULE 23. Notification of Complainant and Respondent.

The complainant and the respondent *shall* be notified in writing, within a reasonable time, of the final disposition of the matter following full investigation and hearing by the Committee.

RULE 24. Record-Keeping.

(a) In matters where the Committee makes a finding of a violation of the Code of Ethics and Standards by a Senator or employee of the Legislature, the documentation thereof *shall not* be destroyed and all records thereof *shall* be placed in both the legislative archives and the official legislative depository.

(b) In matters where the Committee dismisses the complaint or makes a finding of non-occurrence of prohibited conduct by a Senator or employee of the Legislature, the documentation thereof may be placed in the legislative archives and be destroyed after five (5) years.

(c) All legal opinions and rules and regulations adopted or prepared for the Committee *shall* be kept for future reference. These documents *shall* be placed in legislative archives at the end of term of the Committee.

(d) All records concerning ongoing cases *shall* be transmitted to the next Legislature with recommendations.

(e) The Committee *shall* keep an electronic digital record of its hearings, which *shall* be maintained as part of the official records of the Committee. The Chairperson of the Committee *shall* be responsible for ensuring that all official records of the Committee are maintained and forwarded to the legislative archives via the Speaker for permanent housing upon the disposition and conclusion of each ethics complaint consistent with this Rule. The Executive Director of the Legislature *shall* ensure that all records of the Committee are properly secured, stored, and maintained at the legislative archives.

RULE 25. Interested Persons.

(a) Any person whose name is mentioned or who is otherwise identified during a hearing of the Committee and who, in the opinion of the Committee, may be adversely affected thereby, may, upon such person's request or upon the request of any Member of the Committee, appear personally before the Committee and testify in his or her own behalf, or, with the Committee's consent, file a sworn written statement of facts or other documentary evidence for incorporation into the record of the hearing.

(b) Upon the consent of a majority of its Members, the Committee may permit any other person to appear and testify at a hearing or submit a sworn written statement of facts or other documentary evidence for incorporation into the record thereof. No request to appear, appearance or submission of evidence *shall* limit in any way the Committee's power of subpoena.

RULE 26. Limitation of These Rules.

Nothing contained in these Rules shall be construed to limit or prohibit the acquisition of evidence or information by the Committee by any lawful means *not* provided for herein.

RULE 27. No Authority to Grant Immunity.

The Committee *shall* have no authority to grant immunity to witnesses or any other person.

RULE 28. Recusal of Committee Members.

If a Member of the Committee is accused of an ethics violation, he or she *shall* recuse himself or herself from any participation in the matter. The Speaker *shall* then appoint a part-time Member of the Committee to act *only* in matters regarding that complaint or, if the Speaker is the accused Senator, the Vice Speaker *shall* appoint the part-time Member.

RULE 29. Rights to Counsel.

The respondent *shall* have the right to counsel at all stages of the proceeding. Counsel *shall* enter an appearance by serving the Chairperson with a written Entry of Appearance. Respondent's Counsel *may not* communicate with any Member of the Committee individually regarding a pending matter before the Committee, without consent of the Committee, and *shall* communicate with the Committee via the Chairperson *only* as specifically authorized by these Rules.

APPENDIX 1

VERIFICATION FORM FOR ETHICS COMPLAINTS

I, _____, hereby declare under penalty of perjury that I am the Complainant in this matter and that I verify the above Complaint and, in doing so, state that I have read the same and know the content of it, and that the same is true of my own knowledge, except as to the matters which are stated in it on my own information or belief, and as to those matters, that I believe them to be true.

Dated: _____.

APPENDIX 2

DRUG-FREE WORKPLACE POLICY

I. Scope and Purpose:

In accordance with the Organic Act of Guam, the legislative power and authority of Guam shall be vested in *I Liheslaturan Guåhan* (the Guam Legislature).

Employees of *I Liheslaturan Guåhan* play a critical role in the legislative process and their health and safety is a serious concern. *I Liheslaturan Guåhan* will not tolerate illegal use of drugs or abuse of alcohol that imperils the health and well-being of its employees or threatens *I Liheslatura*'s ability to properly fulfill its obligation to the people of Guam.

The illegal use of drugs or abuse of alcohol, on or off-duty, is inconsistent with the law-abiding behavior expected of all employees of *I Liheslaturan Guåhan*. Employees who illegally use drugs or abuse alcohol, on or off-duty, may be less productive, less reliable, and prone to greater absenteeism. These behaviors threaten *I Liheslatura*'s ability to fulfill its professional responsibilities.

Employees have a reasonable expectation to work in a drug and alcohol free environment and to work with persons free from the effects of the illegal use of drugs or the abuse of alcohol. Employees who illegally use drugs or abuse alcohol may pose a danger to themselves, other employees, and the public. Illegal use of drugs or abuse of alcohol by employees may decrease *I Liheslatura*'s productive resources and the health and well-being of its workers and their families.

It is the duty and responsibility of *I Liheslatura* and its employees to maintain a safe and productive work environment, and to perform duties and responsibilities as safely, effectively, and efficiently as possible. In order to accomplish this goal, *I Liheslaturan Guåhan* and its employees shall not be adversely affected or impaired in any way by the illegal use of drugs, abuse of alcohol, or the presence of illegal drugs.

II. Objectives:

- a. To ensure a drug-free and alcohol-free work environment for *I Liheslaturan Guåhan* and its employees;
- b. To provide a safe and productive work environment for all employees;
- c. To provide a work environment free of any adverse effects on job performance caused by drug or alcohol related problems; and
- d. To provide reasonable awareness education related to drug and alcohol.

III. Policy:

It shall be the policy of *I Liheslaturan Guåhan* to maintain a workplace free of the illegal use of drugs and abuse of alcohol.

- a. Reporting to work or performing work for *I Liheslatura* while impaired by or under the influence of illegal drugs or alcohol is prohibited.
- b. The illegal use, possession, dispensation, distribution, manufacture, or sale of a controlled substance by an employee at the workplace, during normal work hours, while an employee is on duty, or conducting official business for *I Liheslaturan Guåhan*, is prohibited.
- c. A violation of Sections III (a) and (b) is considered conduct detrimental to the ability of *I Liheslaturan Guåhan* to perform its duties and will result in appropriate actions in accordance with the Standing Rules of *I Liheslaturan Guåhan*.
- d. Employees are required to inform the Executive Director within five (5) working days of any criminal drug or alcohol related conviction where such conviction was due to an occurrence at the workplace, during normal work hours, while an employee is on-duty, or conducting official business for *I Liheslaturan Guåhan*.
 - (1) An employee who is convicted of violating any criminal drug or alcohol statute in such workplace situations as stated above will be subject to appropriate actions in accordance with the Standing Rules of *I Liheslaturan Guåhan*.
 - (2) A conviction means a finding of guilt (including a plea of *nolo contendere*) or the imposition of a sentence by a judge or jury in a court of law.
- e. All employees of *I Liheslaturan Guåhan* will be given a copy of *I Liheslatura*'s Drug-Free Workplace Policy and amendments thereafter. Employees are hereby informed that they must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy.

Notification and receipt of this policy will be required as part of a new employee orientation. Employees must read and sign the Drug-Free Workplace Affirmation Form, which will be made a part of their confidential file.

IV. Drug and Alcohol Abuse Awareness Program:

I Liheslaturan Guåhan will endeavor to educate employees about the dangers of the illegal use of drugs and alcohol abuse. *I Liheslatura* will provide a drug and alcohol abuse awareness program (subject to the availability of resources) to assist employees to understand and avoid the perils of drug and alcohol abuse. Training will be given to employees at least once a year; attendance of employees at such training will be mandatory. *I Liheslatura* will use the program in an ongoing educational effort to prevent and eliminate illegal drug use and alcohol abuse.

The drug and alcohol abuse awareness program shall provide information to employees as follows:

- a. The dangers of illegal use of drugs and abuse of alcohol;
- b. The Drug-Free Workplace Policy of *I Liheslaturan Guåhan*;
- c. The appropriate actions *I Liheslatura* will take for violations of its Drug-Free Workplace Policy.

V. Drug and Alcohol Screening Program:

I Liheslaturan Guåhan will undertake reasonable efforts to establish a drug and alcohol screening program for employees as well as those individuals who have received a conditional offer of employment. Employees will be notified when the testing will begin. This program will be implemented and maintained by the Executive Director of *I Liheslatura* or any other person designated by the Chairperson of the Committee on Rules.

VI. Types of Drug and Alcohol Testing:

- a. Pre-employment testing – conditional offer of employment;
- b. Reasonable suspicion testing; and
- c. Voluntary testing.

VII. Applicability:

This Drug-Free Workplace Policy applies to all employees of *I Liheslaturan Guåhan*.

Appendix 3
Exhibit A
the Protocol Guide

(Exhibit A)

Resolution No. 21-36 (LS)

PROTOCOL GUIDE



 TERRITORY OF GUAM 

**THE ISLAND OF GUAM
PROTOCOL GUIDE DEVELOPMENT**

The Protocol Guide of the Territory of Guam was first released in 1981. The Committee on Rules of the 16th Guam Legislature passed Resolution No. 58 which established a Sub-committee to draft a State Protocol Guide for Guam. The State Protocol Guide serves as a reference for official etiquette and protocol. Ensuring respect and good manners are practiced to prevent detracting from the main purpose of the visit or event.

A second publication of the Protocol Guide of Guam was released by the 22nd Guam Legislature. In 1993, a Subcommittee on Protocol Guide was formed and after careful deliberations, updates were made to the existing guide. The Subcommittee was comprised of the following:

- Senator Madeleine Z. Bordallo, Chairperson
- Senator Elizabeth P. Arriola, Member
- Senator Antonio R. Unpingco, Member
- Ms. Portia Guerrero, Governor's Office
- Ms. Merci J. Hernandez, Superior Court of Guam
- Mr. Jose Santos, Mayor's Council of Guam
- Consul General Kyung Tai Park, Consular Corps of Guam
- Lt. Keith Spencer, Protocol Office Commander Naval Forces Marianas
- Major Ida M. Jones, Protocol Office Commander of the 13th Air Force, Andersen
- Tech. Sergeant Julia McKenny, Protocol Office Commander of the 13th Air Force, Andersen
- Rev. Adrian Cristobal, Archdiocese of Agana
- Rev. Neil Culbertson, President, Guam Ministerial Association
- Mr. Darryl A. Borja Taggerty, Office of Guam Delegate Robert A. Underwood

This latest revision of the Protocol Guide of Guam is authorized by the 35th Guam Legislature Committee on Rules. The Subcommittee reviewed previous editions of the guide and updated it to reflect today's official protocols. The Subcommittee was comprised of the following:

- Senator Mary Camacho Torres, Chairperson
- Lieutenant Governor Joshua Tenorio, Member
- Mr. Carlo Branch, Member
- Mrs. Joanne Camacho, Member
- Ms. Jean Chabanne, Member
- Ms. Jennifer Dulla, Member
- Ms. Therese M. Hart, Member
- Mayor Robert Hoffman, Member
- Mr. Joseph San Agustin, Member

The revised edition was approved by the 35th Guam Legislature Committee on Rules on July XX, 2019.

Section 1 Protocol Overview

1.1 What is Protocol and Why is it Important?

1.2 Objective of this Protocol Guide

Section 2. Protocol for Recognition or Greeting

2.1 Order of Precedence

2.1.1 Federal Order of Precedence

2.1.2 Territorial Order of Precedence

2.2 Titles and Forms of Address

2.2.1 Addressing Officials

2.2.2 Addressing Spouses

2.3 Receiving Line

Section 3. Official Functions

3.1 Organizing the Function

3.1.1 Cultural Issues

3.1.2 Table Seating

3.1.3 Program

3.1.4 Checklists

3.2 Protocol for functions

3.2.1 Invitations

3.2.2 Dress Definitions

Section 4. Official Ceremonies

4.1 Inaugurations

4.1.1 Governor & Lieutenant Governor

4.1.2 Guam Legislature

4.2 State Addresses

4.2.1 State of the Island Address

4.2.2 Congressional Address

4.2.3 State of the Judiciary Address

Section 5 Visiting the Branches of Government and Other Official Offices

5.1 Governor's Office

5.1.1 Governor's House

5.2 Guam Legislature: The Guam Congress Building

5.3 Courts of Guam

5.4 Congressional Office

5.5 Mayor's Council

5.6 Consular Corps

Section 6. Ceremonial Occasions

6.1 Opening a Ceremony

6.1.1 Anthems

6.1.1.a National Anthem

6.1.1.b Fanohge Chamoru/ Guam Hymn

6.1.1.c Foreign Anthems

6.1.2 Inifresi

6.1.3 Käten Kulu and Bendision

6.2 Flag Etiquette

6.2.1 American Flag

Folding the Flag

6.2.3 Guam Flag

Folding the Flag

6.3 Religious occasions

6.4 State Funerals

6.5 Military Traditions

6.5.1 Change of Command Ceremony

6.5.2 Dining-In

6.5.3 Dining-Out

6.5.4 Hail and Farewell

6.5.5 Retirement Ceremonies

6.5.6 Other Ceremonies

6.6 Opening a building; Unveiling a plaque; Ribbon cutting

6.7 Wreath Laying

6.8 Receiving of a Fallen Service Member

Section 7. Hosting visiting Dignitaries

7.1 Airport Reception

7.2 Military Reception

7.3 Culture Specific Protocol (Customs and traditions)

Section 8. The Island of Guam: History and Local Customs

8.1 Symbols of Guam

8.2 Local Customs

8.2.1 Weddings

8.2.2 Baptisms or Christenings

8.2.3 Funerals

8.2.4 Novenas and Parish Fiestas

Section 9. Guam Holidays and Village Events

Section 10. Digital Etiquette

10.1 Electronic Communication

10.2 Cellphone Etiquette

APPENDIX

A-1 Federal Order of Precedence

A-2 Titles and Forms of Address

Section 1. Overview

1.1 What is Protocol and Why is it Important?

The word ‘Protocol’ has Greek origins translating literally to “the first glue”. This word was used to refer to a sheet of paper glued to the front of a document which verified its authenticity or date of manufacture. Protocol as we understand it today was established at the Congress of Vienna in the 19th century. The first recorded rules of protocol were agreed upon at this convention, the first being precedence which accords military and/or diplomatic honors to individuals based on rank, title, or seniority in a post. Many other standards of protocol were agreed upon at this convention relating to seating of distinguished guests, flags, travel arrangements, hosting being hosted and more. Today, protocol refers to a mode of behavior practiced by all nations of the world in the regular conduct of international diplomacy. In modified form, several states and local governments have adopted protocol practiced at the national and international level.

Guam’s location, as well as its political status as a territory of the United States has made the island a popular destination for a number of distinguished guests over the years. Protocol was especially important for these visits as they required formal airport receptions and official entertainment hosted by officials and leaders of Guam.

At a local level, the island of Guam observes a number of traditional ceremonies from the inauguration of the governor and lieutenant governor to the opening of a legislative session. Many government as well as public events are attended by local officials, military and the Consular Corps thus requiring the close attention to protocol.

1.2 Objective of this Protocol Guide

This guide serves as a reference for Government of Guam officers who have been tasked with planning, organizing and conducting various functions and protocol-related activities throughout the island. This guide is also intended to provide a whole-of-Government standardized reference for protocol-related matters in Guam.

Section 2. Protocol for recognition or greeting

2.1 Order of Precedence

Precedence is the order observed by persons of different rank and positions on ceremonial occasions. The observance of the order or precedence began at the congress of Vienna in 1815. That convention established the rank and title of diplomatic officials based upon their length of service. Thereafter, the nations and states of the world adopted the practice with modifications. An Order of Precedence is used for acknowledgements and can be useful in making seating arrangements.

2.1.1 Federal Order of Precedence

In the United States, the Ceremonials Division of the Office of the Chief of Protocol maintains the United States Order of Precedence advisory document. This document establishes the order and ranking of the United States leadership for official events at home and abroad.¹

In the United States, the order of precedence is determined by a person’s election or appointment to public office. The relative importance of different positions as well as the date when a position was created are considered in determining order of precedence. Listed below is

¹ “The Order of Precedence of the United States of America.” <https://www.state.gov/wp-content/uploads/2018/12/Order-of-Precedence.pdf>

the complete listing of the Federal Order of Precedence can be found in **Appendix 1: Federal Order of Precedence.**

2.1.2 Territorial Order of Precedence

Within the Territory of Guam, protocol follows general rules as practiced in the states. No one outranks the governor in the territory except the President of the Vice-President of the United States. In a similar fashion, no one outranks the mayor in his or her own village except the Governor or the Lieutenant Governor. For purposes such as seating, the spouses of officials take on the rank of their spouses. They do not have their own rank unless they also hold an office. The Territory of Guam Order of Precedence closely follows the Federal Order of Precedence. The Territory of Guam Order of Precedence is as follows:

Territorial Order of Precedence

- Governor
- Lieutenant Governor
- Speaker of the Guam Legislature
- Chief Justice of Guam
- Delegate to the U.S. Congress
- Former Governors (in order of seniority)
- Consular Corps (in order of the presentation of their credentials)
- Senators of the Guam Legislature
- Justices of Guam (in order of seniority)
- Widows of Former Governors (in order of deceased husband's seniority)
- President, Mayor's Council
- Presiding Judge of the Superior Court of Guam
- Military: Admiral/General, Active (by date of rank)
- Clergy (if providing invocation or benediction at an official event)
- Judges of the Superior Court of Guam (in order of appointment)
- Mayors of Guam
- Vice Mayors of Guam
- Magistrate Judges of the Superior Court of Guam
- Chief Judge of the District Court of Guam
- Attorney General of Guam
- Public Auditor of Guam
- U.S. Attorney General (Presidential appointment)
- U.S. Marshal (Presidential appointment)
- Chief of Staff to the Governor of Guam
- Executive Director of the Guam Legislature
- Administrator of the Courts — Judiciary of Guam
- Governor's Cabinet
- Former Lt. Governors (in order of seniority)
- Former Speakers (in order of seniority)
- Former Chief Justices of Guam (in order of seniority)
- Former Delegates to the U.S. Congress (in order of seniority)
- Former Justices
- Former Senators
- Former Judges
- Former Mayors and Vice Mayors

- Boards, Commissions, and Councils

When the master of ceremonies recognizes individuals during an event, individuals should be named in order of precedence. To ensure that all individuals are properly and respectfully addressed, one individual should be tasked to watch the crowd and take note of all distinguished guests present. This individual is tasked with creating a list of these attendees according to the order of precedence and providing it to the master of ceremonies.

In the interest of time, it is acceptable to recognize the leader of the group and their members together provided that they are not the honored guest of the event.

Some examples of this are as follows:

“I’d like to recognize The Honorable Speaker _____ and all members of the 35th Guam Legislature present today”

“I’d like to welcome The Honorable Mayor _____, President of the Mayors Council of Guam and all other members of the Council”

2.2 Titles and Forms of Address

2.2.1 Addressing Officials

In public life, public officials’ positions are ranked with various titles and forms of address. This practice is a courtesy to the office held. Correct titles and forms of address make it easier to conduct official conversations and correspondence. Awareness of correct titles and forms of address can assist citizens in communication formally with public officials.

Here are several suggested rules to follow in using various titles:

“*The Honorable*” is the preferred title in addressing high-ranking United States elected officials, Ambassadors, cabinet members, and members of Congress should be conferred with the title, “*The Honorable*.” This title is written out in full. It is used in platform introductions but not in speaking to a person or in salutation. It is not advisable to use the abbreviated form, “The Hon.” Or “Hon.” In Guam, “*The Honorable*” should be conferred to the following individuals who hold the following positions: Governor, Lieutenant Governor, Speaker, Chief Justice, Delegate to Congress, heads of consular missions, other judges, senators, mayors, vice mayors, the public auditor and the Attorney General of Guam.

During the Constitutional Convention in Philadelphia, Pennsylvania, John Jay asked, “Shall we have a king?” The resounding answer was: “We shall have a simple ‘Mr. President.’” Since then, the title “*Your Excellency*” has not been used to address top United States officials. The title has been reserved strictly for foreign ambassadors and heads of states.

The title of “*Esquire*” is of British origin. In the U.S. it is proper to use it after the name of a lawyer, a clerk of court, and some foreign service officers in correspondence. This title should not be used in other instances.

Honorific titles should be used before each individual’s name in official or social correspondence. Such titles can be used, if applicable: *Doctor, Professor, Reverend, Mr., Mrs., Ms. etc.*

Women holding official ranks must be accorded proper honors based on their position in the order of precedence. A woman with an official position should outrank all other women who are wives of ranking men

Retired public officials such as former governors, judges, and senators may be addressed as a courtesy, by the title they held before they retired.

In the military and the foreign service, retired officials and officers may retain the title of their ranks. The exceptions to this rule are Navy and Coast Guard officers below the rank of Commander. In addition, the abbreviated form, "*Ret.*" can be used at the end of the retired officer's name.

2.2.2 Addressing Spouses

Wives of high-ranking officials are addressed and introduced as "*Mrs.*" Like-wise, the husband of a high-ranking woman official does not share her title and is addressed and introduced as "*Mr.*"

When addressing the spouse in a same-sex couple, the prefixes "*Mr.*", "*Mrs.*", or "*Ms.*" should be used as appropriate.

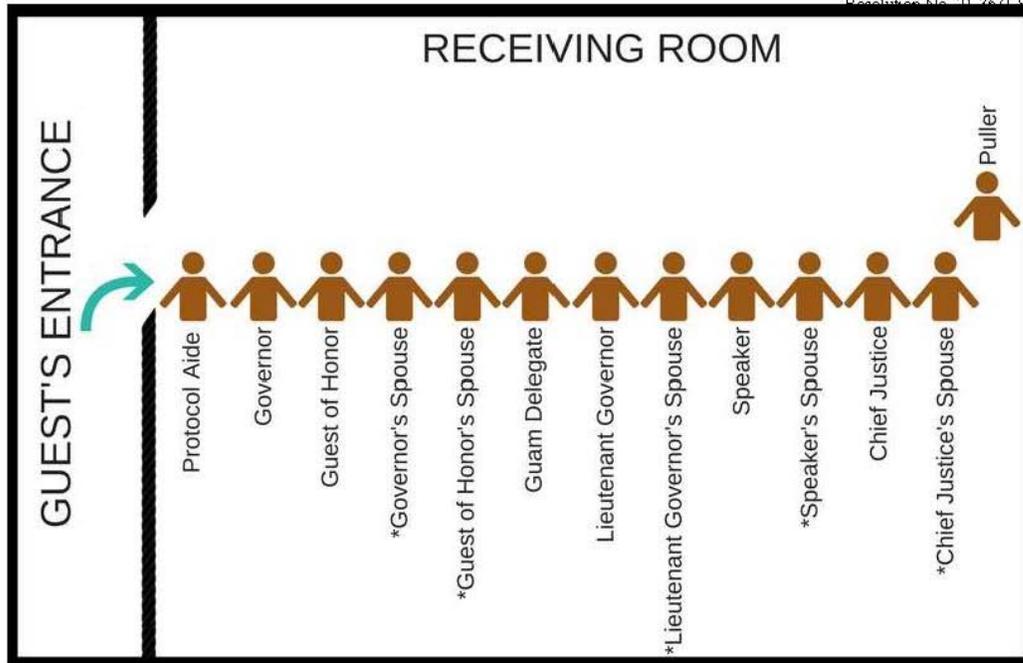
A comprehensive table detailing forms of address by position can be found in [Appendix 2](#).

2.3 Receiving Line

At a formal luncheon, dinner, or reception, a receiving line comprised of the host, hostess, and honored guests greet each guest for the occasion. As shown in the diagram, the correct procedure in arranging receiving lines for official functions follows this sequence. At the head of the line, a protocol aide takes on the role of Announcer and presents the guest to the host. The announcer is not part of the receiving line and should not shake hands with guests. The host in turn presents him or her to the guest of honor. The guest proceeds to meet the hostess, then the spouse of the guest of honor and others in the receiving line.

Receiving lines should be as short as possible and the order of persons on the line depends upon the formality of the occasion. At an unofficial function, the hostess is first in the receiving line, then the guest of honor, the host, and the spouse of the guest of honor.

The organizer of the event has the option of placing a Puller at the end of the receiving line. The Puller is responsible for directing or "pulling" guests towards refreshments or the lounge area. This prevents lingering and congesting at the end of the receiving line. The Puller is not a part of the receiving line and does not shake hands with guests.



*In cases where there is no spouse, this should be omitted.

Section 3. Official Functions

3.1 Organizing the Function

3.1.1 Cultural Issues

For dignitaries visiting from foreign nations, it is important to note culture specific protocol during functions as to avoid offending the visitors. If the dignitary is visiting from a country that is a member of the Consular Corps, it is best to consult their office to ensure proper protocol is observed. For all other nations, the Protocol Office of the Governor of Guam should be consulted.

3.1.2 Table Seating

Precedence should be the determining factor of seating arrangements for all official functions based on official position or military rank. The place of honor for the male guest is to the right of the hostess. The place of honor for the female guest is to the right of the host. If the guest of honor is given the place of honor at the table, the host should avoid inviting persons of higher rank. The man next in rank sits to the left of the hostess; the next lady, to the left of the host.

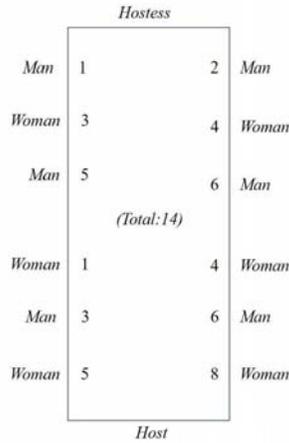
Spouses are seated at dinner according to the rank of their husbands or wives, unless they hold official positions themselves.

It is desirable that the total number of persons at the table not be a number divisible by four in order to alternate men and women between the host and hostess. Round tables of six or more persons allow more flexibility than rectangular ones. Two or more tables of six or more persons afford more places of honor, as the host and hostess can each have a co-hostess and co-host at their respective tables.

It is desirable to avoid placing two men and two women next to each other. One should also avoid seating a man and his wife together.

What follows are sample diagram of varied seating arrangements.

Example 1: Host and hostess at the ends of table

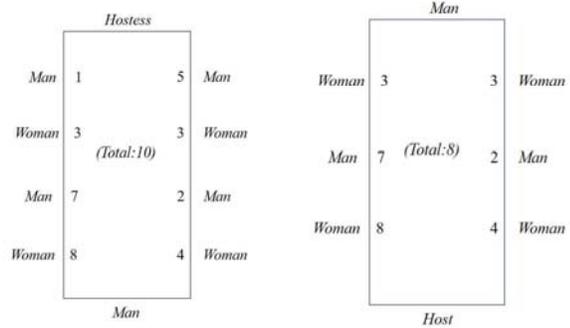
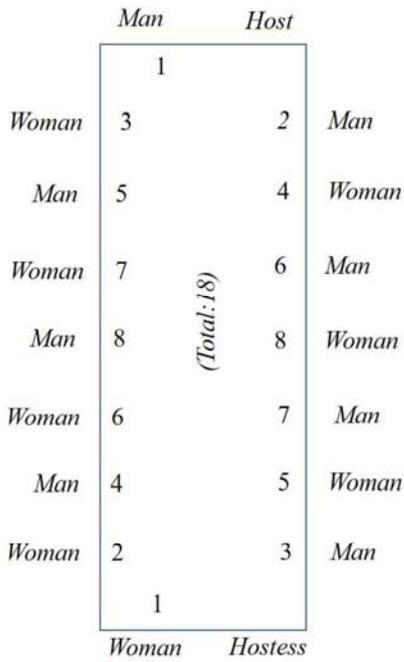


Example 2: Host and hostess at center of table

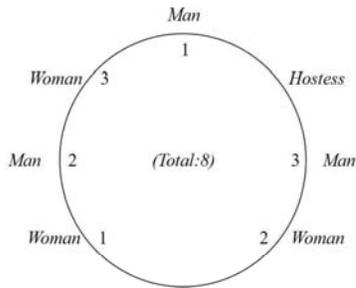


Example 3: Two places at each end of table

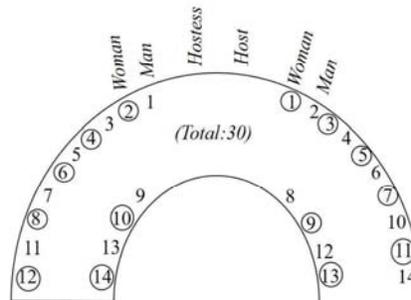
Example 4: Host and hostess at separate tables.



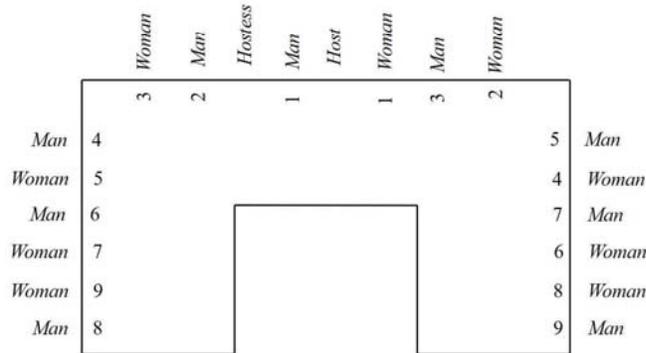
Example 5: All couples married; round table: number divisible by four. *Note: 5' table seats 8; 5 ½' table seats 10; 6' table seats 12.



Example 6: Horseshoe; host and hostess seated together.



Example 7: Squared U; host seated between guests of honor. *Arrangement avoids placing a woman at the end.

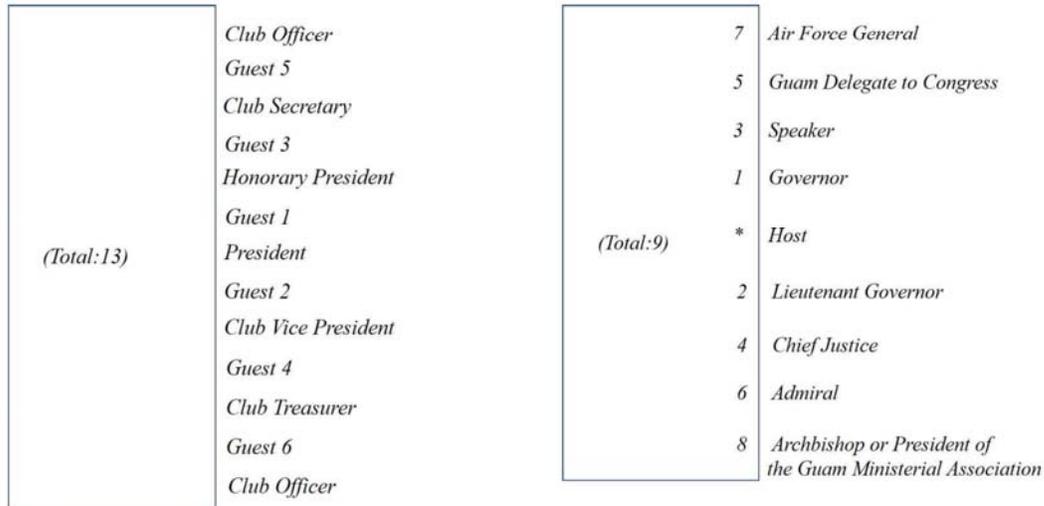


Head Table

Seating arrangements at head tables are required for most public functions such as a charity luncheon a convention dinner, a banquet to honor a distinguished visitor or other prominent person, an event to promote a political cause, etc.

Some functions are stag affairs, some mixed groups, and some are with or without speakers.

For a ladies’ luncheon where club officers and important guests comprise the head table, see the example below. A head table at which official and nonranking guests are present is shown below. The important persons who represent their civil and philanthropic organizations may be placed between the official ranking guests after the guest of honor and second top official guest are seated.



3.1.3 Program

3.1.3.a The Fine Art of Toasting

A toast to the guest of honor is expected and is proposed toward the end of the dessert course. Usually the host will tender the toast in tribute to the accomplishments of the guest of honor. At a formal dinner, champagne in one's glass is used to drink the toast. At a luncheon, wine is served.

After the brief remarks, the host will ask "Will you stand and join me in a toast to _____?" During the toast, the guest of honor remains seated. After the toast, the guest of honor replies with expressions of gratitude and good wishes.

At the end of the meal, the hostess usually gives the nod to leave the table. Ladies leave the tables first, the senior guests preceding, then the men in the same order.

3.1.3.b Blessing of the table

A prayer of thanksgiving for the table will be requested of any clergy person present. Ordinarily, representatives of the Catholic or Protestant communions will be called upon to administer the blessing. When neither a representative from the Archdiocese of Agana or the Guam Ministerial Association is present, a military chaplain (if present) is called to administer the blessing.

Sample Banquet Program

<p style="text-align: center;"><i>Banquet Program</i></p> <p style="text-align: center;"><i>Invocation</i></p> <p style="text-align: center;"><i>Introductions</i></p> <p style="text-align: center;"><i>Dinner</i></p> <p style="text-align: center;"><i>Intermission</i></p> <p style="text-align: center;"><i>Presentation of Awards</i></p> <p style="text-align: center;"><i>Keynote Address</i></p> <p style="text-align: center;"><i>Special Presentations</i></p> <p style="text-align: center;"><i>Closing</i></p> <p style="text-align: center;"><i>Benediction</i></p>
--

3.1.4 Checklists

When planning any event, a checklist is useful to ensure all tasks are completed and set for the day of the event. Below is a sample checklist for the Hostess:

- Event Date
- Venue
- Event Time
- Dress/Attire
- Guest list
- Invitations; response cards
- Program/Setup and Décor
- Menu/Caterer Arrangements
- Entertainment (if necessary)
- Parking (reserved parking for Guest of Honor, if necessary)
- Public Address System: microphone
- Photographers; Press
- Flags
- Master of Ceremonies
- Staff members
- Seating arrangements; place cards
- Table numbers

3.2 Protocol for functions

As a courtesy extended to welcome dignitaries, an official dinner, luncheon, or reception is held. Entertaining visiting dignitaries makes them feel welcome and fosters better relationships among public officials.

Official dinners and luncheons are the more formal types of entertainment. On Guam, the reception seems to be the most popular form of entertainment. The reception is generally less formal and more relaxed.

Although Government House usually serves as the hub of official entertainment, other places are also utilized.

Once the date, place, and time are set, the guest list must be prepared, including the seating of guests based on protocol, in case of a formal dinner.

Invitations are sent in advance to officials and individuals for the event. A menu is selected and proper decorations are chosen. Entertainment is usually always planned for the guests.

When seating is arranged, name cards should be placed on the tables.

3.2.1 Invitations

Official events are either formal or informal occasions. All invitations include the nature of the occasion, day, date, hour, place and attire.

All formal invitations and replies to them may be fully engraved, partially engraved or handwritten, preferably in black ink. The invitations should be on a plain white card or on a card, any shade associated with white, such as off-white or ivory. The invitations should measure approximately 5 ¼" x 4 ½" or 7 ¼" x 4 ¾". Script and shaded antique Roman letterings are preferred over other types.

Official invitations may bear the seal of the office or the Guam seal. In the military, a replica of a flag officer's personal flag may be used. Envelopes for all invitations should be handwritten in black ink and addressed with the full name of the husband and wife, unless the guest is single.

Invitations should be sent out at least three to four weeks in advance of the date of the event. However, telephone invitations and replies are proper when time does not allow for a written response to be made.

Replies are handwritten in the same form and wording as the invitation. When an acceptance is made, the reply should specify the day and hour and should read "accept with pleasure the kind invitation of." When writing a regret to an invitation, it is a courtesy to give a courteous reason.

Also, in the case of large receptions, it is recommended that the guest list be well-balanced with government officials, the press, personal friends of the host, persons distinguished in scholarly pursuits, persons in business and industry, and persons with similar interests as the guest of honor, if there is one.

If a reply is preferred, the invitation should include an R.S.V.P. Although these letters stand for the French phrase, *Répondez s'il vous plaît*, which means "Respond if you please," they really convey a much stronger meaning. R.S.V.P. means that a response is expected! When written alone, as shown above, this indicates that the hostess wants the response in writing. The response may be made in a variety of ways; it need not conform exactly to the invitation. For example, if the invitation is written by hand and informal, the response may be on a personal note card, or small sheet of stationery. Even if each line on an informal invitation is centered on the page, the response should not follow that format. See the examples provided on the next page.

Address the written response to an informal invitation to the hostess only, even though the invitation may have come from a couple. (This is the opposite from how a response to a formal invitation is addressed.)

"R.S.V.P. (Phone Number)"

This implies that the hostess wants one's response made by telephone. In one's busy life, this is the most expedient method of obtaining responses for written informal invitations.

****Regrets, or Regrets Only***

This means that one must respond only if one cannot accept the invitation. It is a reverse approach to most response requests; the hostess hopes to learn which guests will attend by hearing only from those who will not attend. Though the use of "Regrets" is not recommended, if the hostess requests it, follow her instructions. If a phone number is given, one may call to regret. Otherwise, a written regret is expected if one cannot attend.

****Blank Lower Left Corner***

When no mention of a response appears on the invitation, then none is expected. One may attend if one is free, or not attend if one has a previous commitment or would prefer not to; it's that simple. However, the next time one sees the hostess. It is polite to thank her for the invitation, and indicate whether or not one will be able to attend.

Oral Invitations

Oral invitations differ from written informal invitations in that one is expected to respond immediately. Many hostesses prefer this method of extending invitations for small gatherings. When an oral invitation is received, and one is free to attend, accept immediately and with enthusiasm. Record all of the particulars one will need to know; host, day, time, place, dress, and type of party.

If one is not free to accept, one should briefly explain why. Even saying one is "not free" is more polite than brusquely saying one "can't come."

Sample RSVPs:

<p><i>Dear Mrs. _____,</i></p> <p style="text-align: center;"><i>James and I accept with pleasure your kind invitation for dinner on Friday, the sixth of June, at 7:30 p.m.</i></p> <p style="text-align: right;"><i>Sincerely,</i> _____</p> <p><i>Monday, 25th</i></p>	<p><i>Dear Mrs. _____,</i></p> <p style="text-align: center;"><i>James and I regret that, due to a previous commitment, we will be unable to accept your kind invitation to dinner for Friday, the sixth of June.</i></p> <p style="text-align: right;"><i>Sincerely,</i> _____</p> <p><i>Monday, 25th</i></p>
---	--

When to respond

Whether responding in writing or by phone, one’s response must be prompt — within 24 to 48 hours. If a response is made any longer than the anticipated time, several unfortunate things happen.

Also, the hostess worries that the recipient didn’t receive the invitation. Then, she may feel that the recipient was not pleased to have been invited.

Also, one’s manners are questioned for not answering her invitation. None of these is desirable and certainly not designed to make a good impression. To start things off right, answer every invitation within 24 to 48 hours.

Guests need to remember that an invitation is issued from a desire to offer hospitality and to please.

Oral Responses

When an oral response to an invitation is appropriate, always make it over the telephone rather than in person. First, the hostess usually has a list of invited guests near her phone; if one calls, she can immediately record one’s response. The other reason for phoning is to keep conversations private, so no one can overhear and get their feelings hurt for not having been invited.

3.2.2 Dress Definitions

DRESS DEFINITIONS REFERENCE CHART

	WOMEN	MEN
WHITE TIE	<ul style="list-style-type: none"> • Formal Floor Length Evening Gown • Long Gloves (optional) 	<ul style="list-style-type: none"> • Black Dress Coat (tailcoat), with matching pants with a single stripe of satin or braid • White Pique Wing-Collared shirt with a stiff front • Braces • Shirt Studs and Cuff Links • White Vest • White Bow Tie • White or Gray gloves • Black patent shoes and black dress socks

BLACK TIE	<ul style="list-style-type: none"> • Evening Gown (floor length), or Cocktail Dress (ankle-length) 	<ul style="list-style-type: none"> • Black tie or bow tie, with a tuxedo or dinner jacket • Formal white shirt • Optional White cummerbund • Black shoes with black dress socks
FORMAL	<ul style="list-style-type: none"> • Ankle length cocktail dress, or short cocktail dress 	<ul style="list-style-type: none"> • Dark suit with tie, or Filipino Barong
ISLAND FORMAL/ SEMIFORMAL	<ul style="list-style-type: none"> • Long island dress/national dress, or cocktail dress • Long dressy skirt and top • Dress separates 	<ul style="list-style-type: none"> • Long sleeve shirt, sport coat, and slacks • Dark Business suit with dress shirt • Tie • Leather dress shoes and dark socks
ISLAND CASUAL/ BUSINESS CASUAL FOR WOMEN	<ul style="list-style-type: none"> • Dress, blouse, open-collar shirt, knit shirt, or sweater and skirt or slacks 	<ul style="list-style-type: none"> • Island Shirt, dress shirt, button down shirt, polo shirt • Slacks or khakis • Loafers or similar style, and socks
NATIONAL DRESS/FESTIVE ATTIRE	<ul style="list-style-type: none"> • Long island dress: mestiza; kimono; or other national dress • Cocktail dress, long dressy skirt and top, dress pants outfit • Featured holiday colors 	<ul style="list-style-type: none"> • Filipino barong or other nation dress • Seasonal coat or blazer and slacks • Tie- festive or with holiday theme

MILITARY EVENT DRESS DEFINITIONS CHART

<p>OFFICIAL FORMAL EVENING FUNCTIONS, STATE OCCASIONS</p> <ul style="list-style-type: none"> • Army: Blue Mess/Evening Dress • Marine Corps: Evening Dress "A" • Navy: Formal Dress • Air Force: Mess Dress • Coast Guard: Formal Dress • Civilian Attire Men: Tuxedo/White Tie • Civilian Attire Women: Evening Gown
<p>PRIVATE FORMAL DINNERS OR DINNER DANCES</p> <ul style="list-style-type: none"> • Army: Blue Mess/White Mess • Marine Corps: Evening Dress "B" • Navy: Dinner Dress Blue Jacket/Dinner Dress White Jacket • Air Force: Mess Dress • Coast Guard: Dinner Dress Blue Jacket/Dinner Dress White Jacket • Civilian Attire Men: Tuxedo • Civilian Attire Women: Evening Gown
<p>LESS FORMAL OCCASIONS REQUIRING MORE FORMALITY THAN SERVICE UNIFORMS</p> <ul style="list-style-type: none"> • Army: Army Blue (bow tie)/Army White (bow tie) • Marine Corps: Blue Dress "A" or Evening Dress "B" • Navy: Dinner Dress Blue Jacket/Dinner Dress White Jacket • Air Force: Mess Dress • Coast Guard: Dinner Dress Blue/Dinner Dress White • Civilian Attire Men: Tuxedo

- Civilian Attire Women: Evening Gown/Cocktail Dress

PARADES, CEREMONIES, AND REVIEWS WHEN SPECIAL HONORS ARE BEING PAID, OR OFFICIAL VISITS OF OR TO U.S. OR FOREIGN OFFICIALS

- Army: Army Blue/Army White
- Marine Corps: Blue Dress "A"/ Blue/White "A"
- Navy: Full Dress Blue-Participants, Service Dress Blue Attendees/Full Dress White-Participants, Service Dress Blue-Attendees
- Air Force: Service Dress
- Coast Guard: Full Dress Blue/Full Dress White
- Civilian Attire Men: Civilian Informal
- Civilian Attire Women: Civilian Informal

Section 4. Official Ceremonies

4.1 Inaugurations

4.1.1 Governor & Lieutenant Governor

The inauguration of a governor has become a tradition since the first appointed civilian governor in 1950. Today, inaugurations for the newly-elected governor and lieutenant governor are quite elaborate. Preparations involve hundreds of volunteers who work for several weeks. All the minute attention to detail ensures that the big event is a success.

By law, the inaugural ceremony takes place on the first Monday of January following the date of election. Inaugural committees are led by a chairperson who is appointed by the governor-elect. The chairperson must be a well-known and respected person who can work closely with the governor-elect and numerous other key supporters and community leaders.

In this islandwide celebration, several committees and subcommittees are formed to prepare for the following: the inaugural ceremony itself and the reception that follows, the inaugural mass, the inaugural dinner and/or ball the food and entertainment, the grounds and decorations, invitations and publicity, programs and souvenirs, finances, guest accommodations and transportation, and community participation.

At the appointed time, the invocation is always done by the Legislative Chaplain. In the event the Chaplain is unavailable, the invocation will be done by the Archbishop. The benediction is done by the president of the Guam Ministerial Association. This holds true also for the legislative inaugural, state funerals, ceremonies, and all other official programs.

Before the fixed hour of the ceremony, invited guests are ushered to their assigned seats according to the order of precedence. The governor and lieutenant governor-elect are escorted up the center of the aisle and approach the podium through the left side. The governor-elect is usually escorted by the outgoing lieutenant governor.

In the ceremony, the administration of the oath of office to the governor and the lieutenant governor-elect is the only necessary part of the ceremony. Today, however, there are words of greetings for the occasion extended by visiting dignitaries, an invocation and benediction, rendition of patriotic songs and musical selections performed by local artists. The inaugural address is delivered by the governor to set the tone of his or her administration.

Early in the inaugural preparation, a liaison committee for the newly-elected governor works with a similar committee appointed by the outgoing governor. These two committees pave the way to a smooth transition into office by the incoming governor including logistical support by the outgoing administration in all aspects of the inaugural festivities.

Sample of an Inaugural Program for Governor and Lieutenant Governor-Elect

INAUGURAL PROGRAM, GOVERNOR & LIEUTENANT GOVERNOR

Opening Remarks

Introduction of Official and Special Guests

Presentation of Colors

National Anthem

Guam Hymn

Invocation

Reading of Messages

Presentation of Lieutenant Governor-Elect

Administration of Oath of Office to Lieutenant Governor-Elect

Presentation of Bouquet to Lieutenant Governor's- Elect Spouse

Battle Hymn of the Republic

Presentation of Governor-Elect

Administration of Oath of Office to Governor-Elect

Salute to the Governor

Lieutenant Governor's Inaugural Address

Selection by Navy Band

Governor's Inaugural Address

Benediction

God Bless America Hymn

Closing Ceremonies

4.1.2 Guam Legislature

Following the election and on a date fixed by the Legislature, the fifteen members of the newly-elected body are inaugurated. The inaugural ceremony usually takes place in the legislative building.

An inaugural committee is appointed by the Speaker whose members represent both the majority and minority members of the Legislature. Invitations are extended to government officials, relatives, and friends of the senators-elect, and the media. The public is welcome to attend.

Before the fixed hour of the ceremony, the senators-elect and their spouses are escorted to their assigned seats. Invited guests are also escorted to their assigned seats.

The ceremony opens with the Chief Justice of the Supreme Court of Guam calling the session to order, followed by an invocation given by the Archbishop. The Judge then calls the roll of the senators-elect and presents them with their certificates of election to office. The highlight of the ceremony is the administration of the oath of office by the Chief Justice.

The formal election of the Speaker is followed by the inaugural address. Other elections of officers and attaches are conducted briefly, yet formally, during the ceremony.

The attaches are also administered their oath of office by the Legislative Secretary. The Speaker proceeds to call for the election of committee chairpersons. The benediction given by the president of the Guam Ministerial Association, and the call to adjourn are followed by an informal reception, usually held in the lobby or outdoors on the legislative grounds.

INAUGURAL PROGRAM GUAM LEGISLATURE

Call to Order

National Anthem & Guam Hymn

Invocation

Roll Call of Senators-Elect and Presentation of Certificates of Election

Administration of Oath of Office

Pinning Ceremonies

Election of Speaker

Speaker's Address

Adoption of Standing Rules

Election of Legislative Officers, Committee Chairpersons and Attaches

OFFICERS

Vice Speaker

Legislative Secretary

COMMITTEE CHAIRPERSONS

ATTACHES

Sergeant-At-Arms

Legislative Chaplain

Recording Secretary

Legislative Counsel

Administration of Oath of Attaches

Benediction

Adjournment

Legislative Reception

Sample of an Inaugural Program for the Guam Legislature

4.2 State Addresses

4.2.1 State of the Island Address

Like the President's State of the Union message, an annual State of the Island message is delivered by the governor. At the invitation of and through mutual agreement with the Speaker, the governor usually makes his address at the beginning of a Legislative Session.

Invitations to this formal occasion are sent out by the legislature at least two weeks in advance of the event to various government officials. Through the media the public is informed about the event and is also welcome.

At the appointed hour, appropriate seats are assigned to legislators. Following the order of precedence, invited guests are escorted also to their assigned seats in the session hall. Then the platform guests are escorted to their seats by legislators designated by the Speaker.

Before the governor's entry, the Sergeant-at-Arms gets the attention of the Speaker. Once recognized, the Sergeant-at-Arms announces, "Mr. Speaker — the Governor of Guam" Traditionally, the governor comes down the aisle with his legislative escort as the session hall stands and applauds. The governor and the platform guests before him approach the podium from the left side. The governor makes his address directly in front of the Speaker's seat.

In his message, the governor outlines his legislative program. He also discusses the major problems facing the territory and recommends legislative solutions.

After the address, the legislature rises and applauds as the governor leaves the podium and is again escorted out of the session hall.

An informal reception is typically hosted in the legislative lobby by the Guam Legislature following the address.

4.2.2 Congressional Address

Guam's delegate to the U.S. House of Representatives reports annually to the people of Guam, usually in the month of August, in an address delivered at the Legislature. This practice continues from the 1960s, when Guam's Washington representative was an elected local official, charged with the responsibility of lobbying the Congress and federal agencies on behalf and for the people of Guam.

Preparations are similar to those followed for the State of the Island address. At the invitation of and through mutual agreement with the Speaker, the Guam Delegate to the U.S. House of Representatives usually makes his address at the beginning of a Legislative Session.

Invitations to this formal occasion are sent out by the legislature at least two weeks in advance of the event to various government officials Through the media the public is informed about the event and is also welcome.

At the appointed hour, appropriate seats are assigned to legislators. Following the order of precedence, invited guests are escorted also to their assigned seats in the session hall. Then the platform guests are escorted to their seats by legislators designated by the Speaker.

Before the governor's entry, the Sergeant-at-Arms gets the attention of the Speaker. Once recognized, the Sergeant-at-Arms announces, "Mr. Speaker — Guam's Delegate to the US House of Representatives. Traditionally, the Delegate comes down the aisle with his legislative escort as the session hall stands and applauds. The Delegate and the platform guests before him approach the podium from the left side. The Delegate makes his address directly in front of the Speaker's seat.

In his message, the delegate outlines his legislative program. He also discusses the major problems facing the territory and recommends legislative solutions.

After the address, the legislature rises and applauds as the delegate leaves the podium and is again escorted out of the session hall.

An informal reception is typically hosted in the legislative lobby by the Guam Legislature following the address.

4.2.3 State of the Judiciary Address

The Chief Justice of the Supreme Court of Guam is the highest judicial office in the territory. The Legislature invites him/her to deliver a message on the first Monday of April of each year.

Preparations are similar to those followed for the State of the Island address. At the invitation of and through mutual agreement with the Speaker, the Chief Justice of the Supreme Court of Guam usually makes his address at the beginning of a Legislative Session.

Invitations to this formal occasion are sent out by the legislature at least two weeks in advance of the event to various government officials. Through the media the public is informed about the event and is also welcome.

At the appointed hour, appropriate seats are assigned to legislators. Following the order of precedence, invited guests are escorted also to their assigned seats in the session hall. Then the platform guests are escorted to their seats by legislators designated by the Speaker.

Before the governor's entry, the Sergeant-at-Arms gets the attention of the Speaker. Once recognized, the Sergeant-at-Arms announces, "Mr. Speaker — The Chief Justice of the Supreme Court of Guam. Traditionally, the Chief Justice comes down the aisle with his legislative escort as the session hall stands and applauds. The Chief Justice and the platform guests before him approach the podium from the left side. The Chief Justice makes his address directly in front of the Speaker's seat.

In his message, the Chief Justice outlines his proposals for legislation which affect the operations of the court.

After the address, the legislature rises and applauds as the Chief Justice leaves the podium and is again escorted out of the session hall.

An informal reception is typically hosted in the legislative lobby by the Guam Legislature following the address.

Section 5 Visiting the Branches of Government

5.1 Office of the Governor

The Office of the Governor (Office) is located in the Ricardo J. Bordallo Governor's Complex in Adelup, where you can tour the grounds to see historic monuments and artifacts and is frequently visited by many tourists and the community.

The Office is considered a privileged place where the Governor meets individuals and groups, as requested in the Governor's Executive Chambers, Governor's Conference Room or Cabinet Conference Room at his or her discretion.

To make arrangements to meet the Governor, appointments may be scheduled at least two weeks or more prior to the date requested. Briefings and/or tours of the Office can be conducted by appointment only and can be arranged through the Governor's Chambers or the Protocol Office. Such visits may include a courtesy call with the Governor.

The Governor is supported by a team of managerial, technical, and clerical staff.

5.1.1 Government House

Government House, also known as the People's House is the official residence of the Governor and his/her family. Located atop San Ramon Hill in Hagatña with a breathtaking panoramic view of northern Guam, Government House serves as the center of many government and social functions. Although the Governor and his/her family take residence here, it is open for use by the community to use for meetings and other special functions. The private residence is not open to the public.

Official receptions, breakfast meetings, luncheons and dinners are held here to welcome and honor visiting dignitaries from the United States, neighboring foreign countries and territories of the Pacific, and international dignitaries.

Arrangements may be made for meetings, special functions or a tour of Government House at least two weeks in advance. Such arrangements can be made by calling the Government House Executive Manager.

5.2 Guam Legislature

Guam's unicameral legislature consists of 15 members elected islandwide for two-year terms. The members, called senators, elect their own Speaker and other officers. The body breaks into working committees to deal with numerous bills introduced at each legislative session. Bills are then scheduled for public hearings by committees.

Individuals and groups who wish to know more about the legislature can schedule a visit to the Guam Congress Building, through the Protocol Office of the Guam Legislature.

Information on working policy of the legislature and visits to senators' offices can also be arranged through any senator's office, or through the Speaker's office.

The Guam Legislature is housed in the historic Guam Congress Building located at 163 Chalan Santo Papa Hagatña, Guam.

5.3 Judiciary of Guam

In 1950, the Organic Act created the District Court of Guam which has original jurisdiction over all "causes arising under the Constitution, treaties, and laws of the United States." It also has appellate jurisdiction hearing appeals from the Superior Court of Guam.

On January 14, 1993, Governor Joseph F. Ada signed Bill Number 102 into law. Public Law 21-147 called for the creation of a Supreme Court of Guam. However, since the Supreme Court was created by the Guam Legislature and not the Organic Act, the power of the Justices of the Supreme Court was dependent on the political climate. Through the years, there were a number of unsuccessful attempts by Guam Delegate Robert A. Underwood in the U.S. House of representatives as well as by Legislative Judiciary Chairman F. Randall Cunliffe in the 27th Guam Legislature to pass legislation establishing the Judiciary as an independent branch of Government.

In 2004, through the efforts of Guam Delegate Madeleine Z. Bordallo and the 27th Guam Legislature, the Organic Act was amended the Judiciary of Guam was recognized under federal law as a separate and co-equal branch of government of the Territory of Guam.

The three-story Judicial Center boasts a contemporary architectural design with emphasis on local Spanish surroundings found in the Capital City of Hagatña.

The Judicial Center is located at 120 West O'Brien Drive, with court and administrative offices open from 8 a.m. to 5 p.m., Monday thru Friday.

More information regarding the Judiciary of Guam can be found on their website at <http://www.guamsupremecourt.com/index.asp> or by contacting the Office of the Administrator of the Courts.

5.4 Office of Guam Delegate to Congress

In 1972, The United States Congress established the office of the Delegate of the Territory of Guam. The Guam Delegate to Congress is a non-voting member of the U.S. House of Representatives. The Guam Delegate is able to introduce legislation as well as speak on the House floor, however the representative does not have the privilege to vote.

To learn more visit the website of the Office of [Guam's Delegate to Congress](#).

5.5 Mayor's Council

Mayors and Vice Mayors are elected in all 19 municipal districts or villages on Guam. On September 16, 1989, Senator Madeleine Z. Bordallo's Bill No. 120 became Public Law 20-33, changing these public officials title from Commissioner to Mayor and Assistant Commissioner to Vice Mayor. These positions are political in nature which extend to the Mayors and Vice Mayors. The powers that are normally inherent under the American system of government.

Although their inherent powers have proved to be effective, the Mayors and Vice Mayors fall short in authority in comparison to their counterpart in the United States.

In a strictly municipal or village function in which the Mayor is absent, the Vice Mayor precedes other officials with the exception of the Governor or Lieutenant Governor if they are present.

In an islandwide function, the President of the Mayor's Council of Guam, who is elected from among their rank, precedes all other Mayors and Vice Mayors.

5.6 Consular Corps

Organized on July 27, 1972, the Consular Corps aims to promote friendly relations and better understanding between member countries and Guam. The Corps represents the interests of thousands of their respective peoples while they work and live on Guam. The Corps also serves as a link between the various national groups and the government of Guam.

Upon the presentation of the consular official's appointment to Guam, the receiving official, the governor of Guam, grants such consular official an exequatur or authority to perform his or her consular duties in the territory. A consular official shall be entitled to special protection and to high consideration by territorial officials with whom he or she maintains official dialogue.

The Consular Corps is headed by a "Dean" who is the highest-ranking consular officer in Guam. The order of precedence in the Consular Corps is based on rank and the date of assuming one's post in the local area.

In addition to Consular Corps members, there are persons who represent the interests of their respective governments and fellow countrymen on Guam, without benefit of official recognition. These representatives are afforded the courtesy of public acknowledgement in social settings. They are addressed and referred to in conformance with the title of the business position they occupy. When members of the Consular Corps are present, caution must be exercised to avoid the appearance of elevating their status by using consular forms of address, or assigning to them an equivalent or higher order of precedence.

More information regarding each Consulate Office can be found on their respective websites or by contacting their offices:

- Consulate General of the Philippines in Agana: <http://www.philippinesguam.org/philippines-agana/about-the-philippines-agana/>
- Consulate Agency of the Republic of Korea in Hagatna: <http://overseas.mofa.go.kr/us-hagatna-en/index.do>
- Consulate-General of Japan in Hagatna: https://www.hagatna.us.emb-japan.go.jp/itprtop_en/index.html
- Palau Consulate Office: Email at guampalauconsulateoffice@gmail.com
- Federated States of Micronesia: Email at fsm@teleguam.net

Section 6. Ceremonial Occasions

6.1 Opening a Ceremony

At any official event, it is standard protocol to open with the National Anthem and the Guam Hymn. Once the National Anthem and the Guam Hymn have been sung, the official program may begin.

Today, it is common practice to include the recitation of the Inifresi, and the Kåten Kulu and Bendision. Each of these ceremonies have a cultural importance and help set the tone of respect and honor at official events. The number of opening ceremonies to include in an event in addition to the National Anthem and Guam Hymn is at the discretion of the Host or Event Planner. If there are strict time constraints for the event, the Host may choose to limit the number of ceremonies in the program.

6.1.1 Anthems

6.1.1.a National Anthem

When the National Anthem is played, one stands and faces the music, or the U.S. flag, if one is displayed. If outdoors, those in uniform should salute at the first note of the anthem; if indoors, they should stand at attention but not salute. All others should stand at attention, men removing their headdress, with the right hand holding it at the left shoulder, the hand being over the heart. All present, except those in uniform should stand at attention facing the flag, with the right hand over the heart. The positions described for all present should be held until the last note of music is played.

6.1.1.b Fanohge Chamoru/ Guam Hymn

When the Fanohge Chamoru is played, one stands and faces the music, or the Guam flag, if one is displayed. All present, except those in uniform should stand at attention facing the flag, with the right hand over the heart. This position should be held until the last note of music is played.

Visit [Guampedia: Guam Hymn / Fanoghe Chamorro](#) for more information on the Guam Hymn.

6.1.1.c Foreign Anthems

When a high-ranking guest from another country is present, it is customary to play their national anthem as well.

6.1.2 Inifresi

The Inifresi is a pledge to the Island of Guam written by Bernadita Camacho Dungca, PhD. Under Public Law 21-34, the Inifresi was included in the Chamorro Language curriculum. Below are the words to the Inifresi and its translation.

*Ginen i mas takhelo' gi Hinasso-ku,
i mas takhalom gi Kurason-hu,
yan i mas figo' na Nina'siñã-hu,
Hu ufresen maisa yu' para bai hu Prutehi
yan hu Difende i Hinengge,
i Kottura,
i Lengguahi,
i Aire,
i Hanom yan i tano' Chamoru,
ni'Irensiã-ku Direchu ginen as Yu'os Tãta.*

*Este hu Afitma gi hilo' i bïpblia yan i banderã-hu,
i banderan Guãhan.*

From the highest of my thoughts,
from the deepest of my heart,
and with the utmost of my strength,
I offer myself to protect
and to defend the beliefs,
the culture,
the language,
the air,
the water and the land of the Chamorro,
which are our inherent God-given rights.
This I will affirm by the holy words and our banner,
the flag of Guãhan!

6.1.3 Kãten Kulu and Bendision

The Kãten Kulu and Bendision is a ceremony usually performed by a cultural group. During this ceremony, a conch shell is blown and a song and dance is performed. This song calls on the ancestors for blessings and guidance.

6.2 Flag Etiquette

6.2.1 American Flag

Public Law 829 of the 77th Congress as amended by Public Law 94-344 and in Executive Order N. 10834 issued on July 4, 1960, sets forth the rules and regulations on the correct use of the U.S. Flag.

It is the universal custom to display the flag only from sunrise to sunset on buildings and on stationary flagstaffs in the open. However, the flag may be displayed at night upon special occasions when it is desired to produce a patriotic effect.

The flag should be hoisted briskly and lowered ceremoniously.

The flag should be displayed daily, weather permitting, on or near the main administration building of every public institution. The flag should be displayed in or near every polling place on election day and should be displayed during school days in or near every schoolhouse.

No other flag or pennant should be placed above, or, if on the same level, to the right of the flag of the United States of America.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height and size in alphabetical order. The flags should be of approximately equal size. The U.S. flag should be given the place of honor to its own right, the flags to the left of the U.S. flag. The display of the flag of one nation above that of another nation is forbidden in time of peace.

The flag should form a distinctive feature of the ceremony of unveiling a statue or monument, but it should never be used as the covering for the statue or monument.

The flag should not be displayed on days when the weather is inclement, except when an all-weather flag is displayed.

The flag should not be displayed on a float in a parade except from a staff.

The flag should not be draped over the hood, top, sides, or back of a vehicle or of a railroad train or a boat. When the flag is displayed on a motor car, the staff shall be fixed firmly to the chassis or clamped to the right fender.

The flag should be flown at half-staff upon the death of the President or a former President for a period of 30 days from the date of death; ten days in the case of the Vice President, Chief Justice or retired Chief Justice of the Supreme Court. In case of members of Congress and Associate Justices of the Supreme Court, it should be flown from the date of death until interment.

Upon the death of a governor or a former governor, the flag should be flown from the date of death until interment.

For other local officials, unless specified by the Legislature, the governor shall issue a proclamation to govern the period of mourning.

Permission must be obtained from another country before its flag is flown at half-staff. Unless permission is granted, it is recommended that the flags of other countries not be flown when the flag of the United States is at half-staff.

During the ceremony of hoisting or lowering the flag or when the flag is passing in a parade or in a review, all persons present should face the flag, stand at attention, and salute. Those present in uniform should render the military salute.

When not in uniform, men should remove their headdress (if one is worn) with the right hand, continuing to hold the headdress in the right hand, the hand held over the heart.

Men without hats should salute by placing the right hand over the heart. The salute to the flag in the moving column should be rendered at the moment the flag passes.

When both the Guam and U.S. flags are flown together, the U.S. flag should be on the left side and the Guam flag on the right. When several flags are flown, they can be lined up alphabetically, with the exception of the U.S. flag. The U.S. flag should be posted on its own right in the front center of other flags. As a common courtesy, when a head of state visits Guam, the national flag of that country should be flown.

6.2.1.a Folding the American Flag

When the American flag is lowered, no part of it should touch the ground or any other object; it should be received by waiting hands and arms. To store the flag, it should be folded neatly and ceremoniously. Proper steps to folding the American flag are as follows:²

How to fold the Flag Step 1

² <http://www.usflag.org/flagetiquette.html>



To properly fold the Flag, begin by holding it waist-high with another person so that its surface is parallel to the ground.



Step 2



Fold the lower half of the stripe section lengthwise **over** the field of stars, holding the bottom and top edges securely.



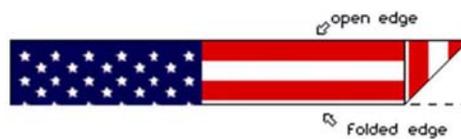
Step 3



Fold the flag **again** lengthwise with the blue field on the **outside**.



Step 4



Make a triangular fold by bringing the striped corner of the folded edge to meet the open (top) edge of the flag.



Step 5



Turn the outer (end) point inward, parallel to the open edge, to form a second triangle.



Step 6



The triangular folding is continued until the entire length of the flag is folded in this manner.



Step 7



When the flag is completely folded, only a triangular blue field of stars should be visible.

This [video](#) created by the Westpoint Military Academy demonstrates the proper technique for folding the American flag.

6.2.2 Guam Flag

“There shall be and there is adopted an official territorial flag of Guam, which consists of a rectangular field of marine blue, 78 Inches long and inches wide, trimmed on a all sides with a border of deep red, two inches in width and having in its center the Guam Coat of Arms. There shall be and there is hereby adopted an official Coat of Arms of Guam, which shall consist of an upright two-pointed oval scene...”

“There shall be and there is hereby adopted a Great Seal of the Territory of Guam, which shall consist of the Coat of Arms of Guam...” (Government Code of Guam)

The figures on the design symbolize specific Chamorro traits. The canoe typifies the courage of the ancient Chamorros who skillfully and fearlessly used the craft to span the Pacific. The coconut tree, growing in unfertile sand, symbolizes determination and, with its fronds open to the sky, defies the elements to bend it to its will. The backdrop is a representation of a popular tourist attraction, Two Lovers’ Point, located in the village of Harmon. Two Lovers’ Point is a popular Guam myth.

6.2.2.a Folding the Guam Flag: Standard

Folding the Guam flag mirrors that of the folding of the U.S. Flag

6.2.2.b Folding the Guam Flag: State Funerals

When the Guam flag is removed from the casket during a State Funeral, no part of it should touch the ground or any other object; it should be received by waiting hands and arms of 8 individual pallbearers. To fold the flag, it should be folded neatly and ceremoniously. Proper steps to folding the Guam flag are as follows:



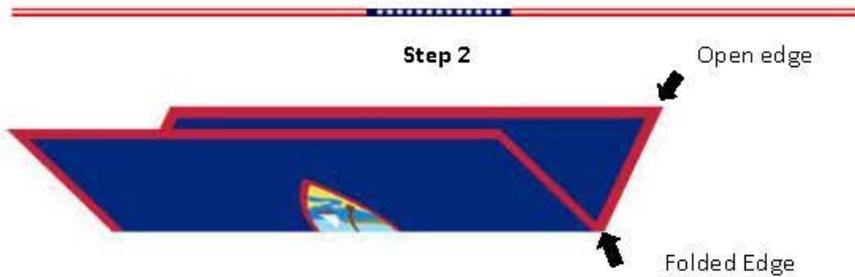
Steps to folding the Guam Flag

Step 1



To properly fold the flag, begin by holding it waist-high so that its surface is parallel to the ground.

Step 2



Fold the lower half of the flag lengthwise and align with the upper portion of the flag, holding the bottom and top edges securely.

Step 3



Fold the flag **again** lengthwise – (Diagram above), with the blue field and portion of the Guam seal showing on the **outside** – (Diagram below).



Step 4

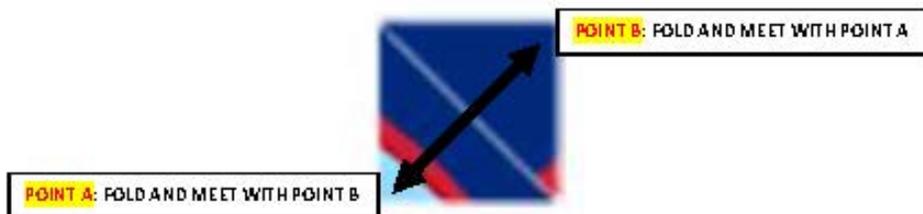


Fold the flag inward about an inch on both sides simultaneously.

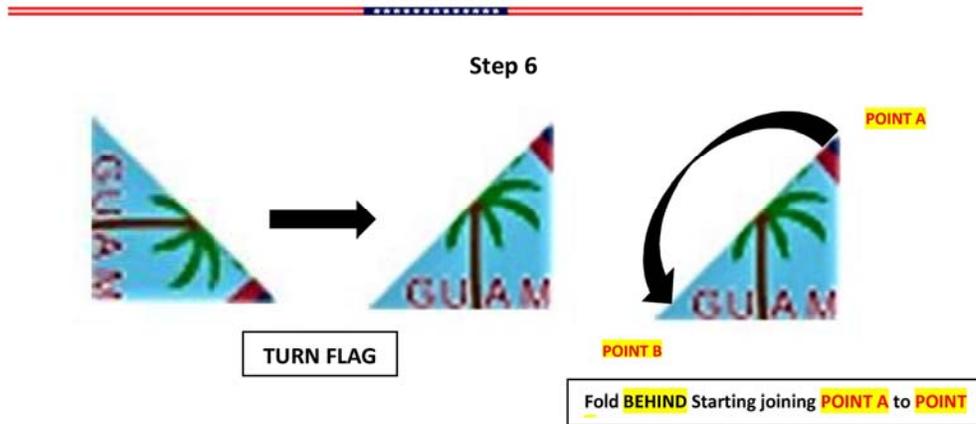
Step 5



Make a triangular fold by bringing the corners of the flag on both ends forward to form a rectangular angle (as shown on the Diagram above), repeat the same fold until the flag forms in to a square (as shown on the Diagram below).



Fold the flag so point A aligns with point B as shown on (Diagram above)



At this point the flag shows a portion of the seal with Guam shown on the left side, the flag then is folded where point A aligns to point B.



The flag now appears ready to be presented to a family member.

NOTE: that this fold can only be done on a 5 x 8 size flag and presented during State Funerals.

6.3 Religious occasions

The Catholic Church plays a significant role in the spiritual, social and cultural life of the people of Guam. Protestant groups also contribute to the spiritual and social fabric of Guam's growing diversity of peoples.

The Parish priest continues to play a very important part in the life of the local community. A Catholic priest is usually appointed by the Legislature to serve as Chaplain. In all important islandwide official ceremonies, the Archbishop, or his designated representative, plays a significant part.

The Archbishop is introduced as His Excellency Archbishop _____ of the Archdiocese of Agana, or simply as Archbishop _____. A priest is addressed as Reverend _____, or as Father _____.

In official communications, the Archbishop is addressed as:

Most Reverend _____, OFM Cap., D.D.*
Archbishop of Agana
196 Cuesta San Ramon Ste B.
Hagatña, Guam 96910

If a Legislative Resolution is to be presented at a Mass, it is suggested that it be presented prior to the start of the Mass or after the reception of communion.

If a visiting head of state desires to attend a Mass at the Dulce Nombre de Maria

Cathedral-Basilica, or in a parish church, those assigned as the official government hosts should inform the Archbishop so that proper recognition may be rightly accorded.

In a Protestant church, the minister or pastor is most generally addressed and introduced as Reverend. Titles of Vicar, Bishop, and/or Archbishop would occur only rarely in local protocol contexts, and usually only with the Episcopal (i.e., Anglican) and sometimes the Methodist denominations.

The President of the Guam Ministerial Association or his representative is also invited to take part in official functions. The Guam Ministerial Association is an association or a large number of Protestant clergy in the community.

In official communications, the President of the Guam Ministerial Association is addressed as:

The Reverend _____
President of the Guam Ministerial Association
P.O. Box 2099
Agana, Guam 96910

It should be noted that there are additional religious groups on island which are not represented by either the Archdiocese of Agana or the Guam Ministerial Association.

****Depending on religious order; contact Chancery Office.***

6.4 State Funerals

According to Public Law 15-89, the Legislature, on behalf of the people of Guam, shall honor with a State Funeral any person who at the time of his death or before served as a Senator, Governor, Lieutenant Governor, Judge, Non-Voting Delegate to Washington, or any citizen who, in the opinion of the Committee on Rules of the Legislature, has displayed exemplary service for the island and the people of Guam, if the family of the deceased so agrees.

Before arrangements are made, the personal desires of the deceased and the family must be known. Once the family's representative informs the Speaker regarding the family's wishes, plans are underway for a state funeral.

At the executive level, the governor proclaims a period of mourning, usually from the day of death to the day of internment. All U.S. and Guam flags are flown half-mast during this period.

The memorial service is held at the legislative session hall. The family representative works closely with the Speaker and the governor on the various items in the service. At the appointed hour, the Speaker calls the

legislature to order. After legislative motions are entertained by the Speaker, dignitaries are escorted to the hall.

The casket of the deceased is escorted through the Session Hall main doors by the senators of the Guam Legislature followed by the family members of the deceased. The memorial service begins with the rendition of the anthems followed by the invocation. The prepared legislative resolution is read by the Legislative Secretary and presented to the family of the deceased by the Speaker, Vice-Speaker, Legislative Secretary and the Minority Leader. The Governor then presents the prepared Proclamation of Guam to the family members. The official Wreath of Guam is then presented to the family by the Governor, Speaker and Chief Justice. A prayer is then said. The eulogy is then delivered by someone usually selected by the family and one who was an intimate friend of the deceased. Last respects are then paid to the family by the Speaker, Governor, Chief Justice, senators, podium guests and dignitaries. The benediction is delivered by the President of Ministerial Association. The service ends with the adjournment of Session.

A 17-gun salute honoring deceased senators is appropriate. A 21-gun salute is afforded to former governors. None are afforded to mayors or judges.

A gun salute is fired at noon on the day of the funeral on the day of the funeral. This portion of the ceremony is arranged with a military service; the National Guard, or the Guam Police Department. Last respects are paid by participants in the service and government officials. The Speaker offers brief remarks followed by the benediction. The Legislature then rises to adjourn. From the legislative hall, the remains of the deceased will be moved to lie in repose at a designated place of worship. The funeral cortege proceeds to the final resting place. An internment rite is observed ending with a final salute to the deceased. Arrangements mentioned in this text can be modified to conform to the wishes of the family of the deceased.

*Sample State Funeral Program****Call to Order***

- Motion to append Resolution No. XX-XX (LS) to the Journal of the Day's Proceedings and to waive the House Rules to allow the remainder of the session to take place at the Speaker Antonio R. Unpingco Legislative Session Hall.
- Motion to resolve the Legislature into the Committee of the Whole to commence the Official State Memorial Service for the late **[name of deceased, position]**.

Presentation of Colors***National Anthem and Guam Hymn******Inifresi******Invocation******Reading of Resolution******Presentation of Legislative Resolution******Presentation of Governor's Proclamation******Presentation of Official Wreath of Guam******Eulogy******Final Respects******Benediction******Motion to Rise/ Motion for Adjournment******Recessional*****6.5 Military Traditions****6.5.1 Change of Command Ceremony**

A Change of Command Ceremony is an honored product of the rich heritage of Naval tradition. It is a formal ritual conducted before the assembled company of the command. It is a custom wholly naval and is nearly unique in the world today. Custom has established that this ceremony be formal and impressive, for it is a transfer of total responsibility, authority, and accountability from one individual to another. Parading All Hands at Quarters and the public reading of official orders stem from those days when movement of mail and persons was a very slow process. This procedure was designed to ensure that only duly authorized officers held command and that all hands were aware of its authenticity.

The heart of the ceremony is the formal reading of official orders by both the relieving officer and the officer to be relieved. Command passes with the utterance by the relieving officer, "I relieve you, sir!" The officer being relieved responds, "I stand relieved!" This simple procedure signifies the passing of total responsibility for the command.

The outgoing commanding officer determines the extent of the ceremony and assumes responsibility for all arrangements. In the case of a flag or general officer, invitations are normally headed by a replica of the personal flag of the officer being relieved. In some instances, change of command and retirement ceremonies are combined. An invitation to a reception following the ceremony may be included on a smaller card which is enclosed with the basic invitation.

6.5.2 Dining-In

The Dining-In is a formal dinner function. It may honor a departing officer or welcome a new one. It may also give recognition to a dignitary, an individual, unit achievements, or it may simply be a pleasant way for officers at a station to get better acquainted. Spouses are not invited. Medals are worn by all members of the mess and the military guests, including retired officers. A civilian guest wears black tie, or other appropriate attire. The attire is stated in the invitation. The primary elements of a Dining-In include a fine dinner, toasting, remarks, and camaraderie.

6.5.3 Dining Out

This formal dinner function follows the same general format and serves somewhat the same purpose as the Dining-In. The basic difference is the presence of spouses and guests. This function is conducted in a more relaxed and less ceremonious atmosphere.

6.5.4 Hail and Farewell

The purpose of this reception is to welcome new members into the command and to bid farewell to those departing. The dress will depend on the venue, but is typically casual. Most Hail and Farewells are sponsored and attended by a command's wardroom and spouses.

6.5.5 Retirement Ceremonies

Retirement ceremonies are a formal retiring from military service after completion of a career whose length will vary as prescribed by law and other factors. In the Navy, this formal ceremony concludes with the retiree being "piped over the side." All guests are expected to rise in honor of the retiree. Typically, an informal reception follows.

6.5.6 Other Ceremonies

Other ceremonies hosted by the military on Guam include the various service birthday balls, Armed Forces Day, and POW-MIA Day.

6.6 Opening a building; Unveiling a plaque; Ribbon cutting

Government officials and distinguished guests are often invited to events such as the opening of a new building, a ribbon cutting or a plaque dedication. At these events, official protocol should be observed. Below is a sample of a typical program used at these types of events.

***RIBBON CUTTING & PLAQUE DEDICATION CEREMONY/
OPENING OF A NEW BUILDING
SAMPLE PROGRAM***

POSTING OF COLORS

NATIONAL ANTHEM / GUAM HYMN

INVOCATION

OPENING REMARKS

KEYNOTE SPEAKER

CLOSING REMARKS

RIBBON CUTTING

PLAQUE DEDICATION

BENEDICTION

6.7 Wreath Laying

Wreath laying ceremonies are solemn events conducted to honor of someone who has passed. Wreaths are placed at grave sites or memorials in memory of those who have passed. At these events, official protocol should be observed. Below is a sample of a typical program used for a wreath laying ceremony.

<p>WREATH LAYING CEREMONY SAMPLE PROGRAM</p> <p>POSTING OF COLORS</p> <p>NATIONAL ANTHEM / GUAM HYMN</p> <p>INVOCATION</p> <p>OPENING REMARKS</p> <p>KEYNOTE SPEAKER</p> <p>CLOSING REMARKS</p> <p>WREATH PRESENTATION</p> <p>BENEDICTION</p>

6.8 Receiving of a Fallen Service Member

For receiving a body of a fallen service member, regardless of rank or branch, the Governor's Protocol Office will work closely with the local military Casualty Office to receive the fallen Service Member with utmost dignity and respect.

Section 7. Hosting visiting Dignitaries

7.1 Airport Reception

Guam has become a hub of regional and international travel. As a popular stopping point for political and economic leaders, both East and West, Guam's international airport serves an important function. Arrangements for welcoming visiting dignitaries at the airport should vary according to the official position of the guest. Heads of state should be accorded proper courtesy befitting their position. Top officials at the national level should also be afforded high honors upon their arrival at the airport.

Chamorro hospitality extends to airport arrivals of visiting dignitaries. Leis or floral arrangements are offered to arriving guests as a gesture of welcome. A reception line which follows the order of precedence should be at hand to welcome visiting dignitaries. When it is appropriate, an honor guard and a band should be planned to welcome guests at the airport.

The governor can exercise the option to place other local officials in the reception line. For example, the Consul General and his/her wife/husband should be placed after the Governor and the First Lady (if applicable) upon the arrival of the head of state of the country the Consul General represents.

In case of the arrival of members of Congress or other elected or appointed federal officials, Guam's delegate to Congress should be placed next to the Governor if he/she is on-island.

7.2 Military Reception

There is no iron-clad rule governing the formation of a receiving line. It depends upon the purpose of the reception; the person being honored and persons present at the reception. When appropriate, the military officer in attendance will head the receiving line and serve as host for all visiting dignitaries. However, when the dignitary is a head of state, or others whose visits relate to civil matters, the Governor or his/her representative shall head the receiving line.

7.3 Culture Specific Protocol

For dignitaries visiting from foreign nations, it is important to note culture specific protocol as to avoid offending the visitors. If the dignitary is visiting from a country that is a member of the Consular Corps, it is best to consult their office to ensure proper protocol is observed. For all other nations, the Protocol Office of the Governor of Guam should be consulted.

Section 8. The Island of Guam: History, Facts and Local Customs

Guam, the largest island in the Marianas chain, is the westernmost possession of the United States since 1898. The island is known as "America's Gateway to Asia" and has been touted as the United States' best kept secret for its economic and geographic position.

This tropical island paradise lies at the southernmost end of a chain of 17 volcanic islands called the Marianas. Guam at one time earned the name of *Islas de los Ladrones*, coined by Portuguese voyager Ferdinand Magellan after a brief stopover that resulted in altercations with the native inhabitants.

The island of Guam is 212 square miles and is about 30 miles long and four to nine miles wide at its center. The southern part of Guam is made up of volcanic soil that range in altitude of 1,200 feet. The central and northern parts of the island are made up of limestone with steep cliffs that drop down to narrow coasts.

The indigenous natives known as *taotao tâno'* are called *Chamorro*. Their language is called Chamorro as well. Archaeological records show that Chamorros had inhabited the island of Guam before the arrival of Ferdinand Magellan in the sixteenth century.

The Chamorro language, however, is a member of the Austronesian family of languages. Linguists know that it is not a dialect of another language, or a language borrowed from the culture of another people; it is a language all its own. Succeeding information suggests that the Chamorros have been in the Marianas chain for about 3,500 years, but virtually nothing is known about their place of origin or exact racial background.

The island had lived under 300 years of Spanish governance with the most significant impact brought on by the establishment of Catholicism. Its widespread influence is evident today in many religious observances, practical beliefs, and even local legends. In 1898, the island became a possession of the United States after the Spanish-American War.

Guam then became occupied by the Japanese forces in 1941, after which the U.S. retook the island again in 1944. Guam was then placed under a civilian administration. In 1950, with the passage of the Organic Act,

Guam became an unincorporated territory of the U.S. The passage of the Act also granted Chamorros U.S. citizenship.

Guam, today, is home to over 160,000 people comprised of its indigenous people, the Chamorros, as well as Filipinos, Chinese, Korean, Japanese, Vietnamese and many others.

8.1 Symbols of Guam

- **The Guam Bird:** the Ko'Ko or Guam Rail is the official bird of Guam
- **The Guam Flower:** the Puti tai nobio or Bougainvillea is the official flower of Guam
- **The Guam Tree:** the Ifit or Ifil (*Intsia Bijuga*) is the official tree of Guam.

8.2 Local Customs

8.2.1 Weddings

The careful planning and the financial support of the families of the prospective bride and groom are part of the preparation for a traditional Chamorro wedding.

The Catholic church plays a significant role in many Chamorro weddings. The couple is required to undergo a series of pre-marital religious instructions called the *litrina*, followed by the successive three Sundays of marriage banns which culminates on the actual day of the ceremony. The day before the wedding, there is frenzied activity. There is cooking to be done, *pāla pālas* (canopies and tents) to be erected, relatives and friends bring extra dishes of food, or just to lend a helping hand, also called *ajudan kānnai*. There is also the traditional killing of the pig for roasting, and other chores. All these activities take place at the houses of the bride and groom.

On the evening before the wedding, the groom's family, comprised of his parents, elder uncle or aunt (maternal and/or paternal), older brother or sister, and his godparents pay a formal visit to the home of the bride, where a hope chest of *kaohao* is presented. The contents in the *kaohao* contain the bridal gown, veil, significant apparel and accessories, change of attire for the bride's honeymoon, and gold jewelry — gifts presented by the groom's elders signifying her welcome into his family. This presentation is part of the *kompimento*. After the presentation, beetlenut, tobacco, spirits and gifts of food are passed out by the members of the groom's entourage.

The next day, the young man and woman are married in the village church. The wedding ceremony takes place in the village church where the bride is from. If the ceremony takes place in the morning, the bridal entourage meets at the bride's home for brunch or lunch. In the afternoon or during the evening, the party moves to the home of the groom. This is known as the *fandānggo*.

Today, a *kompimento* is fast being replaced with the western style bridal or Romeo and Juliet shower, bachelor party, or altogether disregarded until the wedding day reception. A *fandānggo* is still held in the homes of either the bride or the groom and sometimes in a public facility. The combined efforts and shared financial support of both families give way for one elaborate party.

When invited to a wedding, guests are encouraged to attend the church ceremony followed by the wedding party reception. Guests are greeted and welcomed at the reception. Gifts to the bride and groom are placed in a nicely decorated spot. Another form of a gift includes the *chenchule'* which is money in an envelope or card which is handed directly to the bride. A *chenchule'* can also be given to the parents of either bride or groom.

depending on one's sentiments, affectionate ties, or to reciprocate previous services. Proper courtesies are extended to the bride and groom who sit at the head table.

Next to the bride sits her godmother; the godfather of the groom sits next to him. Courtesies are also extended to others seated at the head table such as the priest, grandparents, best man, maid of honor and the parents of the couple.

After extending courtesies and socializing, the food table is blessed by the priest and the guests partake in a variety of delectable local cuisine that have been painstakingly prepared. A *fundango* is incomplete without the roast pig, *kelaguin*, *fritada*, and *eskabechi*.

Dance music in the form of bands and/or disc jockeys is almost always present as well as alcoholic beverages such as beer, wine coolers, champagne and mixed drinks. Afterwards, guests usually bring home party favors that have now become an accepted tradition in local weddings.

8.2.2 Baptisms or Christenings

Baptism is a sacred ceremony for all Catholics. Like weddings, baptism has religious significance and is a family affair. The baptismal ceremony usually takes place on a Sunday, when the child is ten days old or soon thereafter. Every child has a *patlino* or godfather, and a *matlina* or godmother. The godparents are chosen by the child's parents. All others who contribute to the role of godparents are considered witnesses of the baptism.

During the baptismal ceremony, the parents and sponsors present the child to the parish priest for baptism. At the end of the celebration, the parents and sponsors proceed to the reception.

Guests are usually invited to attend the baptismal ceremony, however, many prefer to go directly to the reception. It is proper to present a gift to the child. Gifts are placed at the designated area at the reception. After extending greetings to the parents and godparents, guests join in a festive reception – usually a luncheon or dinner of fiesta food.

8.2.3 Funerals

When there is a death in the family, relatives and friends join the immediate family in prayer. This custom is known as a rosary. The rosary is prayed either at the home of the deceased or at the parish church. The rosary is led by the *techa*, usually a lady from the village who is asked to lead the prayers. The nightly rosary is prayed until the day of the funeral mass.

After the funeral Mass, the viewing of the deceased may take place either at the home, the parish church, or at a funeral parlor. Those who pay their final respects to the dead usually bring *chenchule'* – a gift of money of a voluntary amount appropriate to one's relationship to the deceased.

After the funeral Mass and burial, the traditional *lisayon familia* (family rosary) takes place at the home of the deceased. At the ninth evening of the rosary, a meal is served for guests who come to pay their respects.

A first anniversary rosary is observed with nine days of Masses at the parish church and the evening rosary. On the final evening, a meal is served. The celebration of the first anniversary of the death of a loved one marks the official close of the period of mourning observed by the immediate family for a period of one year.

8.2.4 Novenas and Parish Fiestas

A novena is a sequence of prayers and songs honoring the parish patron saint or an event in the life of Christ. It can also be offered at a time when someone is delivered from illness, bodily danger, or from the threat to one's safety or health. Like a *lisayo*, family and friends play an important role in these events. On the final day of the novena, a large gathering is held for the relatives, friends and guests to participate

A local parish church holds its annual novena and fiesta on either the feast day of its patron saint or on the Saturday closest to the feast day. These fiesta dates are usually established a year in advance by the office of the Archbishop. A festal Mass is celebrated in the parish church usually with the Archbishop presiding as the Principal Celebrant. This is followed by a procession after which the traditional *na' taotao tumano* – a serving of food from the people of the village is served to guests. In these events, no invitation is needed. The parish welcomes all in a spirit of sharing and fellowship.

Section 9 Guam Holidays and Village Events

In addition to most U.S. Federal holidays, Guam observes a few other days recognizing historical events for the island.

Guam History & Chamorro Heritage Day: This holiday is celebrated on the first Monday in March. This holiday was formerly known as Discovery Day and was a day to commemorate the day Ferdinand Magellan first landed on Guam. Today, this holiday is about remembering Guam's rich history and culture. This holiday is celebrated with a festival in the village of Umatac.

Liberation Day: This holiday is the most celebrated holiday on the Island of Guam. Observed on July 21st, Liberation day commemorates the day the United States military came to liberate the island of Guam from the Japanese in World War II. There are many ceremonies and events that lead up to Liberation Day. These events are commemorations of different historic sites across the island where many had given up their lives during the war. On Liberation Day, a portion of the main road in the capital village of Hagatña is closed of for the Liberation Day Parade. Many families camp along the roadside and watch as the village floats go by.

All Souls' Day: All Souls' Day is observed each year on November 2nd. This holiday belonging to the Roman Catholic religion is a day when families remember loved ones that have passed away. His tradition, though religious, also has ties to Ancient Chamorro practices in which they venerated their ancestors by visiting their graves in bringing food. Today, families celebrate All Souls' Day by visiting graves of loved ones and bringing flowers or other items to commemorate the deceased.

Santa Marian Kamalen Day: Santa Marian Kamalen Day is observed on December 8. Santa Marian Kamalen or Our Lady of Camarin is the patron saint of Guam. During this holiday, parishioners assemble for the rosary and novena outside the Dulce Nombre de Maria Cathedral – Basilica. Upon conclusion of the novena, a procession begins and thousands of people march around Hagatña.

Section 10 Digital Etiquette

10.1 Electronic Communication

Electronic communication is widely accessible today. Many people are connected to their emails at all times of the day whether it be at work, home or even on their cellular phones. With this type of instant communication, it has become acceptable for a host to send invitations via electronic mail rather than through traditional paper correspondence. Though paper invitations may add a sense of formality, the host may opt to use email invitations as it is more cost effective and allows for quick response from the invitee. Should the invitee reply with any questions regarding the event, the host should respond within 24 hours.

10.2 Cellphone Etiquette

Cellphones and smartphones have become an essential tool for many daily office operations. Many professionals can be contacted directly via phone calls or emails to their devices. During meetings, cellphones should be turned off or placed on silent mode as a courtesy to participants of the meeting.

While dining, cellphones and personal devices should also be shut off or placed on silent mode. It is acceptable to periodically check to see if any calls have been received. In the event that the call must be taken, one should respectfully ask to be excused and step away from the table.

Additional Protocol Resources

Reference Books:

Honor and Respect, The Official Guide to Names, Titles, and Forms of Address, by Robert Hickey

Protocol, 25th Anniversary Edition, The Complete Handbook of Diplomatic, Official and Social Usage, by Mary Jane McCaffree, Pauline Innis and Richard M. Sand

Webster's New World Dictionary of Culinary Arts, by Steben Labensky, Gaye Ingram, and Sarah Labensky

Complete Guide to the New Manners for the 90s, by Letitia Baldrige

Emily Post on Invitations and Letters, by Emily Post

Flag, by Marc Leepson

United States Protocol: The Guide to Official Diplomatic Protocol, by Ambassador Mary Mel French

Why do we fly flags at half-staff? <https://www.triviagenius.com/why-do-we-fly-flags-at-half-staff/>

Military References:

AF Policy Directive 34-12

AFI 34-1201, Protocol Air Force

AF Pamphlet 34-1202, Guide to Protocol Air Force

DA Pamphlet 600-60, A Guide to Protocol & Etiquette Army

OPNAVINST 1710.7, Social Usage and Protocol Handbook Navy

Appendix 1

THE ORDER OF PRECEDENCE OF THE UNITED STATES OF AMERICA

REVISED ON NOVEMBER 3, 2017

**THE
ORDER OF PRECEDENCE
OF THE
UNITED STATES OF AMERICA**

Revised on November 3, 2017

The United States Order of Precedence is an advisory document maintained by the Ceremonials Division of the Office of the Chief of Protocol. For purposes of protocol, the U.S. Order of Precedence establishes the order and ranking of the United States leadership for official events at home and abroad. Although this document establishes a *general* order for the country's highest-level positions, it does not include every positional title across the federal government. Offices of Protocol for the Executive Departments and independent agencies should be consulted for internal rankings regarding positions not listed.

In 1908, the Roosevelt Administration created the first U.S. Order of Precedence as a means of settling a history of embarrassment, confusion and miscommunication amongst officials invited to events at the White House. As the structure of the federal government has evolved over time this list has adapted and grown. The President of the United States may make adjustments to The Cabinet, giving certain White House positions the status of Cabinet-rank, positions which then follow the heads of the Executive Departments.

One of the primary uses of the order of precedence is in diplomacy. International rules on precedence were first established at the Congress of Vienna in 1815. By determining that envoys of equal title would be ranked according to the date and hour that they presented their credentials to the government that accredited them for service, the Congress of Vienna solidified a fair and justifiable system for diplomatic relations. These same rules are still used to determine the order of precedence of the Diplomatic Corps in Washington, D.C. Additionally, when on official business in the United States, foreign government officials are afforded the same protocol ranking as their corresponding position in the United States government.

A few basic principles regarding precedence should be noted. First, the host or hostess of a meeting or event always takes the primary position of precedence, regardless of their title or traditional ranking. Second, a person's relative precedence may increase or decrease depending on the policy or context behind the particular meeting or event, or based on the wishes of the host on any occasion.

The methodology used in ordering officials for this list includes the United States Code; statutory prescription on precedence, including Executive Orders; well-established and widely-accepted principles, procedures and traditions throughout the history of the order of precedence; the current structure of the federal government and the Executive Departments; and finally, recommendations by the Chief of Protocol based on practical treatment of a particular position or positions.

For any questions regarding the United States Order of Precedence, please email the Office of the Chief of Protocol at ProtocolHelp@state.gov.

UNITED STATES ORDER OF PRECEDENCE
Revised 11/1/17

1	President of the United States ¹
2	Vice President of the United States
3	Governor of a State (when in own state)
4	Speaker of the House of Representatives
5	Chief Justice of the United States
6 a	Former Presidents of the United States or their widows/widowers (by order of their presidency)
b	Former Vice Presidents of the United States or their widows/widowers (by order of their presidency)
7 a	American Ambassadors Extraordinary and Plenipotentiary to foreign governments (when at post) <i>(see 27a)</i>
b	American Ambassadors, Permanent Representatives or Representatives to international organizations who hold Chief of Mission authority (when at post) <i>(see 27c)</i> ²
8	Secretary of State
9	Ambassadors Extraordinary and Plenipotentiary of foreign bilateral diplomatic missions to the United States (in order of presentation of credentials to the President)
10 a	Associate Justices of the Supreme Court (ranked by date of appointment)
b	Retired Chief Justices of the United States (ranked by date of appointment)
c	Retired Associate Justices of the Supreme Court (unless they resigned) (ranked by date of appointment)
11	The Cabinet (other than the Secretary of State), ranked according to date of establishment of the Department ³ , and as added by the President ⁴ , as follows:
a	Secretary of the Treasury
b	Secretary of Defense
c	Attorney General
d	Secretary of the Interior
e	Secretary of Agriculture
f	Secretary of Commerce
g	Secretary of Labor
h	Secretary of Health and Human Services
i	Secretary of Housing and Urban Development
j	Secretary of Transportation
k	Secretary of Energy
l	Secretary of Education
m	Secretary of Veterans Affairs
n	Secretary of Homeland Security
o	Chief of Staff to the President*
p	Administrator, Environmental Protection Agency*
q	Director, Office of Management and Budget*
r	United States Trade Representative*
s	United States Permanent Representative to the United Nations*

t	Administrator, Small Business Administration*
u	Director of National Intelligence*
v	Director, Central Intelligence Agency*
12 a	President pro tempore of the Senate
b	Senate Majority Leader
c	Senate Minority Leader
d	Senate Majority Whip
e	Senate Minority Whip
f	Senators (by length of service; if the same, by the state's date of admission into the Union or alphabetically by state)
13	Governors of States - when outside their own states (Relative precedence among governors, all of whom are outside their own state, is determined by each state's date of admission into the Union or alphabetically by state)
14 a	House Majority Leader
b	House Minority Leader
c	House Majority Whip
d	House Minority Whip
e	Members of the House of Representatives (by length of service; if the same, by the state's date of admission into the Union or alphabetically by state)
15 a	Delegates to the House of Representatives (nonvoting members) from Territory of American Samoa, District of Columbia, Territory of Guam, Commonwealth of Puerto Rico, and United States Virgin Islands (by length of service; if the same, by the territory's date of entering U.S. jurisdiction or alphabetically by territory)
b	Governors of Commonwealth of Puerto Rico, Territory of Guam, Territory of American Samoa, United States Virgin Islands, and the Commonwealth of the Northern Mariana Islands (determined by territory's date of entering U.S. jurisdiction or alphabetically by territory)
16 a	Assistant to the President and Deputy Chief of Staff (ranked by date of appointment)
b	Assistant to the President for National Security Affairs (also known as the "National Security Advisor")
c	Assistant to the President and Senior Advisor (ranked by date of appointment)
d	Assistant to the President and Chief of Staff to the Spouse of the President
e	Assistant to the President and Chief of Staff to the Vice President
f	Assistants to the President (ranked by date of appointment)
g	Chair, Council of Economic Advisors
h	Director, Office of National Drug Control Policy
i	Chair, Council on Environmental Quality
j	Chief of Protocol (when at the White House or accompanying the President) (<i>see 27b</i>)
17 a	American Ambassadors, Permanent Representatives or Representatives to international organizations who do not hold Chief of Mission authority (when at post) (<i>see 27d</i>) ⁵
b	Chargé d'Affaires ad interim assigned to foreign bilateral diplomatic missions to the United States (in order of date of assumption of this position)
18 a	Former Secretaries of State (by seniority of assuming office)
b	Former Cabinet Members (by seniority of assuming office)
c	Former Senators (by Leadership position, then length of service; if the same, by state's admission into the Union or alphabetically by state)

d	Former Governors of States (when in own state; ranked by seniority of assuming office)
e	Former Governors of States (when outside their own states; relative precedence among governors, all of whom are outside their own states, is determined by each state's date of admission into the Union or alphabetically by state)
f	Former Members of the House of Representatives (by Leadership position, then length of service; if the same, by state's admission into the Union or alphabetically by state)
19	Deputies to Members of The Cabinet, ranked according to date of establishment of the Department, and as added by the President ⁶ , as follows:
a	Deputy Secretary of State
b	Deputy Secretary of the Treasury
c	Deputy Secretary of Defense
d	Deputy Attorney General
e	Deputy Secretary of the Interior
f	Deputy Secretary of Agriculture
g	Deputy Secretary of Commerce
h	Deputy Secretary of Labor
i	Deputy Secretary of Health and Human Services
j	Deputy Secretary of Housing and Urban Development
k	Deputy Secretary of Transportation
l	Deputy Secretary of Energy
m	Deputy Secretary of Education
n	Deputy Secretary of Veterans Affairs
o	Deputy Secretary of Homeland Security
p	Deputy Administrator, Environmental Protection Agency (EPA)*
q	Deputy Director, Office of Management and Budget (OMB)*
r	Deputy United States Trade Representative (USTR)*
s	Deputy Permanent Representative of the United States to the United Nations (USUN)*
t	Deputy Administrator, Small Business Administration (SBA)*
u	Principal Deputy Director of National Intelligence*
v	Deputy Director, Central Intelligence Agency (CIA)*
20 a	Secretary of the Army
b	Secretary of the Navy
c	Secretary of the Air Force
d	Chairman, Joint Chiefs of Staff
21 a	Chairman of the Board of Governors of the Federal Reserve and Commissioner of Social Security of the Social Security Administration
b	Heads of Federal Independent Agencies at Level II of the Executive Schedule (ranked by agency's creation date; if the same, by length of service). ⁷ These agencies include, but are not limited to, the following (see APPENDIX A): Science Foundation (NSF), National Aeronautics and Space Administration (NASA), U.S. Agency for International Development (USAID), Nuclear Regulatory Commission (NRC), Office of Personnel Management (OPM), Millennium Challenge Corporation (MCC)
c	Vice Chairman and Governors of the Federal Reserve System (by length of service)
d	Deputy Commissioner, Social Security Administration
e	Deputy Director, Office of National Drug Control Policy (ONDCP)
f	Director of the National Counterterrorism Center (NCTC)
22 a	Under Secretaries of State and Counselor of the Department (as ranked by State Department)
b	Under Secretaries of Executive Departments, Treasurer of the United States, Associate Attorney

	General and Solicitor General (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
c	Heads of Federal Departmental Agencies that report to the head of an Executive Department, including, but not limited to the following agencies: Defense Agencies, Federal Bureau of Investigation, Secret Service, Federal Aviation Administration, and Customs & Border Protection. (ranked by date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
23a	Retired Chairman, Joint Chiefs of Staff ⁸
b	Vice Chairman, Joint Chiefs of Staff
c	Chief of Staff, Army; Commandant of the Marine Corps; Chief of Naval Operations; and Chief of Staff, Air Force (order is established by date of appointment)
d	Chief, National Guard Bureau
e	Commandant of the Coast Guard
f	Combatant Commanders (order is established by date of appointment) ⁹
24 a	Heads of Federal Independent Agencies at Level III of the Executive Schedule (ranked by agency's creation date; when the same, by length of service) These agencies include, but are not limited to, the following (<i>see Appendix A</i>): U.S. International Trade Commission (USITC), Export-Import Bank of the United States, Federal Communications Commission (FCC), General Services Administration (GSA), Peace Corps (PC), U.S. Trade and Development Agency (USTDA), National Foundation on the Arts and Humanities (NFAH), National Archives and Records Administration (NARA), Overseas Private Investment Corporation (OPIC), Merit Systems Protection Board (MSPB)
b	Deputy Heads of Federal Independent Agencies at Level III of the Executive Schedule (ranked by agency's creation date, when the same, by length of service). <i>See Appendix A.</i>
c	Postmaster General
25	Lieutenant Governors (when in own State)
26	Mayors of U.S. cities and the District of Columbia when in own city ¹⁰
27 a	American Ambassadors Extraordinary and Plenipotentiary to foreign governments (on official business in the United States or another country) (<i>see 7a</i>)
b	Chief of Protocol (when at the Department of State or at events outside the White House) (<i>see 16k</i>)
c	American Ambassadors, Permanent Representatives or Representatives to international organizations who hold Chief of Mission authority (on official business in the United States or when representing the United States at a meeting of their international organization away from post) (<i>see 7b</i>) (<i>see Endnote 2 for list of positions</i>)
d	American Ambassadors, Permanent Representatives or Representatives to international organizations who do not hold Chief of Mission authority (<i>see 5c for list</i>) (on official business in the United States or when representing the United States at a meeting of their international organization away from post) (<i>see 17a</i>) (<i>see Endnote 3 for list of positions</i>)
e	Career Ambassadors ¹¹
f	Deputy Assistants to the President (ranked by date of appointment)
28 a	Chief Judges and Circuit Judges of the United States Courts of Appeals (by length of service)
b	Chief Judges and District Judges, United States District Courts (by length of service)
c	Chief Judges and Judges of the United States Court of Military Appeals
d	Chief Judges and Judges of the United States Court of Appeals for Veterans Claims
e	Chief Judge and Associate Judges, United States Tax Court

29	American Chargé d'Affaires ad interim (at post)
30	Under Secretaries of the Department of the Army, Navy, and Air Force (by date of appointment)
31 a	Assistant Secretaries, Chiefs of Staff to the Head of an Executive Department, Ambassadors at Large, Special Envoys/Representatives, Assistant Attorneys General, and Legal Advisers of Executive Departments (in order as listed according to date of establishment of the Department, if more than one from a Department, then as ranked within the Department)
b	Special Assistants to the President, which includes the White House Social Secretary and Senior Directors of the National Security Council (ranked by date of appointment)
c	Heads of Federal Independent Agencies at Level IV of the Executive Schedule (ranked by agency's creation date, when the same, by length of service). <i>See Appendix A.</i>
d	Deputy Director, Federal Bureau of Investigation
e	Deputy Heads of Federal Independent Agencies at Level IV of the Executive Schedule (ranked by agency's creation date, when the same, by length of service). <i>See Appendix A.</i>
32 a	Assistant Administrators, Environmental Protection Agency (EPA)
b	Assistant Administrators, Agency for International Development (AID)
c	Assistant United States Trade Representatives
d	Associate Administrators, Small Business Administration (SBA)
33 a	Comptroller General of the United States
b	Members of the Council of Economic Advisers (ranked alphabetically)
c	Members of the Council of Environmental Quality
34	American Ambassadors-designate (in the United States)
35	Mayors of U.S. cities and the District of Columbia (when not in own city; if multiple mayors present, rank by length of service)
36 a	Vice Chief of Staff, Army; Assistant Commandant of the Marine Corps; Vice Chief of Naval Operations; and Vice Chief of Staff, Air Force (by date of appointment)
b	Vice Chief of the National Guard Bureau
c	Vice Commandant of the Coast Guard
d	Assistant Secretaries and General Counsels of the Department of the Army, Navy, and Air Force (by date of appointment)
e	Four Star Military Officers - General or Admiral (in order of seniority; retired officers rank with but after active officers)
f	Executive Secretary, National Security Council (NSC)
g	Officers of the U.S. Senate, including the following: the Chaplain, the Party Secretaries, the Secretary of the Senate, the Sergeant at Arms, and the Parliamentarian
h	Officers of the U.S. House of Representatives, including the following: the Chaplain, the Chief Administrative Officer, the Clerk of the House, and the Sergeant at Arms
37 a	Three Star Military Officers - Lieutenant General, Vice Admiral (in order of seniority; retired officers rank after active members)
b	State Senators (when in own state; ranked by length of service, when the same, by alphabetical order by surname)
c	State Representatives (when in own state; ranked by length of service, when the same, by alphabetical order by surname)
d	Former American Ambassadors/Chiefs of Diplomatic Missions (in order of presentation of credentials at first post)

38 a	Chairmen or Heads of other federal Boards, Councils and Commissions not previously listed ¹²
b	Librarian of Congress
c	Secretary of the Smithsonian Institution
d	Chairman of the American Red Cross
e	Deputy Chiefs of Protocol (ranked by date of appointment)
f	Minister-rank officials assigned to foreign bilateral diplomatic missions in Washington, D.C.
39 a	Deputy Under Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
b	Principal Deputy Assistant Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
c	Deputy Counsels of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
d	Two Star Military - Major General, Rear Admiral (in order of seniority; retired officers rank with but after active officers)
40 a	Deputy Assistant Secretaries of Executive Departments (according to date of establishment of the Department; if more than one from a Department, then as ranked within the Department)
b	Deputy Assistant Secretaries and Deputy General Counsels of the Army, Navy and Air Force (by date of appointment)
c	Directors of the National Security Council
d	American Consuls General to foreign governments (at post)
e	American Deputy Chiefs of Mission (at post)
f	Assistant Chiefs of Protocol
41 a	Chief Judge and Judges, United States Court of International Trade
b	Chief Judge and Associate Judges, United States Court of Claims
42 a	One Star Military - Brigadier Generals, Rear Admirals (in order of seniority; retired officers rank with but after active officers)
b	Directors of Offices of Executive Departments
c	Ambassadors or Permanent Representatives of foreign governments accredited to international organizations headquartered in the United States
d	Consuls General of foreign governments accredited to the United States
e	Counselor-rank officials assigned to foreign bilateral diplomatic missions in Washington, D.C.
f	Members of the Senior Executive Service (SES) not holding previously listed positions (by date of appointment, unless ranked differently as determined by the respective Executive Department)
g	Members of other federal Boards, Councils, and Commissions not previously listed
h	Desk Officers of Executive Departments
i	First Secretary-rank officials assigned to foreign bilateral diplomatic missions in Washington, D.C.

Endnotes and Further Explanation of Positional Rankings:

¹ Spouses of the President of the United States, the Vice President of the United States, Governors in their own state and Mayors in their own cities are afforded the same rank and courtesy that accompanies their spouses' positions at official functions. Spouses of other federal, state or municipal government officials are accorded the same rank as the Principal at official functions when they are attending together, and they are seated accordingly. This seating courtesy is the only ranking a spouse without title receives in the United States, unless the spouse himself or herself holds a separate position on the Order of Precedence.

² The American Ambassadors, Permanent Representatives or Representatives to international organizations with Chief of Mission authority include the following: U.S. Mission to the African Union (USAU) - Addis Ababa; U.S. Representative to the Organization for Security & Cooperation in Europe with rank of Ambassador (OSCE) – Vienna; U.S. Mission to the Vienna Office of the United Nations (UNVIE) – Vienna; U.S. Mission to the North Atlantic Treaty Organization (USNATO) – Brussels; U.S. Representative to the Organization for Economic Cooperation and Development with the rank of Ambassador (USOECD) – Paris; U.S. Mission to the UN and Other International Organizations – Geneva; U.S. Mission to the European Union (USEU) – Brussels; U.S. Mission to the Association of Southeast Asian Nations (USASEAN) – Jakarta; U.S. Mission to the Organization of American States (USOAS) – Washington, DC.

³ For the purposes of the Order of Precedence, any reference to “Executive Department” shall mean the Cabinet Departments led by the Cabinet Secretaries in #8 and #11a-n.

⁴ The President may make changes in his or her administration to the Cabinet-rank positions listed in 11o-v. Positions listed with an (*) have been given the status of Cabinet-rank by the current presidential administration (as of November 2017).

⁵ The American Ambassadors, Permanent Representatives or Representatives to international organizations who do not hold Chief of Mission authority, and are given an Ambassador-rank only for the time served in the role, include the following: U.S. Representative to the Conference on Disarmament – Geneva; Representative to the International Civil Aviation Organization (ICAO) – Montreal; U.S. Representative to the UN Human Rights Council (UNHRC) – Geneva; U.S. Representative to the United Nations Educational, Scientific and Cultural Organization (UNESCO) – Paris; U.S. Representative to the Organization for the Prohibition of Chemical Weapons (OPCW) – The Hague; U.S. Representative to the United Nations Agencies for Food and Agriculture (FAO) – Rome.

⁶ See endnote #4. The Deputies to Members of the Cabinet holding Cabinet-rank positions, marked with a (*), would also change based on the structure of the current Cabinet, as decided by the President.

⁷ The Executive Schedule (EX), created by title 5 of the United States Code (5 U.S.C. § 5311), is the authority to establish and pay the Department’s highest level management positions. All Executive Schedule positions are statutory and require Presidential appointment and Senate confirmation, otherwise known as “PAS”. For purposes of order of precedence, the Head and Deputy Head positions of Independent Federal Agencies are ranked accordingly. See APPENDIX A.

⁸ Retired military officers take precedence immediately after active-duty officers of the same position (or grade if the officer did not serve in a position that is explicitly listed) by the initial date of appointment to the position (or grade). The positions for which this rule applies include the Chairman of the Joint Chief of Staff, the Vice Chairman of the Joint Chief of Staff, the Chiefs of Staff of the Military Services, the Chief of the National Guard Bureau, the Commandant of the Coast Guard, the Combatant Commanders, the Vice Chiefs of Staff of the Military Services, and Vice Chief of the National Guard Bureau, and the Vice Commandant of the Coast Guard. Precedence for retired military officers will be immediately after the highest position on the list for which an individual served, except for retired Chairmen of the Joint Chiefs of Staff. Retired Chairmen of the Joint Chiefs of Staff. [Revised Department of Defense (DoD) Order of Precedence, July 15, 2016]

⁹ Precedence is established by date of appointment as a Combatant Commander. However, if that individual was previously appointed as the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chief, or a previous Combatant Commander position, then the initial date of appointment to the previously held position will be used. Retired Combatant Commanders take precedence with but immediately after active-duty Commanders by the initial date of appointment. [Revised Department of Defense (DoD) Order of Precedence, July 15, 2016]

¹⁰ For purposes of order of precedence, the common practice for many municipal governments is to rank the mayor immediately following the Governor of their state when in their own city.

¹¹ Career Ambassadors refer to a specific and limited group of individuals. Under the 1980 Foreign Service Act (P.L. 96-465; 94 Stat. 2084), the President is empowered, with the advice and consent of the Senate, to confer the personal rank of Career Ambassador upon a career member of the Senior Foreign Service in recognition of especially distinguished service over a sustained period.
[<https://history.state.gov/departmenthistory/people/principalofficers/career-ambassador>]

¹² See Appendix A for the list of Federal Independent Agencies as noted in the United States Government Policy and Supporting Positions "Plum Book". Chairmen or Heads of Boards, Councils or Commissions listed as "V" or not listed in the Executive Schedule should be included here in order of agency's creation date. Other members or commissioners below the head should be placed at #41g.

Additional Guidance regarding Order of Precedence:

Officials in "acting," "interim," or "performing the duties of" positions

Any official appointed to serve as "Acting," "Interim" or "Performing the Duties of" in a position where the original office-holder was appointed to office by the President, by and with consent by the Senate, will be afforded the protocol level for the position in which he or she is serving while "Acting." When more than one official of the same rank are present at the same event, the "acting" official(s) should be ranked with, but after all others of the same rank. This ensures the rank of the position is afforded protocol courtesies, not the specific individual appointed to serve in that role. *For more information, see the Federal Vacancies Reform Act of 1998, as amended (5 U.S.C. §§ 3345-3349d).*

Foreign Government Officials and International Organizations

For purposes of order of precedence, it is important to note that the United States Order of Precedence list refers to positions being held by American officials only. Foreign officials accredited to foreign bilateral diplomatic missions in Washington, D.C. are included in the U.S. Order of Precedence for rank comparison due to the number of meetings they consistently have with U.S. government officials.

Positions of equivalence in foreign sovereign nations are afforded the same protocol level when in the United States. For example, foreign Chiefs of State and/or Heads of Government would equate to the United States President, and therefore be positioned accordingly. In situations where multiple sovereign nations are sending representatives to a meeting, summit or other event, the head of delegation will be the most senior member of that nation's delegation, and will be ranked in precedence order by category of their title. Within each category, seniority is given to each representative based on the individual's length of service within that position, or sometimes alphabetically by short form country name.

The following categories are used to determine relative precedence between sovereign nations' representatives or heads of delegation, and the corresponding precedence rank for their U.S. counterpart has been provided for situational awareness: (1) chiefs of state, (1) heads of government, (2) deputy chiefs of state, (2) deputy heads of government, (8) foreign ministers, (11) other Cabinet-level ministers, (9) bilateral ambassadors, (41) ambassadors to an international organization, and then other senior members of that government. Some nations, including the United States, only have one chief of state or head of government, represented by the same individual. Although bilateral ambassadors at Post in Washington, D.C. traditionally outrank other Cabinet-level ministers who might represent their countries as the head of delegation, out of courtesy for the subject-matter and Cabinet-level diplomat, the bilateral ambassador will drop down in rank as a member of the official delegation for that official visit.

The United States of America is also a member of multiple international alliances and organizations, and often comes into contact with the heads of those organizations during meetings, summits or other events. A head of an international organization (including, but not limited to, the following positions: Secretary General of the United Nations, President of the International Court of Justice, Secretary General of the Organization of American States, President of the World Bank, Secretary General of the North Atlantic Treaty Organization) should be considered equivalent to a chief of state or head of government, but should be listed in precedence order after all official representatives of the sovereign nations present. The only exception to this would be if the meeting or summit is being hosted by that organization, in which case the head of that international organization would serve in the primary and top position of precedence. Ranking for heads of international organizations is determined by the organization's date of establishment.

Leaders or Chief Executives of American Indian Tribes

For purposes of order of precedence, American Indian Tribes should be treated as foreign governments, with their leaders positioned just after leaders of sovereign foreign nation states, and before any heads of international organizations (see above guidance regarding Foreign Government Officials and International Organizations for further clarification). When multiple American Indian tribal leaders are present, precedence should be organized alphabetically by the official name of each tribe, beginning first with any federally-recognized tribes, then state-recognized tribes, then any non-officially recognized tribes.

American Indian Tribes are defined both as "Sovereign Nations" and "Dependent Nations" in the United States. Article 1, Section 8, Clause 3 of the U.S. Constitution gives Congress the power "to regulate commerce with foreign nations, and among the several states, and with the Indian tribes." Additionally, three bedrock principals regarding the sovereignty of the American Indian Tribes underlie U.S. Supreme Court decisions since 1832: (1) by virtue of aboriginal political and territorial status, Indian tribes possessed certain incidents of preexisting sovereignty; (2) such sovereignty was subject to diminution or elimination by the United States, but not by the individual states; and (3) the tribes' limited inherent sovereignty and their corresponding dependency on the United States for protection imposed on the latter a trust responsibility.

The leader or chief executive of a tribe is usually called a chairman, chairwoman or chairperson, but may also be called a principal chief, governor, president, mayor, spokesperson, or representative. The chief executive presides over the governing body of the tribe. In modern tribal government, the chief executive and members of the tribal council or business council are almost always elected.

APPENDIX A: List of Federal Independent Agencies & Government Corporations (Heads & Deputy Heads)**KEY to Executive Schedule (EX) Level Ranking:**

Head of Agency		Deputy Head of Agency	
EX Level	Precedence Rank	EX Level	Precedence Rank
II	21b	II	21c-f
III	24a	III	24b
IV	31c	IV	31e
V or N/A	38a	V or N/A	42g

These officials are ranked by the agency's creation date; and if the same, by length of service in the position.

Agency Name	Agency Acronym	Creation Date	Precedence Rank of Head of Agency	Precedence Rank of Deputy Head of Agency
Administrative Conference of the United States	ACUS	1964	21b (Chairman)	42g
Advisory Council on Historic Preservation	ACHP	1966	38a	42g
African Development Foundation	ADF	1980	38a	42g
American Battle Monuments Commission	ABMC	1923	38a	42g
Appalachian Regional Commission	ARC	1965	24a (Federal Co-Chairman)	42g (Alternate Federal Co-)
Architectural and Transportation Barriers Compliance Board (United States Access Board)	ATBCB	1973	38a	42g
Armed Forces Retirement Home (1831 US Naval Asylum & 1851 US Soldiers' Home merged)	AFRH	1991	38a	42g
Broadcasting Board of Governors	BBG	1999	31c (Director, IBB)	42g
Chemical Safety and Hazard Investigation Board	CSB	1998	31c (Board Chairperson)	31e (Board Members)
Christopher Columbus Fellowship Foundation	CCFF	1992	38a	42g
Commission of Fine Arts	CFA	1910	38a	42g
Committee for Purchase From People Who Are Blind or Severely Disabled	AbilityOne	1971	38a	42g
Commodity Futures Trading Commission	CFTC	1974	24a (Chairperson)	31e (Commissioners)
Consumer Financial Protection Bureau	CFPB	2008	21b (Director)	42g
Consumer Product Safety Commission	CPSC	1972	24a (Chairman)	31e (Commissioners)
Corporation for National and Community Service	CNCS	1993	24a (CEO)	42g
Council of the Inspectors General on Integrity and Efficiency	CIGIE	2008	38a	42g
Court Services and Offender Supervision Agency for the District of Columbia	CSOSA	1997	31c (Director)	42g
Defense Nuclear Facilities Safety Board	DNFSB	1988	24a (Chairman)	24b (Vice Chairman & Members)
Delaware River Basin Commission	DRBC	1961	38a	42g

Agency Name	Agency Acronym	Creation Date	Precedence Rank of <u>Head of Agency</u>	Precedence Rank of <u>Deputy Head of Agency</u>
Delta Regional Authority	DRA	2000	38a (Federal Co- Chairman)	42g
Dwight D. Eisenhower Memorial Commission	Eisenhower Memorial	1999	38a	42g
Election Assistance Commission	EAC	2002	31c (Commissioner)	31e (Commissioners)
Environmental Protection Agency	EPA	1970	21b (Administrator)	24b
Equal Employment Opportunity Commission	EEOC	1965	24a (Chairman)	31e (Commissioners)
Export-Import Bank of the United States	Ex-Im Bank	1934	24a (President/Chairman)	31e (Vice-Chair/VP and Members)
Farm Credit Administration	FCA	1933	24a (Chairman)	31e (Members)
Federal Communications Commission	FCC	1934	24a (Chairman)	31e (Commissioners)
Federal Deposit Insurance Corporation	FDIC	1933	31c (Chairman)	31e (Vice-Chairman & Members)
Federal Election Commission	FEC	1975	31c (Commissioner)	42g
Federal Energy Regulatory Commission	FERC	1977	24a (Chairman)	31e (Members)
Federal Financial Institutions Examination Council	FFIEC	1979	38a	42g
Federal Housing Finance Agency	FHFA	2008	38a	42g
Federal Labor Relations Authority	FLRA	1978	31c (Chairman)	42g (Members)
Federal Maritime Commission	FMC	1961	24a (Chairman)	31e (Members)
Federal Mediation and Conciliation Service	FMCS	1947	24a (Director)	42g
Federal Mine Safety and Health Review Commission	FMSHRC	1977	24a (Chairman)	31e (Commissioners)
Federal Reserve System	FRS	1913	21a (Chairman)	21c (Vice-Chairman & Governors)
Federal Retirement Thrift Investment Board	FRTIB	1986	24a (Executive)	42g
Federal Trade Commission	FTC	1914	24a (Chairman)	31e (Commissioners)
General Services Administration	GSA	1949	24a (Administrator)	42f (Deputy Administrator)
Harry S. Truman Scholarship Foundation	Truman Scholarship Program	1975	38a	42g
Holocaust Memorial Council	HMC	1980	38a	42g
Inter-American Foundation	IAF	1972	31c (President)	42g
International Boundary Commission: United States and Canada	IBC	1925	38a	42g
International Joint Commission	IJC	1909	38a	42g
Interstate Commission on the Potomac River Basin	ICPRB	1940	38a	42g
James Madison Memorial Fellowship Foundation	JMMFF	1986	38a	42g
Japan - United States Friendship Commission	JUSFC	1975	38a	42g
John F. Kennedy Center	KC	1958 (<i>public debut 1971</i>)	38a (all trustees)	42g
Marine Mammal Commission	MMC	1972	38a	42g
Medicaid and Chip Payment and Access Commission	MACPAC	1997	38a	42g

Agency Name	Agency Acronym	Creation Date	Precedence Rank of Head of Agency	Precedence Rank of Deputy Head of Agency
Medicare Payment Advisory Commission	MedPAC	1997	38a	42g
Merit Systems Protection Board	MSPB	1978	24a (Chairman)	31e (Vice-Chairman & Member)
Millennium Challenge Corporation	MCC	2004	21b (CEO)	42g
Morris K. Udall and Stewart L. Udall Foundation	Udall Foundation	1992	38a	42g
National Aeronautics and Space Administration	NASA	1958	21b (Administrator)	24b (Deputy Administrator)
National Archives and Records Administration	NARA	1934	24a (Archivist)	42g
National Capital Planning Commission	NCPC	1924	38a	42g
National Council on Disability	NCD	1978	38a	42g
National Credit Union Administration	NCUA	1970	24a (Chairman)	31e (Board Members)
National Foundation on the Arts and the Humanities	NFAH	1965	24a (Director and both Chairmen)	42g
National Labor Relations Board	NLRB	1935	24a (Chairman)	31e (Board Members)
National Mediation Board	NMB	1934	24a (Chairman)	31e (Board Member)
National Science Foundation	NSF	1950	21b (Director)	24b (Deputy Director)
National Transportation Safety Board	NTSB	1967	24a (Chairman)	31e (Vice-Chairman & Members)
Northern Border Regional Commission	NBRC	2008	24a (Federal Co-Chairperson)	42g
Nuclear Regulatory Commission	NRC	1975	21b (Chairman)	24b (Commissioners)
Nuclear Waste Technical Review Board	NWTRB	1987	38a	42g
Occupational Safety and Health Review Commission	OSHRC	1970	24a (Chairman)	31e (Commission)
Office of the Federal Coordinator for Alaska Natural Gas Transportation Projects	ANGTP	1976	24a (Federal Coordinator)	42g
Office of Government Ethics	OGE	1978	24a (Director)	42g
Office of Navajo and Hopi Indian Relocation	ONHIR	1974	31c (Commissioner)	42g
Office of Personnel Management	OPM	1979	21b (Director)	24b (Deputy Director)
Office of Special Counsel	OSC	1979	31c (Special)	42g
Overseas Private Investment Corporation	OPIC	1971	24a (President)	31e (Executive VP & Board Members)
Peace Corps	PC	1961	24a (Director)	31e (Deputy Director)
Pension Benefit Guarantee Corporation	PBGC	1974	24a (Director)	42g
Postal Regulatory Commission	PRC	1970	31c (Chairman)	31e (Commissioners)
President's Commission on White House Fellowships	WH Fellows	1964	38a	42g
Presidio Trust	Presidio Trust	1996	38a	42g
Privacy and Civil Liberties Oversight Board	PCLOB	2007	38a	42g
Railroad Retirement Board	RRB	1930s	24a (Chairman)	31e (Members of Board)

Agency Name	Agency Acronym	Creation Date	Precedence Rank of Head of Agency	Precedence Rank of Deputy Head of Agency
Recovery Accountability and Transparency Board	RATB	2009	38a	42g
Securities and Exchange Commission	SEC	1934	24a (Chairman)	31e (Commissioners)
Selective Service System	SSS	1917	31c (Director)	42f (Deputy Director)
Smithsonian Institution	SI	1846	38a	42g
Social Security Administration	SSA	1935	21a (Commissioner)	21d (Dep. Commissioner)
Social Security Advisory Board	SSAB	1994	38a	42g
Special Inspector General for Afghanistan Reconstruction	SIGAR	2008	38a	42g
State Justice Institute	SJI	1984	38a	42g
Susquehanna River Basin Commission	SRBC	1970	38a	42g
Tennessee Valley Authority	TVA	1933	38a	42g
The Barry Goldwater Scholarship and Excellence in Education Foundation	BGS	1986	38a	42g
U.S. Section of the International Boundary and Water Commission (with Mexico)	USIBWC	1889	24a (Commissioner)	42g
United States - China Economic and Security Review Commission	USCC	2000	38a	42g
United States Agency for International Development	USAID	1961	21b (Administrator)	24b (Deputy Administrator)
United States Arctic Research Commission	USARC	1984	38a	42g
United States Commission for the Preservation of America's Heritage Abroad	Heritage Abroad	1985	38a	42g
United States Commission on Civil Rights	USCCR	1957	31c (Chairman)	31e (Commissioners)
United States Commission on International Religious Freedom	USCIRF	1998	38a	42g
United States Institute of Peace	USIP	1984	38a	42g
United States Interagency Council on Homelessness	USICH	1987	38a	42g
United States International Trade Commission	USITC	1916	24a (Chairman)	31e (Vice-Chairman & Commissioners)
United States Postal Service	USPS	1775	38a	42g
United States Trade and Development Agency	USTDA	1961	24d (Director)	42f (Deputy Director)
Utah Reclamation Mitigation and Conservation Commission	Mitigation Commission	1992	38a	42g
Vietnam Education Foundation	VEF	2000	38a	42g
Woodrow Wilson International Center for Scholars	Wilson Center	1968	38a	42g

Appendix 2

GUIDE TO FORMS OF ADDRESS

Appendix 2 Guide to Forms of Address

Official	Envelope Social	Salutation	Invitation	Place Card	Introduction	Conversation
Governor of Guam						
<i>The Honorable (Full Name) Governor of Guam Ricardo J. Bordallo Complex 513 West Marine Corps Drive Hagatña, Guam 96910</i>	<i>The Honorable _____ or The Governor of Guam and Mr./Mrs. _____</i>	<i>Dear Governor _____</i>	<i>The Governor of Guam and Mr./Mrs. _____</i>	<i>The Governor of Guam</i>	<i>Governor _____ or The Honorable Governor of Guam</i>	<i>Governor _____</i>
Lieutenant Governor						
<i>The Honorable _____ Lieutenant Governor of Guam Ricardo J. Bordallo Complex 513 West Marine Corps Drive Hagatña, Guam 96910</i>	<i>The Honorable _____ and Mr./Mrs. _____</i>	<i>Dear Lt. Governor _____</i>	<i>Lt. Governor _____ and Mr./Mrs. _____</i>	<i>Lt. Governor of Guam</i>	<i>Lt. Governor _____ or The Honorable Lieutenant Governor of Guam</i>	<i>Lt. Governor _____</i>
Speaker of the Guam Legislature						
<i>The Honorable _____ Speaker of the Guam Legislature Guam Congress Building 163 Chalan Santo Papa Hagatña, Guam 96910</i>	<i>The Honorable _____ and Mr./Mrs. _____</i>	<i>Dear Speaker _____</i>	<i>Speaker _____ and Mr./Mrs. _____</i>	<i>Speaker _____</i>	<i>The Speaker of the Legislature or The Honorable Speaker of the Legislature</i>	<i>Speaker _____</i>
Chief Justice Supreme Court of Guam						
<i>The Honorable _____ Chief Justice Supreme Court of Guam 120 West O'Brien Drive Hagatña, Guam 96910-5174</i>	<i>The Honorable _____ and Mr./Mrs. _____</i>	<i>Dear Judge _____</i>	<i>Judge _____ and Mr./Mrs. _____</i>	<i>Judge _____ or The Chief Justice of the Supreme Court of Guam</i>	<i>Judge _____ or The Honorable Chief Justice of the Supreme Court of Guam</i>	<i>Judge _____ or Judge, or Sir, or Ma'am</i>
Presiding Judge Superior Court of Guam						

Official	Envelope Social	Salutation	Invitation	Place Card	Introduction	Conversation
<i>The Honorable</i> _____ <i>Presiding Judge</i> <i>Supreme Court of Guam</i> <i>120 West O'Brien Drive</i> <i>Hagatna, Guam 96910-5174</i>	<i>The Honorable</i> _____ <i>and</i> <i>Mr./Mrs.</i> _____ *	<i>Dear Judge</i> _____	<i>Judge</i> _____ <i>and Mr./Mrs.</i> _____ *	<i>Judge</i> _____ <i>or</i> <i>Presiding Judge of the</i> <i>Superior Court of Guam</i>	<i>Judge</i> _____ <i>or</i> <i>The Honorable</i> _____ <i>Presiding Judge of the Superior Court</i> <i>of Guam</i>	<i>Judge</i> _____ <i>or</i> <i>Judge, or Sir, or Ma'am</i>
Delegate to the U.S. Congress						
<i>The Honorable</i> _____, M.C. <i>U.S House of Representatives</i> <i>Washington, D.C 20515</i>	<i>The Honorable</i> _____ <i>M.C.</i> <i>and</i> <i>Mr./Mrs.</i> _____ *	<i>Dear Delegate</i> _____	<i>Delegate</i> <i>and Mr./Mrs.</i> _____, M.C.	<i>Delegate</i> _____	<i>Delegate</i> _____ <i>or</i> <i>The Honorable</i> _____ <i>Delegate of Guam to the U.S. House of</i> <i>Representatives</i>	<i>Delegate</i> _____
Senator, Guam Legislature						
<i>The Honorable</i> _____ <i>Guam Congress Building</i> <i>163 Chalan Santo Papa</i> <i>Hagatna, Guam 96910</i>	<i>The Honorable</i> _____ <i>and Mr./Mrs.</i> _____ *	<i>Dear Senator</i> _____	<i>Senator</i> _____ <i>and Mr./Mrs.</i> _____ *	<i>Senator</i> _____	<i>Senator</i> _____ <i>or</i> <i>The Honorable</i> _____ <i>Guam Senator</i>	<i>Senator</i> _____
Admiral, U.S. Navy						
<i>Rear Admiral</i> _____ <i>Commander, U.S. Naval Forces Marianas</i> <i>PSC 489, BOX 7</i> <i>FPO AP 96536-0051</i>	<i>Rear Admiral</i> _____ <i>and Mr./Mrs.</i> _____ *	<i>Dear Admiral</i> _____	<i>Rear Admiral</i> <i>and Mr./Mrs.</i> _____ *	<i>Rear Admiral</i> _____	<i>Rear Admiral</i> _____ <i>or</i> <i>Rear Admiral</i> _____ <i>Commander, U.S. Naval Forces</i> <i>Marianas</i>	<i>Admiral</i> _____
General, U.S. Air Force						
<i>Major General</i> _____ <i>Commander, Thirteenth Air Force</i> <i>Andersen AFB, Guam</i> <i>APO AP 96543-5000</i>	<i>Rear Admiral</i> _____ <i>and Mr./Mrs.</i> _____ *	<i>Dear General</i> _____	<i>General</i> <i>and Mr./Mrs.</i> _____ *	<i>General</i> _____	<i>General</i> _____ <i>or</i> <i>Major General</i> _____ <i>13TH Air</i> <i>Force Commander, US Air Force</i>	<i>General</i> _____
Mayor						

Official	Envelope Social	Salutation	Invitation	Place Card	Introduction	Conversation
The Honorable _____ PO Box 788 Hagatna, Guam 96932	The Honorable _____ and Mr./Mrs. _____ *	Dear Mayor _____	Mayor and Mr./Mrs. _____ *	Mayor _____	Mayor _____ or The Honorable _____, Village of _____ **	Mayor _____
Archbishop of Agana Most Rev. _____ OFM Cap., D.D.*** Archbishop of Agana 207 Archbishop C. Flores St. Hagatna, Guam 96910	His Excellency Archbishop _____	Dear Archbishop, or Your Excellency	Archbishop _____, OFM Cap., D.D.***	Archbishop _____	His (or Your) Excellency _____ or	Archbishop _____ or Your Excellency