



*I Mina'trentai Siette Na Liheslaturan Guåhan*  
**THE THIRTY-SEVENTH GUAM LEGISLATURE**

**Committee on Rules  
Committee Report Guidebook**

**Prepared by:  
Joaquin 'Quin' P. Taitague, Committee on Rules Director  
Senator Chris Barnett, Chairperson**

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## **Section 1. Placement on Session Agenda.**

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**Bills** – 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.

**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](#).

**Executive Appointment** – 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 2. Timing.**

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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/substantive resolution/Executive Appointment 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.

Committee Report deadlines are set approximately one week before the start of a scheduled session to provide enough time for COR to review each report and, if necessary, return non-compliant reports to the respective committee for revision/completion.

## **Section 3. Processing.**

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The compilation and submission of committee reports are the sole responsibility of each Standing Committee. A Standing Committee’s staff *may* receive assistance from COR, but the responsibility remains on each Standing Committee to submit the report for proper disposition.

Committee reports are issued to the Speaker through COR. Once received, COR will review the report. If it is complete and compliant, the COR chair will sign off on the report and file it with the Clerk’s Office, which will forward it to MIS for posting on the website.

Committee Reports must be uploaded via Google Drive via the respective Chairperson of the Standing Committee.

**If a report is incomplete or non-compliant, it will be returned to the Committee for revision/completion with a notation indicating the necessary revisions.**

## **Section 4. Committee Reports on Bills/Substantive Resolutions.**

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(a) **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.

(1) 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].”

(2) 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].”

(3) 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.

(4) All bills introduced by a Member or a Committee *shall* be given a public hearing no more than one hundred twenty (120) calendar 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) calendar day timeline, the Committee Chairperson *shall* give a reason in writing for not holding a public hearing, and the Prime Sponsor of a bill *may* hold a public hearing, following written notification to the Committee Chairperson, and the hearing *shall* be transcribed by the Prime Sponsor. Reference: *I Otden Areklamento Section 6.01 (a)(1)(i)*.

i. 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. Reference: *I Otden Areklamento Section 6.04 (c)*.

(b) **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.

## **Section 5. Committee Report Checklist for Bills.**

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(a) A Committee Report must indicate the committee’s recommendation and each member’s vote. It *must* also contain the following:

1. Front Page Transmittal to Speaker
  - a. COR Chair Signature Line
2. Title Page
3. Committee Chair Memo to All Committee Members
4. COR Referral Memorandum
5. Notice of Public Hearing & Other Correspondence (i.e., Invitation Letters)
6. Public Hearing Agenda
7. Public Hearing Sign-in Sheet(s)
8. Written Testimonies & Additional Supporting Documents
9. 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.
10. Committee Report Digest(s)
    - a. **Part I:** Overview of the bill, its essential elements, and the public hearing details;
    - b. **Part II:** Transcription of the testimony and discussion at the public hearing, including evidence of those testifying at the hearing (i.e., a sign-in sheet); and
    - c. **Part III:** Findings and recommendation of the committee.
  11. Bill History
    - a. Copy of Bill as Introduced
    - b. COR Pre-Referral Checklist
    - c. Copy of Bill as amended/substituted by the Committee (if applicable)
  12. Copy of Legal Bureau’s Review **NOTE: A copy of the Legal Bureau’s review on a bill is CONFIDENTIAL information. It must be included in a report for review by COR, but it will be removed when the report is filed and posted on the website.**
  13. Fiscal Note/Waiver and Funding Availability Note (OFB)
  14. Economic Impact Statement. Committee Reports for bills approving or amending Rules and Regulations *shall* include an Economic Impact Statement in accordance with law (if applicable). Reference: [5 GCA §§ 9301\(d\), 9301\(e\), 9301\(f\)](#).
  15. Appraisals. 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. Reference: [2 GCA § 2107](#).
  16. Related News Reports (optional)
- (b) Supplemental Committee Reports.** If COR returns a bill to a committee for a secondary public hearing, the committee will prepare and submit a “Supplemental Committee Report” on the bill after the secondary public hearing.
1. **Notating a Supplemental Report.** The supplemental report *shall* be prepared in the same way as the first report but must indicate on all necessary documents as “Supplemental Committee Report.” (i.e., “Supplemental Committee Report on Bill #-37 (COR/LS).”

**Section 6. Committee Report Checklist for Executive Appointments.**

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**(c)** A Committee Report must indicate the committee’s recommendation and each member’s vote. It *must* also contain the following:

1. Front Page Transmittal to Speaker
  - a. COR Chair Signature Line
2. Title Page
3. Committee Chair Memo to All Committee Members
4. COR Referral Memorandum of the Appointment
5. Appointment Letter to the Speaker from *I Maga’hāgan Guāhan*
6. Appointment Packet & Supporting Documents from *I Maga’hāgan Guāhan*
7. Notice of Public Hearing & Other Correspondence (i.e., Invitation Letters)
8. Public Hearing Agenda
9. Public Hearing Sign-in Sheet(s)
10. Written Testimonies & Additional Supporting Documents

11. 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.
12. Committee Report Digest(s)
13. Related News Reports (optional)

**(d) Section 7. Author’s Report on Substantive Resolutions.**

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**(a)** 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\*](#).

**(b)** Author’s Report. The Author *shall* submit an “Author’s Report” on the Substantive Resolution to the Speaker via COR, similar to a “committee report” on a Substantive Resolution, which *shall* be forwarded to all Members and posted on the website. The “Author’s Report” must include the following:

1. Front Page Transmittal to Speaker
  - a. COR Chair Signature Line
2. Title Page
3. COR Referral Memorandum
4. Notice of Public Hearing & Other Correspondence (i.e., Invitation Letters)
5. Public Hearing Agenda
6. Public Hearing Sign-in Sheet(s)
7. Written Testimonies & Additional Supporting Documents
8. Author’s Report Digest(s)
9. Resolution History
  - a. Copy of Resolution as Introduced
  - b. Copy of Resolution as amended/substituted by the Committee (if applicable)
10. Copy of Legal Bureau’s Review **NOTE: A copy of the Legal Bureau’s review on a resolution is CONFIDENTIAL information. It must be included in a report for review by COR, but it will be removed when the report is filed and posted on the website.**
11. Related News Reports (optional)

**Section 8. Roundtable Hearings, Oversight Hearings, Informational Briefings.**

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- (a)** 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
- (b)** 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. Reference: [I Otden Areklamento Section 11.07 \(a\)](#).
- (c)** A Roundtable Hearing, Oversight Hearing, or Informational Briefing Report. *shall* include the following:
  1. Front Page Transmittal to Speaker

- a. COR Chair Signature Line
2. Title Page
3. COR Referral Memorandum
4. Notice of Public Hearing & Other Correspondence (i.e., Invitation Letters)
5. Public Hearing Agenda
6. Public Hearing Sign-in Sheet(s)
7. Written Testimonies & Additional Supporting Documents
8. Roundtable Hearing, Oversight Hearing, or Informational Briefing Report Digest(s)
9. Related News Reports (optional)

## **Section 9. Public Hearing Notices.**

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References: *I Otden Areklamento* Section 6.04(a): Public Hearing. [5 GCA Chapter 8: Open Government Law, §§ 8104, 8107, 8108](#)

**(a)** Two Notices Required. Each Standing Committee *shall* send pursuant to

(1) [5 GCA § 8107\(a\)](#), a “First Notice” of public hearings *shall* be given five (5) working days prior to the start of the hearing

(i) [5 GCA § 8104](#). Definitions. (a) (4) A Committee of a Legislature is a public agency when it is holding a hearing but committee meetings other than hearings are not required to be conducted in public.

(5) (A) Public Notice, as used in this Chapter, means a publication by newspaper of general circulation or by radio or television which is reasonably calculated to provide notice of the facts it announces to the public at large, and by electronic publication on the [Guam Public Notice Website](#).

(B) As used in this item, newspaper of general circulation means a newspaper which is printed and distributed not less than once a week, at regular intervals, throughout the territory of Guam, which has apaid circulation and holds a valid second class mailing permit from the United States Post Office, and which contains news, articles of opinion, features, and other matters of current interest published for public dissemination.

(C) Government entities that access cable channels *shall* also be required to broadcast public notices on that channel for that respective branch of government.

(2) A “Second Notice” *shall* be given at least forty-eight (48) hours prior to the start of such hearing.

**(b)** Recipients:

(1) All Members of *I Liheslaturan Guåhan* *shall* be given written notice of such hearing.

(2) The Committee *shall* e-mail each notice to [phnotice@guamlegislature.org](mailto:phnotice@guamlegislature.org). This email listserv includes all senatorial offices, central offices, legal bureau, and all main media outlets.

(3) Public notices are required to be sent to the media but there is no legal requirement to pay for advertising. Paid advertising is at the discretion of the committee chairperson.

**(c)** Contents. Each notice *shall* include the following information:

(1) The name of the hearing officer. For a public hearing conducting by a committee, the ‘hearing officer’ is the committee chair or his/her designee. For a public hearing on a resolution conducted by the author, the ‘hearing officer’ is the author (i.e., the sponsor);

(2) The Standing committee name;

(3) The date, time, and location of the hearing;

(4) A description of the items to be addressed (i.e., bill/substantive resolution number, title, sponsor, and/or appointee info);

(5) Instructions for submitting written testimony; and

(6) The following language regarding assistive services: “**Individuals requiring special accommodations, auxiliary aids, or services may contact and submit their request to [Name] at the Office of Senator [Name] at [physical address], by phone at [number], or by email at [email address].**”

(d) Internal Notices. Notices or memoranda to be circulated only within the Legislature (i.e., all senatorial offices, central offices, and legal bureau) should be sent to [phmaterials@guamlegislature.org](mailto:phmaterials@guamlegislature.org).

(e) After-hours and Field Hearings. Requests for the use of the Public Hearing Room and/or AV support for after-hours or field hearings must be emailed to COR for approval at [committeeonrules@guamlegisalture.org](mailto:committeeonrules@guamlegisalture.org) and [sgtarms@guamlegislature.org](mailto:sgtarms@guamlegislature.org).

(f) D. Invitation Letters

(1) Bills/Substantive Resolutions. The committee/author should email an invitation to each agency, department, organization, etc. mentioned in a bill/substantive resolution.

(2) Executive Appointments. The committee should email an invitation to each relevant board chairperson and agency director/administrator for hearings on executive appointments.

## **Section 10. Committee Report Checklist and Templates.**

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(a) A committee report must include a completed and signed checklist when the report is submitted to COR. Included in this Guidebook are:

(1) Checklists for Bills and Substantive Resolutions;

(2) Checklist for Appointments;

(3) Checklists for Roundtable, Oversight and Informational Hearings; and

(4) Samples of, and templates for, the various components of a report.

## **Section 11. Guam Code Annotated References.**

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(a) [2 GCA Chapter 2 – Statues](#) –

(1) §2103. Public Hearings Mandatory.

(b) [2 GCA Chapter 9 – Fiscal Accountability Act](#) –

(1) §9105. Timely Response for Submission of Fiscal Note. –

(2) §9106. Waiver of Fiscal Note.

(c) [5 GCA Chapter 8 – Open Government Law](#) –

(1) §8107. Notices. –

(2) §8108. Special Meeting.

(d) [5 GCA Chapter 9 – Administrative Adjudication Law](#) –

(1) Article 3. Rule-Making Procedures.

**PRE-REFERRAL CHECKLIST**

<p><b>Bill No. #-37(COR)</b> TITLE.</p>		
<p><b>(A) Legal Bureau</b></p>	<p><b>(1) One subject matter?</b> [SR § 6.01(a), 2 GCA § 2108(a)] <input type="checkbox"/> YES <input type="checkbox"/> NO (Return to Prime Sponsor)</p>	<p><b>Notice to Legal Bureau:</b> _____</p>
	<p><b>(2) Conform to Standing Rules as to form and style?</b> [SR §§ 6.02(b) and (d), 6.03(d)] <input type="checkbox"/> YES <input type="checkbox"/> NO (Return to Prime Sponsor)</p>	<p><b>Completed by Legal Bureau:</b> _____</p>
<p><b>(B) Office of Finance and Budget (OFB)</b></p>	<p><b>(1) Does the Bill contain appropriations or authorizations for appropriations from any fund sources?</b> <input type="checkbox"/> YES (Refer to Committee on Appropriations) <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>	<p><b>Notice to OFB:</b> _____</p>
	<p><b>(2) Does the Bill contain an authorization to expend government funds?</b> <input type="checkbox"/> YES    <input type="checkbox"/> NO    <input type="checkbox"/> N/A</p> <p><b>(3) Does the Bill contain provisions that have potential fiscal impacts on the government of Guam budget?</b> <input type="checkbox"/> YES    <input type="checkbox"/> NO    <input type="checkbox"/> N/A</p>	<p><b>Completed by OFB:</b> _____</p>
<p><b>COR Action</b></p>	<p><b>Has the Committee on Appropriations provided written determination that the funding source is sufficient?</b> <input type="checkbox"/> YES (Refer to the Principal Committee with subject matter jurisdiction) <input type="checkbox"/> NO (The bill remains in the Committee on Appropriations and provide written notification to COR) <input type="checkbox"/> N/A</p>	<p><b>Completed by:</b> _____</p>



**PRE-REFERRAL CHECKLIST**

<p><b>Bill No. #-37(COR)</b> TITLE.</p>		
<p><b>(C) DEBT</b></p>		
<p><b>(1) SR § 6.01 (b)(1)(A)</b> Land, Infrastructure, Building Projects, Capital Improvement Projects</p>	<input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO (Return to Prime Sponsor)	<p><b>Received by:</b> (Signature, Date and Time)</p> <hr/> <p><b>Completed by:</b> (Signature, Date and Time)</p> <hr/>
<p><b>(2) SR § 6.01 (b)(1)(B)</b> Refinancing of existing debt (not less than 2%)</p>	<input type="checkbox"/> N/A <input type="checkbox"/> YES <input type="checkbox"/> NO (Return to Prime Sponsor)	
<p><b>(3) SR § 6.01 (b)(2)</b> Authorize public debt to fund operations of agency, instrumentality, public corporation</p>	<input type="checkbox"/> N/A <input type="checkbox"/> YES (Return to Prime Sponsor) <input type="checkbox"/> NO <input type="checkbox"/> Waived (per official state of emergency, as attached)	
<p><b>COR Action</b></p>	<input type="checkbox"/> Return to Prime Sponsor <input type="checkbox"/> Refer to:	<p><b>Date and Time:</b></p> <hr/>
<p><b>For COR Office Use Only</b></p>	<p><b>Pursuant to COR decision (COR Meeting, M D, 2023):</b></p> <p>Completed within five (5) working days?  <input type="checkbox"/> YES  <input type="checkbox"/> NO</p>	<p><b>Initial:</b></p> <hr/> <p><b>If NO:</b> Provide letter of explanation (see attached).</p>

**COMMITTEE REPORT CHECKLIST**

Part \_\_\_\_/\_\_\_\_

<b>Bill No. ____ (COR/LS)</b>  <b>TITLE</b>													
<b>REFERRED TO:</b> [Committee Name]; Senator [Name], <i>Chairperson</i>													
<b>(A) FISCAL NOTE or WAIVER</b>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 60%; padding: 5px;"> <b>(1) Requested by COR</b>  <input type="checkbox"/> YES      <input type="checkbox"/> NO                 </td> <td style="width: 40%; padding: 5px;">Date &amp; Time:</td> </tr> <tr> <td style="padding: 5px;"> <b>(2) Received by COR</b>  <input type="checkbox"/> YES      <input type="checkbox"/> NO                 </td> <td style="padding: 5px;">Date &amp; Time:</td> </tr> <tr> <td style="padding: 5px;"> <b>(3) Waived by COR</b>  <input type="checkbox"/> YES      <input type="checkbox"/> NO                 </td> <td style="padding: 5px;">Date &amp; Time:</td> </tr> <tr> <td style="padding: 5px;"> <b>(4) Bill contains appropriations or authorizations for appropriations from any fund sources?</b>  <input type="checkbox"/> YES      <input type="checkbox"/> NO                 </td> <td style="padding: 5px;"> <i>If YES:</i>  <b>(4/5)(a) Funding Availability Note/Waiver (OFB) attached?</b>  <input type="checkbox"/> YES  <input type="checkbox"/> NO (Unable to file CMTE Report)                 </td> </tr> <tr> <td style="padding: 5px;"> <b>(5) Bill contains an authorization to expend government funds?</b>  <input type="checkbox"/> YES      <input type="checkbox"/> NO                 </td> <td style="padding: 5px;"> <b>(4/5)(b) Funding source identified?</b>                  2 GCA § 9101  <input type="checkbox"/> YES  <input type="checkbox"/> NO (Proceed to (A)(6))                 </td> </tr> <tr> <td style="padding: 5px;"> <b>(6) Restrictions Against Unfunded Appropriations (2 GCA § 9101)</b>  <input type="checkbox"/> Identifies specific alternate funding source  <input type="checkbox"/> De-appropriates from previous appropriation with available funds and fiscal note  <input type="checkbox"/> Written certification by CMTE Chair that a situation exists which “threatens the safety, health and welfare of the community”                 </td> <td style="padding: 5px;"> <i>If no boxes checked:</i>   <b>UNABLE TO PLACE ON SESSION AGENDA</b>                  2 GCA § 9102                 </td> </tr> </table>	<b>(1) Requested by COR</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	Date & Time:	<b>(2) Received by COR</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	Date & Time:	<b>(3) Waived by COR</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	Date & Time:	<b>(4) Bill contains appropriations or authorizations for appropriations from any fund sources?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If YES:</i> <b>(4/5)(a) Funding Availability Note/Waiver (OFB) attached?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (Unable to file CMTE Report)	<b>(5) Bill contains an authorization to expend government funds?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>(4/5)(b) Funding source identified?</b> 2 GCA § 9101 <input type="checkbox"/> YES <input type="checkbox"/> NO (Proceed to (A)(6))	<b>(6) Restrictions Against Unfunded Appropriations (2 GCA § 9101)</b> <input type="checkbox"/> Identifies specific alternate funding source <input type="checkbox"/> De-appropriates from previous appropriation with available funds and fiscal note <input type="checkbox"/> Written certification by CMTE Chair that a situation exists which “threatens the safety, health and welfare of the community”	<i>If no boxes checked:</i>  <b>UNABLE TO PLACE ON SESSION AGENDA</b> 2 GCA § 9102
	<b>(1) Requested by COR</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	Date & Time:											
	<b>(2) Received by COR</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	Date & Time:											
	<b>(3) Waived by COR</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	Date & Time:											
	<b>(4) Bill contains appropriations or authorizations for appropriations from any fund sources?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If YES:</i> <b>(4/5)(a) Funding Availability Note/Waiver (OFB) attached?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (Unable to file CMTE Report)											
	<b>(5) Bill contains an authorization to expend government funds?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>(4/5)(b) Funding source identified?</b> 2 GCA § 9101 <input type="checkbox"/> YES <input type="checkbox"/> NO (Proceed to (A)(6))											
<b>(6) Restrictions Against Unfunded Appropriations (2 GCA § 9101)</b> <input type="checkbox"/> Identifies specific alternate funding source <input type="checkbox"/> De-appropriates from previous appropriation with available funds and fiscal note <input type="checkbox"/> Written certification by CMTE Chair that a situation exists which “threatens the safety, health and welfare of the community”	<i>If no boxes checked:</i>  <b>UNABLE TO PLACE ON SESSION AGENDA</b> 2 GCA § 9102												

<b>(B) PUBLIC HEARING</b>	<b>(1) HEARING NOTICES</b> SR §§ 6.04(a)(1) and 6.04(a)(2), Open Government Law (5 GCA, Ch. 8)	
	<input type="checkbox"/> <b>(a)</b> Five (5) working days prior (A L Senators & ALL Media)	<b>Date and Time of Notice:</b>
	<input type="checkbox"/> <b>(b)</b> Forty-eight (48) hours prior (ALL Senators & ALL Media)	<b>Date and Time of Notice:</b>
	<b>(2) Date and Time of Hearing:</b>	<i>or</i> <b>(4) HEARING WAIVED by Speaker in case of emergency</b> SR § 6.04(a)(1) <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A
	<b>(3) Location:</b>	<i>If YES:</i> <b>Attach memo indicating WAIVER</b>
	<b>(5) AMENDMENTS or SUBSTITUTIONS BY COMMITTEE</b> SR § 6.04(b)	
	<b>(a) Committee elects to substitute bill?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If YES:</i> <b>Date and Time:</b>  <b>(a)(1) Vote sheet affirmative?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>(a)(2) Preliminary report filed with COR? SR § 6.04(b)(2)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <b>(a)(3) Public Hearing noticed?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>(b) Bill materially different after committee amendment or substitution?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>If YES:</i> <b>SECONDARY PUBLIC HEARING MAY BE REQUIRED</b> SR § 6.04(c)(3)  <input type="checkbox"/> YES <input type="checkbox"/> NO  <hr style="width: 100%;"/> <b>COR Chair</b>	

<b>(C) COMMITTEE REPORT</b>	<b>(1) Committee Report filed with COR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Notes:</b>	<i>If NO:</i> <b>UNABLE TO PLACE ON SESSION AGENDA</b> SR § 6.04(d)(1)
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		<i>If YES:</i> <b>Date &amp; Time:</b>		
		<b>(1)(a) Secondary CMTE Report filed with COR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
		<i>If YES:</i> <b>Date &amp; Time:</b>		
<b>(2) LAND LEGISLATION</b>				
		<b>(a) Bill involves government taking, transfer, purchase, or lease of land?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		<i>If YES:</i> <b>ATTACH TWO (2) PROPERTY APPRAISALS TO CMTE REPORT</b> SR § 6.04(c)(4) 2 GCA § 2107(b)
		<b>(a)(1) Please indicate on both columns:</b>		
<b>(i) Type of transaction:</b> <input type="checkbox"/> Taking <input type="checkbox"/> Transfer <input type="checkbox"/> Purchase <input type="checkbox"/> Lease	<b>(ii) Type of entity:</b> <input type="checkbox"/> Government <input type="checkbox"/> Non-government			
		<b>(b) Bill involves legislative land rezoning?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		<i>If YES:</i> <b>INCLUDE Land Zoning Consideration Report</b> 2 GCA § 2110
		<b>(b)(1) Bill involves legislative rezoning of property zoned Agricultural (A)?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		<i>If YES:</i> <b>INCLUDE Agricultural Consideration Report (Dept. of Agriculture)</b> 2 GCA § 2110 [Proceed to (b)(2)]
		<b>(b)(2) Proof of Agricultural consideration report reviewed by Guam Land Use Commission? 21 GCA § 61637</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		

<b>(D) COMMITTEE REPORT (continued)</b>	<b>(3) G.A.R.R. LEGISLATION</b> SR § 6.04(c)(1) 5 GCA §§ 9301 and 9303		
	<b>a) Bill involves approving or amending Rules and Regulations?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	<i>If YES:</i> <b>INCLUDE</b> <b>Economic Impact Statement</b> 5 GCA §§ 9301(d), 9301(e), 9301(f)	
	<b>(4) COMMITTEE REPORT COMPONENTS</b>		
	<b>(a) Front Page Transmittal to Speaker</b>	<input type="checkbox"/>	
	<b>(a)(1) COR Chair Signature Line</b>	<input type="checkbox"/>	
	<b>(b) Title Page</b>	<input type="checkbox"/>	
	<b>(c) Committee Chair Memo to All Committee Members</b>	<input type="checkbox"/>	
	<b>(d) COR Referral Memorandum</b>	<input type="checkbox"/>	
	<b>(e) Notice of Public Hearing &amp; Other Correspondence</b>	<input type="checkbox"/>	
	<b>(e)(1) Five (5) working days prior</b>	<input type="checkbox"/>	
	<b>(e)(2) Forty-eight (48) hours prior</b>	<input type="checkbox"/>	
	<b>(f) Public Hearing Agenda</b>	<input type="checkbox"/>	
	<b>(g) Public Hearing Sign-in Sheet(s)</b>	<input type="checkbox"/>	
	<b>(h) Written Testimonies &amp; Additional Documents</b>	<input type="checkbox"/>	
	<b>(i) Committee Vote Sheet(s)</b>	<input type="checkbox"/>	
	<b>(j) Committee Report Digest(s)</b>	<input type="checkbox"/>	
	<b>(k) Bill History</b>	<input type="checkbox"/>	
	<b>(k)(1) Copy of Bill as introduced</b>	<input type="checkbox"/>	
	<b>(k)(2) COR Pre-Referral Checklist</b>	<input type="checkbox"/>	
	<b>(k)(3) Copy of Bill as amended/substituted by Committee (if applicable)</b>	<input type="checkbox"/>	
	<b>(l) Fiscal Note/Waiver and Funding Availability Note (OFB)</b>	<input type="checkbox"/>	
	<b>(m) Two (2) Property Appraisals (if applicable)</b>	<input type="checkbox"/>	
	<b>(n) Related News Reports (optional)</b>	<input type="checkbox"/>	
	<b>(o) Miscellaneous (optional)</b>	<input type="checkbox"/>	
	<b>(p) Committee Report Checklist(s)</b>	<input type="checkbox"/>	
	<b>(E) COR Action</b>	<input type="checkbox"/> CMTE Report duly filed; Available for Placement on Session Agenda <input type="checkbox"/> CMTE Report non-conforming for acceptance; Return to Committee	<b>COR CHAIR</b> (Signature, Date & Time)  _____

**AUTHOR'S REPORT CHECKLIST**

Part \_\_\_\_/\_\_\_\_

Resolution No. ____ (COR/LS)		
TITLE		
<b>REFERRED TO:</b> Senator [Name], <i>Author</i>		
<b>(A) PUBLIC HEARING</b>	<b>(1) HEARING NOTICES</b> SR §§ 6.04(a)(1) and 6.04(a)(2), Open Government Law (5 GCA, Ch. 8)	
	<input type="checkbox"/> <b>(a)</b> Five (5) working days prior (A L Senators & ALL Media)	<b>Date and Time of Notice:</b>
	<input type="checkbox"/> <b>(b)</b> Forty-eight (48) hours prior (ALL Senators & ALL Media)	<b>Date and Time of Notice:</b>
	<b>(2) Date and Time of Hearing:</b>	
	<b>(3) Location:</b>	
<b>(B) AUTHOR'S REPORT</b>	<b>(1) Author's Report filed with COR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>If YES:</i> <b>Date &amp; Time:</b>	<b>Notes:</b>
	<b>(1)(a) Secondary Author's Report filed with COR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A  <i>If YES:</i> <b>Date &amp; Time:</b>	

	<b>(1) COMMITTEE REPORT COMPONENTS</b>	
	<b>(a)</b> Front Page Transmittal to Speaker	<input type="checkbox"/>
	<b>(a)(1)</b> COR Chair Signature Line	<input type="checkbox"/>
	<b>(b)</b> Title Page	<input type="checkbox"/>
	<b>(c)</b> COR Referral Memorandum	<input type="checkbox"/>
	<b>(d)</b> Notice of Public Hearing and Other Correspondence	<input type="checkbox"/>
	<b>(d)(1)</b> Five (5) working days prior	<input type="checkbox"/>
	<b>(d)(2)</b> Forty-eight (48) hours prior	<input type="checkbox"/>
	<b>(e)</b> Public Hearing Agenda	<input type="checkbox"/>
	<b>(f)</b> Public Hearing Sign-in Sheet(s)	<input type="checkbox"/>
	<b>(g)</b> Written Testimonies and Additional Documents	<input type="checkbox"/>
	<b>(h)</b> Committee Report Digest	<input type="checkbox"/>
	<b>(i)</b> Related News Reports (optional)	<input type="checkbox"/>
	<b>(j)</b> Miscellaneous (optional)	<input type="checkbox"/>
	<b>(k)</b> Committee Report Checklist(s)	<input type="checkbox"/>
<b>(D) COR Action</b>	<input type="checkbox"/> CMTE Report duly filed; Available for Placement on Session Agenda <input type="checkbox"/> CMTE Report non-conforming for acceptance; Return to Committee	<b>COR CHAIR</b> (Signature, Date & Time)  _____

**COMMITTEE REPORT**

**Bill No. #-37 (COR/LS),  
ACTION (if any)**

**Introduced by Senator Name/s**

**“AN ACT TO TITLE 7.”**

Date

**The Honorable Therese M. Terlaje**

**Speaker**

*I Mina'trentai Siette na Liheslaturan Guåhan*

Guam Congress Building

163 Chalan Santo Papa

*Hagåtña*, Guam 96910

**VIA: The Honorable Chris Barnett**

Chairperson, Committee on Rules

**RE: Committee Report on Bill No. #-37 (COR), ACTION: Amended/ Substituted by the Committee**

*Buenas yan Háfa Adai* Speaker Terlaje,

Transmitted herewith is the Committee Report on **Bill No. #-37 (COR/LS), ACTION OF BILL – “AN ACT TO TITLE.”**

Committee votes are as follows:

\_\_\_\_\_ TO DO PASS  
\_\_\_\_\_ TO NOT PASS  
\_\_\_\_\_ TO REPORT OUT ONLY  
\_\_\_\_\_ TO ABSTAIN  
\_\_\_\_\_ TO PLACE IN INACTIVE FILE

Sincerely,

Chairperson, Standing Committee NAME



Date

**MEMORANDUM**

**To:**           **All Members**  
                  Committee on \_\_\_\_\_ insert committee name

**From:**       **Senator** \_\_\_\_\_ insert committee chair name  
                  Chairperson, Committee Name

**Subject:**     **Committee Report on Bill No. #-37 (COR/LS)**

Transmitted herewith for your consideration is the Committee Report on **Bill No. #-37 (COR/LS)- "AN ACT TO TITLE."**

This report includes the following:

- Copy of COR Referral of Bill No. #-37 (COR/LS)
- Notices of Public Hearing
- Copy of the Public Hearing Agenda
- Public Hearing Sign-in Sheet
- Copies of Submitted Written Testimony
- Committee Vote Sheet
- Committee Report Digest
- Copy of Bill No. #-37 (COR), As Introduced
- Copy of COR Pre-Referral Checklist on Bill No. #-37 (COR/LS)
- Copy of Bill No. #-37 (COR), As Introduced/ Amended/ Substituted by the Committee
- Related News Reports

Please take the appropriate action on the attached vote sheet. Your attention to this matter is greatly appreciated. Should you have any questions or concerns, please do not hesitate to contact me.

Respectfully,

**Senator NAME**  
**Chairperson, Committee Name**

## COMMITTEE REPORT DIGEST

Bill No. #-37 (COR/LS) – SPONSOR/s - “AN ACT TO TITLE.”

### I. OVERVIEW

Bill No. #-37 (COR/LS) was introduced on DATE OF INTRO by Senator NAME/s. The Bill was referred by the Committee on Rules to the Committee Referred to on DATE, and was re-referred to the Committee on Rules on DATE. **\* ONLY IF IT WAS RE-REFERRED\*.**

The Committee NAME convened a public hearing on Bill No. #-37 (COR/LS) on DATE AND TIME in *I Liheslatura's* Public Hearing Room (Guam Congress Building). The Public Hearing began at TIME and was adjourned at TIME. Bill No. #-37 (COR/LS) was amongst the items heard.

#### **Public Notice Requirements**

In accordance with the Open Government Law, public notices for the Public Hearing were disseminated via e-mail to all main media broadcasting outlets and Pursuant to Rule VI, Section 6.04(a)(2) of the Standing Rules on DATE (5-Day Notice), and on DATE (48-Hour Notice). The public notice was also published in the Guam Daily Post *\*if you do Post Ads\** and the Guam Legislature website.

#### **Senators Present**

Senator NAME/s

#### **Appeared Before the Committee**

NAME/s of public testifying

#### **Submitted Written Testimony**

NAME/s who submitted testimony

### II. SUMMARY OF TESTIMONY AND DISCUSSION

#### TRANSCRIPTION OF PUBLIC HEARING

### III. FINDINGS AND RECOMMENDATIONS

The Committee NAME hereby reports out **Bill No. #-37 (COR/LS), ACTION OF BILL/RES - “AN ACT TITLE,”** **\*Please note that it should be the title of the bill/res being reported out\*** with the recommendation to TO DO CONFIRM / REPORT OUT ONLY (ACTION OF MAJORITY VOTES) \_\_\_\_.

**COMMITTEE VOTE SHEET**

**Bill No. #-37 (COR/LS), ACTION OF THE BILL - "AN ACT TO TITLE."**

<b>Committee Members</b>	<b>Signature</b>	<b>TO DO PASS</b>	<b>TO NOT PASS</b>	<b>TO REPORT OUT ONLY</b>	<b>TO ABSTAIN</b>	<b>TO PLACE IN INACTIVE FILE</b>
<b>Senator NAME</b> <i>Chairperson</i>						
<b>Senator NAME</b> <i>Vice Chairperson</i>						
<b>Senator</b> <i>Member</i>						
<b>Senator</b> <i>Member</i>						
<b>Senator</b> <i>Member</i>						
<b>Senator</b> <i>Member</i>						
<b>Senator</b> <i>Member</i>						
<b>Senator</b> <i>Member</i>						
<b>Senator</b> <i>Member</i>						

**COMMITTEE REPORT CHECKLIST**

Part \_\_\_\_/\_\_\_\_

<b>Name of Appointee:</b>		
<b>Position:</b>		
<b>Agency/Board/Commission:</b>		
<b>REFERRED TO:</b> [Committee Name]; Senator [Name], <i>Chairperson</i>		
<b>(D) NOMINATION PACKET</b>	<b>Nomination Letter conforms to requirements of 4 GCA §2103.5?</b> (SR §9.02)  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If NO:</b> Letter to be returned by Speaker to <i>I Maga'hågan Guåhan</i>
	<b>Packet includes affidavit executed by applicant confirming receipt and review of Nomination Letter?</b> (SR §9.03)  <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>If NO:</b> Provide <b>proof of non-certification/non-verification in affidavit of applicant</b> (SR §9.03)
	<b>Additional Requirements</b> (SR §9.04)	
	Residential and mailing address of Nominee	<input type="checkbox"/>
	Employment record of Nominee	<input type="checkbox"/>
	Prior/Present service in any government, private, or civic institution	<input type="checkbox"/>
	List of business in which the Nominee has financial interest	<input type="checkbox"/>
	Affidavit of Nominee (with date, place, charge, and disposition of convictions for any criminal violations)	<input type="checkbox"/>
	Statement as to any additional and all delinquent or past due tax liabilities of Nominee	<input type="checkbox"/>
	Dates Nominee has served in acting capacity for stated position	<input type="checkbox"/>
Dates Nominee has served in acting capacity for stated position	<input type="checkbox"/>	

<b>(E) PUBLIC HEARING</b>	<b>(1) HEARING NOTICES</b> SR §§ 6.04(a)(1) and 6.04(a)(2), Open Government Law (5 GCA, Ch. 8)	
	<input type="checkbox"/> <b>(a)</b> Five (5) working days prior (A L Senators & ALL Media)	<b>Date and Time of Notice:</b>
	<input type="checkbox"/> <b>(b)</b> Forty-eight (48) hours prior (ALL Senators & ALL Media)	<b>Date and Time of Notice:</b>
	<b>(2) Date and Time of Hearing:</b>	
	<b>(3) Location:</b>	

<b>(C) COMMITTEE REPORT</b>	<b>(1) COMMITTEE REPORT COMPONENTS</b>	
	<b>(a)</b> Front Page Transmittal to Speaker	<input type="checkbox"/>
	<b>(a)(1)</b> COR Chair Signature Line	<input type="checkbox"/>
	<b>(b)</b> Title Page	<input type="checkbox"/>
	<b>(c)</b> Committee Chair Memo to All Committee Members	<input type="checkbox"/>
	<b>(d)</b> COR Referral Memorandum	<input type="checkbox"/>
	<b>(e)</b> Appointment Letter to Speaker from <i>I Maga'hågan Guåhan</i>	<input type="checkbox"/>
	<b>(f)</b> Appointment and Supporting Documents from <i>I Maga'hågan Guåhan</i>	<input type="checkbox"/>
	<b>(g)</b> Notice of Public Hearing and Other Correspondence	<input type="checkbox"/>
	<b>(g)(1)</b> Five (5) working days prior	<input type="checkbox"/>
	<b>(g)(2)</b> Forty-eight (48) hours prior	<input type="checkbox"/>
	<b>(h)</b> Public Hearing Agenda	<input type="checkbox"/>
	<b>(i)</b> Public Hearing Sign-in Sheet(s)	<input type="checkbox"/>
	<b>(j)</b> Written Testimonies and Additional Documents	<input type="checkbox"/>
	<b>(k)</b> Committee Vote Sheet	<input type="checkbox"/>
	<b>(l)</b> Committee Report Digest	<input type="checkbox"/>
	<b>(m)</b> Related News Reports (optional)	<input type="checkbox"/>
<b>(n)</b> Miscellaneous (optional)	<input type="checkbox"/>	
<b>(o)</b> Committee Report Checklist(s)	<input type="checkbox"/>	
<b>(D) COR Action</b>	<input type="checkbox"/> CMTE Report duly filed; Available for Placement on Session Agenda <input type="checkbox"/> CMTE Report non-conforming for acceptance; Return to Committee	<b>COR CHAIR</b> (Signature, Date & Time)  _____

Date

**The Honorable Therese M. Terlaje**  
**Speaker**

*I Mina'trentai Siette na Liheslaturan Guåhan*  
163 Chalan Santo Papa  
Hagåtña, Guam 96910

**VIA: The Honorable Chris Barnett**  
Chairperson, Committee on Rules

**RE: Committee Report on the Appointment of [insert name]**

Dear Speaker Terlaje:

Transmitted herewith is the Committee Report on the appointment of insert name to serve as a insert position of insert agency, and which was referred to the insert committee name.

Committee votes are as follows:

\_\_\_\_\_ TO CONFIRM  
\_\_\_\_\_ TO NOT CONFIRM  
\_\_\_\_\_ TO REPORT OUT ONLY  
\_\_\_\_\_ TO ABSTAIN  
\_\_\_\_\_ TO PLACE IN INACTIVE FILE

Sincerely,

Chairperson, Standing Committee NAME

## COMMITTEE REPORT

### Nomination of (Name of Nominee)

As a (Position) of (Name of Department/Agency/Board/ Commission) for a (Length of Term)

Date

### MEMORANDUM

**To:**           **All Members**  
Committee on \_\_\_\_\_ insert committee name

**From:**       **Senator** \_\_\_\_\_ insert committee chair name  
Chairperson, Standing Committee Name

**Subject:**     **Committee Report on the Appointment of** \_\_\_\_\_ insert appointee name

Transmitted herewith for your consideration is the Committee Report on the appointment of \_\_\_\_\_ insert name to serve as a \_\_\_\_\_ insert position of \_\_\_\_\_ insert agency.

This report includes the following:

- Copy of the Appointment Letter to the Speaker
- Copy of the Appointment Packet & Supporting Documents
- Copy of COR Referral of the Appointment
- Notices of Public Hearing
- Copy of the Public Hearing Agenda
- Public Hearing Sign-in Sheet
- Copies of Submitted Testimony & Supporting Documents (*\*Note: if applicable*)
- Committee Vote Sheet
- Committee Report Digest
- Related News Reports (*\*Note: if applicable*)

Please take the appropriate action on the attached vote sheet. Your attention to this matter is greatly appreciated. Should you have any questions or concerns, please do not hesitate to contact me.

Date

**MEMORANDUM**

**To:**           **All Members**  
Committee on \_\_\_\_\_ insert committee name

**From:**       **Senator** \_\_\_\_\_ insert committee chair name  
Chairperson, Standing Committee Name

**Subject:**     **Committee Report on the Appointment of** \_\_\_\_\_ insert appointee name

Transmitted herewith for your consideration is the Committee Report on the appointment of \_\_\_\_\_ insert name  
\_\_\_\_\_ to serve as a \_\_\_\_\_ insert position \_\_\_\_\_ of \_\_\_\_\_ insert agency \_\_\_\_\_.

This report includes the following:

- Copy of the Appointment Letter to the Speaker
- Copy of the Appointment Packet & Supporting Documents
- Copy of COR Referral of the Appointment
- Notices of Public Hearing
- Copy of the Public Hearing Agenda
- Public Hearing Sign-in Sheet
- Copies of Submitted Testimony & Supporting Documents (*\*Note: if applicable*)
- Related News Reports (*\*Note: if applicable*)
- Committee Report Digest
- Committee Vote Sheet

Please take the appropriate action on the attached vote sheet. Your attention to this matter is greatly appreciated. Should you have any questions or concerns, please do not hesitate to contact me.



## COMMITTEE REPORT DIGEST

### I. OVERVIEW

The insert committee name convened a public hearing on insert day, date at   :    AM/PM in    *I Liheslatura's* Public Hearing Room. Among the items on the agenda was the consideration of the appointment of insert appointee's name to serve as a insert position of insert name of board/other entity, and whose appointment history is as follows:

- Appointed by insert appointing authority on insert date, for insert term length, to fill the unexpired term of insert name (\*Note: if applicable), expiring on insert expiration date;
- Appointment packet forwarded to *I Liheslatura* on insert date;
- Appointment packet forwarded to this committee for public consideration on insert date.

#### **Public Notice Requirements**

Notices were disseminated via hand-delivery/fax and/or e-mail to all senators and all main media broadcasting outlets on day, date (5-Day Notice), and again on day, date (48-Hour Notice). [ \*Note: here you may insert any other applicable noticing details (i.e. *Guam Daily Post* publications, etc...) ]

#### **Senators Present**

Senator                     , Chairperson  
Senator                     , Vice Chairperson  
Senator                     , Committee Member  
Senator                       
etc...

### II. SUMMARY OF TESTIMONY & DISCUSSION

The public hearing was Called-to-Order at   :    AM/PM.

*Transcribe the testimonies presented and the discussion/Q&A at the hearing. \*Note: Even when written testimony is submitted (and is indicated to be "attached"), there is often discussion outside of the testimony that must be mentioned.*

The public hearing was adjourned at   :    AM/PM.

### III. FINDINGS & RECOMMENDATIONS

*Insert the "research" portion of your committee work (i.e. outcomes of testimony review, research, related studies, stakeholder meetings, committee mark up sessions, etc...).*

The insert committee name hereby reports on the appointment of insert appointee's name to serve as a insert position of the insert board/other entity, with the recommendation insert recommendation.

COMMITTEE VOTE SHEET

Nomination of  
(NAME OF NOMINEE)  
to serve as (POSITION, NAME OF DEPARTMENT/AGENCY/BOARD/COMMISSION)  
for (LENGTH OF TERM)

	SIGNATURE	TO DO PASS	TO NOT PASS	TO REPORT OUT ONLY	TO ABSTAIN	TO PLACE IN INACTIVE FILE
Senator Chairperson						
Senator Vice Chairperson						
Senator Member						
Senator Member						
Senator Member						
Senator Member						
Senator Member						
Senator Member						
Senator Member						
Senator Member						
Senator Member						

**INFORMATIONAL BRIEFING/OVERSIGHT HEARING/ROUNDTABLE HEARING'S REPORT**

**CHECKLIST**

Part \_\_\_\_/\_\_\_\_

<p><b>Informational Briefing/Oversight Hearing/Roundtable Hearing</b>  <b>with</b>  <b>AGENCY</b>  <b>on</b>  <b>Subject</b>  <b>By Senator</b> _____</p>
---

<b>(A) PUBLIC HEARING</b>	<b>(1) HEARING NOTICES</b> SR §§ 6.04(a)(1) and 6.04(a)(2), Open Government Law (5 GCA, Ch. 8)		
	<input type="checkbox"/> <b>(a)</b> Five (5) working days prior (A L Senators & ALL Media)	<b>Date and Time of Notice:</b>	
	<input type="checkbox"/> <b>(b)</b> Forty-eight (48) hours prior (ALL Senators & ALL Media)	<b>Date and Time of Notice:</b>	
	<b>(2) Date and Time of Hearing:</b>		
	<b>(3) Location:</b>		
<b>(B) COMMITTEE REPORT</b>	<b>(1) Committee Report filed with COR?</b> <input type="checkbox"/> YES <input type="checkbox"/> NO  <i>If YES:</i> <b>Date &amp; Time:</b>	<b>Notes:</b>	

	<b>(2) COMMITTEE REPORT COMPONENTS</b>	
	<b>(a)</b> Front Page Transmittal to COR Chair	<input type="checkbox"/>
	<b>(a)(1)</b> COR Chair Signature Line	<input type="checkbox"/>
	<b>(b)</b> Title Page	<input type="checkbox"/>
	<b>(c)</b> COR Referral Memorandum	<input type="checkbox"/>
	<b>(d)</b> Notice of Public Hearing and Other Correspondence	<input type="checkbox"/>
	<b>(d)(1)</b> Five (5) working days prior	<input type="checkbox"/>
	<b>(d)(2)</b> Forty-eight (48) hours prior	<input type="checkbox"/>
	<b>(e)</b> Public Hearing Agenda	<input type="checkbox"/>
	<b>(f)</b> Public Hearing Sign-in Sheet(s)	<input type="checkbox"/>
	<b>(g)</b> Written Testimonies and Additional Documents	<input type="checkbox"/>
	<b>(h)</b> Committee Report Digest	<input type="checkbox"/>
	<b>(i)</b> Related News Reports (optional)	<input type="checkbox"/>
	<b>(j)</b> Miscellaneous (optional)	<input type="checkbox"/>
	<b>(k)</b> Committee Report Checklist(s)	<input type="checkbox"/>
<b>(D) COR Action</b>	<input type="checkbox"/> CMTE Report duly filed; Available for Placement on Session Agenda <input type="checkbox"/> CMTE Report non-conforming for acceptance; Return to Committee	<b>COR CHAIR</b> (Signature, Date & Time)  _____

Date

**The Honorable Therese M. Terlaje**  
**Speaker**

*I Mina'trentai Siette na Liheslaturan Guåhan*

**VIA: The Honorable Chris Barnett**  
Chairperson, Committee on Rules

**RE: Committee Report on Informational Briefing, Oversight Hearing, or Roundtable Hearing on [Subject]**

Dear Speaker Terlaje:

Transmitted herewith is the Committee Report on the Informational Briefing, Oversight Hearing, or Roundtable Hearing on [Subject].

Sincerely,

Chairperson, Standing Committee NAME

## COMMITTEE REPORT DIGEST

### I. OVERVIEW

The insert committee name convened a public hearing on insert subject matter of hearing on insert day, date at   :   AM/PM in *I Liheslatura's* Public Hearing Room to discuss subject of hearing.

#### **Public Notice Requirements**

Public Hearing notices were disseminated via hand-delivery/fax and/or e-mail to all senators and all main media broadcasting outlets on day, date (5-Day Notice), and again on day, date (48-Hour Notice). [ \*Note: here you may insert any other applicable noticing details (i.e. Guam Daily Post publications, etc...) ]

#### **Senators Present**

Senator \_\_\_\_\_, Chairperson  
Senator \_\_\_\_\_, Vice Chairperson  
Senator \_\_\_\_\_, Committee Member  
Senator \_\_\_\_\_  
etc...

### II. SUMMARY OF TESTIMONY & DISCUSSION

The Informational Briefing, Oversight Hearing, or Roundtable Hearing was Called-to-Order at   :  
AM/PM.

*Transcribe/summarize the testimonies presented and the discussion/Q&A at the hearing. \*Note: Even when written testimony is submitted (and is indicated to be "attached"), there is often discussion outside of the testimony that should be mentioned.*

The public hearing was adjourned at   :   AM/PM.

### III. FINDINGS & RECOMMENDATIONS

*Insert the "research" portion of your committee work (i.e. outcomes of testimony review, research, related studies, stakeholder meetings, committee mark up sessions, etc...).*