I Mina'trentai Singko Na Liheslaturan Guåhan

COMMITTEE ON RULES
Committee Report Guidebook

Prepared by:
Mary E.S. Maravilla, Committee on Rules Director
Office of Senator Régine Biscoe Lee, Chairperson
35th Guam Legislature
# I Mina’trentai Singko Na Liheslaturan Guåhan

## Committee Report Guidebook

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Section 1. Introduction.

In order for a bill, substantive resolution, or executive appointment to be placed on the session agenda for consideration by the Legislature, it must receive a public hearing. After the public hearing, the committee should hold a mark-up meeting, if necessary, to address any feedback provided on the bill/resolution/appointment. Mark-up meetings are internal, working meetings (not public meetings) whereby committee members can meet to discuss any input provided on a bill/resolution/appointment. Following the public hearing and/or mark-up meeting, the committee will prepare a committee report and submit it to the speaker via the Committee on Rules (COR). Committee reports are public documents and will be posted on the website.

Committee reports must be formatted and compiled according to I Otden Areklamento and the guidelines established in this Guidebook. Reference: I Otden Areklamento Rules VI: Processing of Bills and Rule VII: Processing of Resolutions.

This Guidebook is intended to assist all individuals involved in preparing, compiling, and processing committee reports with understanding the steps required to produce a report.

Section 2. Timing.

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

Section 3. Processing.

The compilation and submission of committee reports are the responsibility of each standing committee. Even if a committee receives assistance with compiling a report (for example, testimony summaries, bill amendments, etc...), the final product remains the responsibility of the committee.

Committee reports are issued to the speaker through the Committee on Rules. 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. 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/Resolutions.

(A) Amending or Substituting Bills.

(1) Sponsor Amendments/Substitutions. A sponsor may request amendments/substitutions to introduced bills through the committee to which his/her bill has been referred.
(2) Committee Amendments/Substitutions. A committee may amend or substitute a bill to incorporate the input provided on the bill, for example, from the sponsor, the legal bureau, stakeholders, or the public.

(i) Secondary Public Hearings. Committees should be mindful that amending or substituting a bill may trigger the requirement for a secondary public hearing.

(a) If a committee decides to amend/substitute a bill after a public hearing, the committee may decide to conduct a second public hearing if the amendments/substitutions drastically change the substance of the introduced version.

(b) If an amended/substituted bill is reported out with drastic changes but no second hearing was conducted, COR may return the bill to the committee for a second hearing.

   a. When the notices are sent out for the second public hearing, MIS will post the first committee report and the substituted/amended version of the bill on the website.

   b. Supplemental Committee Reports. After the second public hearing, the committee will submit a “Supplemental Committee Report” to COR. Reference also: Section 4(C), below.

(ii) Labeling an Amended/Substituted Bill. When compiling a report on an amended/substituted bill, references to the bill number throughout the report must indicate “as substituted” or “as amended.” For example:

   • The Committee on Rules hereby reports out Bill No. 671-35 (COR) As substituted; or
   • The Committee on Rules hereby reports out Substitute Bill No. 671-35 (COR); or
   • Bill No. 671-35(COR) As substituted by the Committee on Rules is hereby reported out.

(B) Components. A committee report must indicate the committee’s recommendation and each member’s vote. It must contain, at a minimum, the following:

1. Front Page Transmittal to Speaker, with COR Chair Signature Line
2. Committee Report Title Page
3. Committee Chair Memo to All Committee Members
4. COR Referral Memorandum
5. Copy of COR Re-referral Memorandum (if applicable)
6. Public Hearing Notices & Related Correspondence (For example, invitation letters)
7. Public Hearing Agenda
8. Public Hearing Sign-in Sheet(s)
9. Written Testimony & Additional Supporting Documents
10. Committee Report Digest. The digest includes three parts:
   - **Part I:** Overview of the bill, its essential elements, and the public hearing details;
   - **Part II:** Summary of the testimony and discussion at the public hearing, including evidence of those testifying at the hearing (for example, a sign-in sheet); and
   - **Part III:** Findings and recommendation of the committee.

11. Copy of All Versions of the Bill/Res (introduced, substituted/amended)

12. Copy of Legal Bureau’s Review
   - **IMPORTANT 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 or Waiver (from BBMR or COR)

14. Funding Availability Note (from OFB, if applicable)

15. Economic Impact Statement (if applicable). Reports for bills approving or amending administrative rules and regulations must include an Economic Impact Statement. Reference: 5 GCA §§ 9301(d), 9301(e), 9301(f).

16. Two (2) Property Appraisals (if applicable). Reports on bills involving the transfer of land must include two appraisals on all land concerned, appraised for highest and best use regardless of zoning, from two separate licensed real estate appraisers. At least one of the appraisals must be issued within the last twelve months. Reference: 2 GCA § 2107.

17. Related News Reports (if applicable)

18. Committee Vote Sheet. The committee vote sheet must include the names of each 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.

(C) **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.

   (i) **Labeling a Supplemental Report.** The supplemental report must be prepared in the same way as the first report but must be labeled on all necessary documents as “Supplemental Committee Report.”

   (a) For example: “Supplemental Committee Report on Bill 671-35 (COR).”

   (b) This would apply to different documents in the supplemental report, for example, the cover letter to speaker, title page, memo to committee members, etc.
Section 5. Committee Report on Executive Appointments.

Similar to a report on bills and resolutions, a report on an executive appointment must include the following items:

1. Front Page Transmittal to Speaker (with COR Chair Signature Line)
2. Committee Report Title Page
3. Committee Chair Memo to All Committee Members
4. COR Referral of the Appointment
5. Appointment Letter to the Speaker from I Mga’håga Guåhan
6. Appointment Packet & Supporting Documents from I Mga’håga Guåhan
7. Public Hearing Notices & Related Correspondence (For example, invitation letters)
8. Public Hearing Agenda
9. Public Hearing Sign-in Sheet
10. Written Testimony(ies) Submitted & Additional Supporting Documents
11. Committee Report Digest
12. Related News Reports (if applicable)
13. Miscellaneous (optional)
14. Committee Vote Sheet

Section 6. Components of an Author’s Report on Resolutions (“2103 Resolutions”).

Under Guam law, a resolution to be sent to the president, a member of Congress, or a head of a foreign state, must be referred to the author, who must hold a public hearing on the resolution. The author may then submit a written request to the speaker for the resolution to be placed on the session agenda. Because the report is referred to the author, there is no committee action required. Reference: 2 GCA § 2103. For public disclosure and informational purposes, the author will submit an “author’s report” on the resolution to the speaker via COR, similar to a “committee report” on a bill, which will be forwarded to all senators and posted on the website. The “Author’s Report” must include the following:

1. Front Page Transmittal to Speaker, with COR Chair Signature Line
2. Report Title Page
3. COR Referral Memorandum
4. Public Hearing Notices & Related Correspondence (For example, invitation letters)
5. Public Hearing Agenda
6. Public Hearing Sign-in Sheet(s)
7. Written Testimony & Additional Supporting Documents
8. Report Digest
9. Copy of All Versions of the Resolution (introduced, substituted/amended)
10. Copy of Legal Bureau’s Review

- IMPORTANT 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.
Section 7. Components of a Report on an Oversight Hearing, Informational Briefing, or Roundtable Hearing

A. Deadline. A committee holding an oversight hearing, informational briefing, or roundtable hearing must submit a report to COR no later than 30 days after the event. Reference: I Otden Areklamento Section 11.07(a).

B. Components. The report must include the following:
   1. Front Page Transmittal to COR
   2. Report Title Page
   3. Public Notice & Other Correspondence (if applicable)
   4. Agenda
   5. Sign-in Sheet(s)
   6. Written Testimony & Additional Supporting Documents
   7. Report Digest
   8. Related News Reports (optional)
   9. Miscellaneous

Section 8. Public Hearing Notices.

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

A. Public Notices.
   (i) Two Notices Required. Each committee must send:
       (a) A “First Notice of Public Hearing” five working days prior to the public hearing date; and
       (b) A “Second Notice of Public Hearing” at least 48 hours prior to the public hearing date.
   (ii) Recipients.
       (a) Each notice must be addressed to all senators.
       (b) The Committee must e-mail each notice to phnotice@guamlegislature.org. This email listserv includes all senatorial offices, central offices, legal bureau, and all main media outlets.
       (c) 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.
   (iii) Contents. Each notice should include the following information:
       (a) 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);
       (b) The committee name;
       (c) The date, time, and location of the hearing;
(d) A description of the items to be addressed (for example, bill/res number, title, sponsor, and/or appointee info);  
(e) Instructions for submitting written testimony; and  

(f) 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].”

B. Internal Notices. Notices or memoranda to be circulated only within the Legislature (i.e., all senatorial offices, central offices, & legal bureau) should be sent to phmaterials@guamlegislature.org.

C. 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 corguamlegislature@gmail.com and senatorbiscoeleeguamlegislature.org.

D. Invitation Letters  
  i. Bills/Resolutions. The committee/author should email an invitation to each agency, department, organization, etc. mentioned in a bill/resolution.  
  ii. Executive Appointments. The committee should email an invitation to each relevant board chairperson and agency director/administrator for hearings on executive appointments.

Section 9. Checklists and Templates.

A committee report must include a completed and signed checklist when the report is submitted to COR. Included in this Guidebook are:  
  a. Checklists for Bills and Substantive Resolutions;  
  b. Checklists for Appointments;  
  c. Checklists for Roundtable, Oversight and Informational Hearings; and  
  d. Samples of, and templates for, the various components of a report.

Section 10. Frequent References to GCA.

• 2 GCA Chapter 2 – Statues  
• 2 GCA Chapter 9 – Fiscal Accountability Act  
  – §9105. Timely Response for Submission of Fiscal Note.  
  – §9106. Waiver of Fiscal Note.  
• 5 GCA Chapter 8 – Open Government Law  
  – §8108. Special Meeting.  
• 5 GCA Chapter 9 – Administrative Adjudication Law  
Committee Report Guidebook
Appendix “A”

Components of a Committee Report: Templates/Samples
Appendix “A”
Components of a Committee Report:
Templates/ Samples

Checklist
- Bill........................................................................................................ Page 1-4
- Substantive Resolution........................................................................... Page 5-6
- Report by Sponsor................................................................................ Page 7-8
- Appointment.......................................................................................... Page 9-10
- Oversight/Roundtable/Informational Briefings....................................... Page 11

Front Page Transmittal to the Speaker (Templates)
- Bill........................................................................................................ Page 12
- Appointment.......................................................................................... Page 13
- Resolution.............................................................................................. Page 14
- Resolution by Sponsor........................................................................... Page 15
- Oversight/Roundtable/Informational Briefings....................................... Page 16

Committee Report Title Page (Templates)
- Bill/Resolution...................................................................................... Page 17
- Sponsor Report..................................................................................... Page 18
- Appointment.......................................................................................... Page 19
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Committee Chair Memo to Committee Members (Templates)
- Bill/Resolution...................................................................................... Page 21
- Appointment.......................................................................................... Page 22

Committee Vote Sheet (Templates)
- Bill/Resolution...................................................................................... Page 23
- Appointment.......................................................................................... Page 24

Committee Report Digest (Templates)
- Bill/Resolution...................................................................................... Page 25
- Appointment.......................................................................................... Page 26
- Oversight/Roundtable/Informational Briefings....................................... Page 27

Public Hearing Sign-in Sheet (Templates)
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- Appointment.......................................................................................... Page 29

Fiscal Note or Waiver (Samples)
- Fiscal Note Request, from COR............................................................. Page 30-31
- Fiscal Note, from BBMR........................................................................ Page 32-34
- Fiscal Note Waiver, from BBMR............................................................. Page 35-36
- Certification of Waiver of Fiscal Note Requirement, from COR............ Page 37
- Funding Availability Note, from OFB.................................................... Page 38

Committee on Rules Referral (Samples)
- Bill........................................................................................................ Page 39
- Substantive Resolution.......................................................................... Page 40
- Appointment.......................................................................................... Page 41

Public Hearing Notices & Related Correspondence (Samples)
- First Notice to All Senators & All Media............................................. Page 42-43
- Second Notice to All Senators & All Media.......................................... Page 44-45

Appointments:
- Invite to Appointee............................................................................... Page 46-48

Public Hearing Agenda (Sample)............................................................... Page 49
**COMMITTEE ON RULES**

**SENIOR BÉGINE BISOE LEE, CHAIR**

I MINA’TRENTAI SINGKO NA LIHESLATURAN GUÅHAN

35TH GUAM LEGISLATURE

**COMMITTEE REPORT CHECK LIST**

Part 1/1

**BILL NO. XX-35 (LS/COR)**

As introduced/amended/substituted

Introduced by: ________________________

---

**“TITLE”**

**REFERRED TO:**

Senator __________________________
Committee on _______________________

---

1. **Requested by COR**
   - [ ] YES
   - [ ] NO

   Date & Time:

2. **Received by COR**
   - [ ] YES
   - [ ] NO

   Date & Time:

3. **Waived by COR**
   - [ ] YES
   - [ ] NO

   Date & Time:

4. **Bill contains appropriations or authorizations for appropriations from any fund sources?**
   - [ ] YES
   - [ ] NO

   If YES:
   - (4/5)(a) Funding Availability Note/Waiver (OFB) attached?
     - [ ] YES
     - [ ] NO (Unable to file CMTE Report)
   - (4/5)(b) Funding source identified?
     - 2 GCA § 9101
     - [ ] YES
     - [ ] NO (Proceed to (A)(6))
   - (4/5)(c) Funds available and sufficient?
     - 2 GCA § 9101
     - [ ] YES
     - [ ] NO (Proceed to (A)(6))

5. **Bill contains an authorization to expend government funds?**
   - [ ] YES
   - [ ] NO

   (4/5) Restrictions Against Unfunded Appropriations (2 GCA § 9101)
   - [ ] Identifies specific alternate funding source
   - [ ] De-appropriates from previous appropriation with available funds and fiscal note
   - [ ] Written certification by CMTE Chair that a situation exists which “threatens the safety, health and welfare of the community”

---

If no boxes checked:

UNABLE TO PLACE ON SESSION AGENDA

2 GCA § 9102
Committee Report Checklist on
Bill No. XX-35 (LS/COR).
As introduced/amended/substituted.
Part 1 / 1
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<table>
<thead>
<tr>
<th>(B) DEBT</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(1) SR § 6.01 (b)(1)(A)</td>
<td>Land, Infrastructure, Building Projects, Capital Improvement Projects</td>
</tr>
<tr>
<td>□ N/A</td>
<td>□ YES</td>
</tr>
<tr>
<td>(2) SR § 6.01 (b)(1)(B)</td>
<td>Refinancing of existing debt (not less than 2%)</td>
</tr>
<tr>
<td>□ N/A</td>
<td>□ YES</td>
</tr>
<tr>
<td>(3) SR § 6.01 (b)(2)</td>
<td>Authorize public debt to fund operations of agency, instrumentality, public corporation</td>
</tr>
<tr>
<td>□ N/A</td>
<td>□ YES (Return to Prime Sponsor)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>(1) HEARING NOTICES</th>
<th>SR §§ 6.04(a)(1) and 6.04(a)(2), Open Government Law (5 GCA, Ch. 8)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ (a) Five (5) working days prior (A L Senators &amp; ALL Media)</td>
<td>Date and Time of Notice:</td>
</tr>
<tr>
<td>□ (b) Forty-eight (48) hours prior (ALL Senators &amp; ALL Media)</td>
<td>Date and Time of Notice:</td>
</tr>
</tbody>
</table>

| (2) Date and Time of Hearing: |

| (3) Location: | Public Hearing Room, Guam Congress Building |

| (4) HEARING WAIVED by Speaker in case of emergency |

| SR § 6.04(a)(1) | □ YES | □ NO | □ N/A |

If YES: Attach memo indicating WAIVER

<table>
<thead>
<tr>
<th>(C) PUBLIC HEARING</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Committee elects to substitute bill?</td>
<td></td>
</tr>
<tr>
<td>□ YES</td>
<td>□ NO</td>
</tr>
</tbody>
</table>

| (b) Bill materially different after committee amendment or substitution? |
| □ YES | □ NO |

<table>
<thead>
<tr>
<th>(5) AMENDMENTS or SUBSTITUTIONS BY COMMITTEE</th>
<th>SR § 6.04(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>If YES: Date and Time:</td>
<td></td>
</tr>
</tbody>
</table>

| (a)(1) Vote sheet affirmative? |
| □ YES | □ NO |

| (a)(2) Preliminary report filed with COR? |
| SR § 6.04(b)(2) |
| □ YES | □ NO |

| (a)(3) Public Hearing noticed? |
| □ YES | □ NO |

| (b) Bill materially different after committee amendment or substitution? |
| □ YES | □ NO |

| If YES: SECONDARY PUBLIC HEARING MAY BE REQUIRED |
| SR § 6.04(c)(3) |
| □ YES | □ NO |

COR Chair
(1) Committee Report filed with COR?
- □ YES
- □ NO

| Notes: | If YES: Date & Time: |

(1)(a) Secondary CMTE Report filed with COR?
- □ YES
- □ NO
- □ N/A

| Notes: | If YES: Date & Time: |

(2) LAND LEGISLATION

(a) Bill involves government taking, transfer, purchase, or lease of land?
- □ YES
- □ NO
- □ N/A

If YES:
- ATTACH TWO (2) PROPERTY APPRAISALS TO CMTE REPORT
  SR § 6.04(c)(4)
  2 GCA § 2107(b)

| Notes: | If YES: Date & Time: |

(a)(1) Please indicate on both columns:

<table>
<thead>
<tr>
<th>(i) Type of transaction:</th>
<th>(ii) Type of entity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Taking</td>
<td>□ Government</td>
</tr>
<tr>
<td>□ Transfer</td>
<td>□ Non-government</td>
</tr>
<tr>
<td>□ Purchase</td>
<td></td>
</tr>
<tr>
<td>□ Lease</td>
<td></td>
</tr>
</tbody>
</table>

(b) Bill involves legislative land rezoning?
- □ YES
- □ NO
- □ N/A

If YES:
- INCLUDE Land Zoning Consideration Report
  2 GCA § 2110

(b)(1) Bill involves legislative rezoning of property zoned Agricultural (A)?
- □ YES
- □ NO
- □ N/A

If YES:
- INCLUDE Agricultural Consideration Report (Dept. of Agriculture)
  2 GCA § 2110
  [Proceed to (b)(2)]

(b)(2) Proof of Agricultural consideration report reviewed by Guam Land Use Commission?
- □ YES
- □ NO
- □ N/A
Committee Report Checklist on
Bill No. XX-35 (LS/COR).
As introduced/amended/substituted.
Part 1 / 1
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(3) G.A.R.R. LEGISLATION
SR § 6.04(c)(1)
5 GCA §§ 9301 and 9303

<table>
<thead>
<tr>
<th>a) Bill involves approving or amending Rules and Regulations?</th>
<th>If YES: Include Economic Impact Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ YES □ NO □ N/A</td>
<td>5 GCA §§ 9301(d), 9301(e), 9301(f)</td>
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</table>

(D) COMMITTEE REPORT COMPONENTS

(a) Front Page Transmittal to Speaker
(b)(1) COR Chair Signature Line
(c) COR Chair Memo to All Committee Members
(d) COR Referral Memorandum
(d)(1) COR Re-referral Memorandum (if applicable)
(e) Notice of Public Hearing & Other Correspondence
(f) Public Hearing Agenda
(g) Public Hearing Sign-in Sheet
(h) Written Testimonies & Supporting Documents (if applicable)
(i) Committee Report Digest(s)
(j) Bill History
(j)(1) Copy of Bill as introduced
(j)(2) Copy of Bill as amended/substituted by Committee (if applicable)
(j)(3) Substitute/Amended Mark-Up Version (if applicable)
(j)(4) Substitute/Amended Word-Version Emailed to COR? (if applicable)
(k) Copy of Bill Review by Legal Counsel
(l) Fiscal Note/Waiver by BBMR
(m) Funding Availability Note by OFB (if applicable)
(n) Committee Vote Sheet
(o) Two (2) Property Appraisals (if applicable)
(p) Related News Reports (optional)
(q) Miscellaneous (optional)
(r) Committee Report Checklist

Originals
Single-Sided
Letter Size
No Staples/ Paper Clips

(E) COR Action
□ CMTE Report duly filed; Available for Placement on Session Agenda
□ CMTE Report non-conforming for acceptance; Return to Committee

COR CHAIR
(Signature, Date & Time)
COMMITTEE ON RULES
SENATOR RÉGINE BISCOE LEE, CHAIR
I MINA’TRENTAI SINGKO NA LIHESLATURAN GUÅHAN
35TH GUAM LEGISLATURE
COMMITTEE REPORT CHECKLIST
Part 1 / 1

RESOLUTION NO. XX-35 (LS/ COR)

“TITLE”

| Referred to: | Senator _____________________, Sponsor |

<table>
<thead>
<tr>
<th>(A) PUBLIC HEARING</th>
<th>(1) HEARING NOTICES SR §§ 6.04(a)(1) and 6.04(a)(2), Open Government Law (5 GCA, Ch. 8)</th>
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<td>□ (b) Forty-eight (48) hours prior (ALL Senators &amp; ALL Media)</td>
<td>Date and Time of Notice:</td>
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</table>

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<thead>
<tr>
<th>(2) Date and Time of Hearing:</th>
<th>or (4) HEARING WAIVED by Speaker in case of emergency SR § 6.04(a)(1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(3) Location:</td>
<td>□ YES □ NO □ N/A</td>
</tr>
<tr>
<td>The Public Hearing Room, Guam Congress Building</td>
<td>If YES: Attach memo indicating WAIVER</td>
</tr>
</tbody>
</table>

COMMITTEE REPORT CHECKLIST (RES)
Updated January 2019

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Committee Report Checklist on Resolution No. XX-35 (LS/COR)
As introduced/amended/substituted.
Part 1 / 1

(1) Committee Report filed with COR?
□ YES □ NO
If YES:
Date & Time:

(1)(a) Secondary CMTE Report filed with COR?
□ YES □ NO □ N/A
If YES:
Date & Time:

(2) COMMITTEE REPORT COMPONENTS
(a) Front Page Transmittal to Speaker □
(a)(1) COR Chair Signature Line □
(b) Title Page □
(c) Committee Chair Memo to All Committee Members □
(d) COR Referral Memorandum □
(e) Notice of Public Hearing & Other Correspondence □
(f) Public Hearing Agenda □
(g) Public Hearing Sign-in Sheet(s) □
(h) Written Testimonies & Additional Documents □
(i) Committee Vote Sheet □
(j) Committee Report Digest □
(k) Resolution History □
(k)(1) Copy of Resolution as introduced □
(k)(2) Copy of Resolution as amended/substituted by Committee (if applicable) □
(k)(3) Substitute/Amended Word-Version Emailed to COR? □
(l) Related News Reports (optional) □
(m) Miscellaneous (optional) □
(n) Committee Report Checklist(s) □

(COR CHAIR)
(Signature, Date & Time) ________________

(C) COR Action
□ CMTE Report duly filed; Available for Placement on Session Agenda
□ CMTE Report non-conforming for acceptance; Return to Committee

UNABLE TO PLACE ON SESSION AGENDA
SR § 6.04(d)(1)
# Resolution No. XX-35 (LS/Cor)

"Title"

<table>
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<tr>
<th>Referred to:</th>
<th>Senator NAME, Author</th>
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## (1) Hearing Notices

<table>
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<td>Date and Time of Notice:</td>
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<td>(b)</td>
<td>Forty-eight (48) hours prior (ALL Senators &amp; ALL Media)</td>
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## (2) Date and Time of Hearing:

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<th>(3) Location:</th>
<th>The Public Hearing Room, Guam Congress Building</th>
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**Author Report Checklist** ("2103" RES)

Updated January 2019
# Report Checklist on Resolution

**No. XX-35 (LS/COR)**

As introduced/amended/substituted.

**Part 1 / 1**

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<td>(d) Notice of Public Hearing &amp; Related Correspondence</td>
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<td>(f) Public Hearing Sign-in Sheet(s)</td>
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<td>(g) Written Testimonies &amp; Additional Supporting Documents</td>
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<td>(m) Sponsor Report Checklist(s)</td>
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### (B) COMMITTEE REPORT

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### (C) COR Action

- □ Report duly filed; Available for Placement on Session Agenda
- □ Report non-conforming for acceptance; Return to Author

**COR CHAIR**

(Signature, Date & Time)

_______________________

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**SPONSOR REPORT CHECKLIST ("2103" RES)**

Updated January 2019
<table>
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<tr>
<th><strong>Name of Appointee:</strong></th>
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<td><strong>Position:</strong></td>
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<td><strong>Committee Chairperson and Committee Name:</strong></td>
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### (A) NOMINATION PACKET

<table>
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<tr>
<th>Nomination Letter conforms to requirements of 4 GCA §2103.5? (SR §9.02)</th>
<th>If NO: Letter to be returned by Speaker to I Maga’håga Guåhan</th>
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<tr>
<td>□ YES □ NO</td>
<td>(SR §9.02)</td>
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<tr>
<th>Packet includes affidavit executed by applicant confirming receipt and review of Nomination Letter? (SR §9.03)</th>
<th>If NO: Provide proof of non-certification/non-verification in affidavit of applicant (SR §9.03)</th>
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<td>□ YES □ NO</td>
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### ADDITIONAL REQUIREMENTS (SR §9.04)

- Residential and mailing address of Nominee
- Employment record of Nominee
- Prior/Present service in any government, private, or civic institution
- List of business in which the Nominee has financial interest
- Affidavit of Nominee (with date, place, charge and disposition of convictions for any criminal violations)
- Statement as to any and all delinquent or past due tax liabilities of Nominee
- Dates Nominee has served in acting capacity for stated position
Committee Report Checklist on Appointment of NAME.

### (B) PUBLIC HEARING

<table>
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<tr>
<th>(1) HEARING NOTICES</th>
<th>Open Government Law (5 GCA, Ch. 8)</th>
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<td>□ (b) Forty-eight (48) hours prior (ALL Senators &amp; ALL Media)</td>
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<td>(2) Date and Time of Hearing:</td>
<td>(3) Location: Public Hearing Room, Guam Congress Building</td>
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### (C) COMMITTEE REPORT

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<td>(c) Committee Chair Memo to All Committee Members □</td>
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<td>(d) COR Referral Memo □</td>
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<tr>
<td>(e) Appointment Letter to Speaker from I Mga’håga Guåhan □</td>
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<tr>
<td>(f) Appointment Packet and Supporting Docs from I Mga’håga Guåhan □</td>
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<tr>
<td>(g) Notice of Public Hearing &amp; Other Correspondence □</td>
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<td>(g)(1) Five (5) working days prior □</td>
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<td>(g)(2) Forty-eight (48) hours prior □</td>
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<td>(o) Committee Report Checklist □</td>
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### (D) COR Action

- □ CMTE Report duly filed; Available for Placement on Session Agenda
- □ CMTE Report non-conforming for acceptance; Return to Committee

**COR CHAIR**

(Signature, Date & Time)
OVERSIGHT HEARING/ INFORMATIONAL BRIEFING/ ROUNDTABLE with
AGENCY on
SUBJECT
By Senator __________________

(A) PUBLIC HEARING

(1) HEARING NOTICES
SR §§ 6.04(a)(1) and 6.04(a)(2), Open Government Law (5 GCA, Ch. 8)

| (a) Five (5) working days prior (ALL Senators & ALL Media) | Date and Time of Notice: |
| (b) Forty-eight (48) hours prior (ALL Senators & ALL Media) | Date and Time of Notice: |

(2) Date and Time of Hearing: 3) Location: Guam Congress Building, Public Hearing Room

(1) Committee Report filed with COR?
- YES ☐ NO ☐ Date & Time: 

(B) COMMITTEE REPORT

(2) COMMITTEE REPORT COMPONENTS

(a) Front Page Transmittal to COR Chair ☐

(b) Title Page ☐

(c) Notice of Public Hearing & Other Correspondence ☐

(d) Public Hearing Agenda ☐

(e) Public Hearing Sign-in Sheet ☐

(f) Written Testimonies & Additional Documents ☐

(g) Committee Report Digest(s) ☐

(h) Related News Reports (optional) ☐

(i) Miscellaneous (optional) ☐

(j) Committee Report Checklist(s) ☐

Originals ☐

Single-Sided ☐

Letter Size ☐

No Staples/ Paper Clips ☐

(C) COR Action

☐ CMTE Report duly filed

☐ CMTE Report non-conforming for acceptance; Return to Committee

COR CHAIR
(Signature, Date & Time)
Date

The Honorable Tina Rose Muña Barnes
Speaker
I Mina’trentai Singko na Liheslaturan Guåhan
163 Chalan Santo Papa
Hagåtña, Guam 96910

VIA: The Honorable Régine Biscoe Lee
Chairperson, Committee on Rules

RE: Committee Report on Bill No. -35 (LS/COR) As amended/substituted (*if applicable)

Dear Speaker Barnes:

Transmitted herewith is the Committee Report on Bill No. -35 (LS/COR) As amended/substitute by the Committee on Committee Name (*if applicable) – “TITLE”.

Committee votes are as follows:

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

Sincerely,

Senator’s Name

Updated January 2019.
Date

The Honorable Tina Rose Muña Barnes
Speaker
I Mina’trentai Singko na Lihesluran Guåhan
163 Chalan Santo Papa
Hagåtña, Guam 96910

VIA: The Honorable Régine Biscoe Lee
Chairperson, Committee on Rules

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

Dear Speaker Barnes:

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,

Senator’s Name

Updated January 2019.
Date

The Honorable Tina Rose Muña Barnes
Speaker
I Mina’trentai Singko na Lihesluran Guåhan
163 Chalan Santo Papa
Hagåtña, Guam 96910

VIA: The Honorable Régine Biscoe Lee
Chairperson, Committee on Rules

RE: Committee Report on Res No. -35 (LS/COR)

Dear Speaker Barnes:

Transmitted herewith is the Committee Report on Res No. -35 (LS/COR) – “TITLE.”

Committee votes are as follows:

____ TO ADOPT
____ TO NOT ADOPT
____ TO REPORT OUT ONLY
____ TO ABSTAIN
____ TO PLACE IN INACTIVE FILE

Sincerely,

Senator’s Name

Updated January 2019.
Date

The Honorable Tina Rose Muña Barnes
Speaker
I Mina’rentai Singko na Liheslaturan Guåhan
163 Chalan Santo Papa
Hagåtña, Guam 96910

VIA: The Honorable Régine Biscoe Lee
Chairperson, Committee on Rules


Dear Speaker Barnes:

Transmitted herewith for consideration by the Body is the Report on Res No. ____-35 (LS/COR) – “TITLE” which was publicly heard on ____insert date of public hearing____.

Sincerely,

Senator’s Name
Date

The Honorable Régine Biscoe Lee
Chairperson, Committee on Rules
I Mina’trentai Singko na Lihesluran Guåhan
163 Chalan Santo Papa
Hagåtña, Guam 96910

RE: Committee Report on Roundtable/Oversight/Informational Hearing on [Subject]

Håfa Adai Chairperson Lee:

Transmitted herewith is the Committee Report on the Roundtable/Oversight/Informational Hearing on [Subject].

Sincerely,

Senator’s Name
COMMITTEE REPORT

Bill/Resolution No. __-35 (COR/LS)
As amended/substituted by the Committee on Committee Name

Introduced by (Name of Senator)

“(Bill/Resolution Title)”
REPORT
ON
RES NO. ___-35 (LS/COR)

“TITLE”
COMMITTEE REPORT

Nomination of
(Name of Nominee)

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

ROUNDTABLE/OVERSIGHT/INFORMATIONAL HEARING

on

SUBJECT

by (Name of Senator)
MEMORANDUM

To: All Members
   Committee on ______ insert committee name ______

From: Senator ______ insert committee chair name ______
   Committee Chairperson

Subject: Committee Report on Bill/Res No. _____-35 (LS/COR) As amended / substituted by the Committee (*if applicable)

Transmitted herewith for your consideration is the Committee Report on Substitute (*if applicable) Bill/Res No. _____-35 (LS/COR) – “________ insert bill/res title ______.”

This report includes the following:

- Copy of COR Referral of Bill/Res No. _____-35 (LS/COR)
- Copy of COR Re-referral of Bill No. _____-35 (LS/COR) (LS/COR) (*Note: if applicable)
- Notices of Public Hearing & Other Correspondence
- Copy of the Public Hearing Agenda
- Public Hearing Sign-in Sheet *original document*
- Copies of Submitted Testimonies & Supporting Documents (*Note: if applicable)
- Committee Report Digest
- Copy of Bill/Res No. _____-35 (LS/COR)
- Copy of Bill/Res No. _____-35 (LS/COR) As amended/substituted by the Committee (*Note: if applicable)
- Substitute/Amended Mark-Up Version (if applicable)
- Copy of Fiscal Note / Waiver from Bureau of Budget and Management Research
- Funding Availability Note from The Office of Finance and Budget (if applicable)
- Two (2) Property Appraisals (*Note: if applicable)
- Related News Reports (*Note: if applicable)
- 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.

Si Yu’os ma’åse’!

Updated January 2019
Date

MEMORANDUM

To: All Members
Committee on ________ insert committee name ________

From: Senator ________ insert committee chair name ________
Committee Chairperson

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 COR Referral of the Appointment
• Copy of the Appointment Letter to the Speaker
• Copy of the Appointment Packet & Supporting Documents
• Notices of Public Hearing & Other Correspondence
• Copy of the Public Hearing Agenda
• Public Hearing Sign-in Sheet *original document*
• Submitted Written Testimonies & Supporting Documents (*Note: if applicable) (originals)
• Committee Report Digest
• Committee Vote Sheet
• 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.

Si Yu’os Ma’āse’!

Updated January 2019.
# COMMITTEE VOTE SHEET

**Bill/Res No. ___-35 (COR/LS) As amended/substituted by the Committee *if applicable—“TITLE.”**

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<th>TO NOT PASS</th>
<th>TO REPORT OUT ONLY</th>
<th>TO ABSTAIN</th>
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Nomination of (NAME OF NOMINEE) to serve as (POSITION, NAME OF DEPARTMENT/AGENCY/BOARD/COMMISSION) for (LENGTH OF TERM)
COMMITTEE REPORT DIGEST

I. OVERVIEW
Bill/Res No. ___-35 (COR/LS) was introduced on ___insert date___ by ___insert name of sponsoring senator___, and was subsequently referred by the Committee on Rules to the Committee on ___insert committee name___ on ___insert date of referral___.

The ___insert committee name___ convened a public hearing on Bill/Res No. ___-35 (COR/LS) on ___insert day, date___ at ___AM/PM___ in I Liheslatura’s Public Hearing Room.

Public Hearing 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. PDN, Guam Daily Post publications, etc…)]

Senators Present
Senator ___________, Chairperson
Senator _____________, Vice-Chairperson
Senator ____________, Committee Member
Senator _______________, Committee Member
etc…

II. SUMMARY OF TESTIMONY & DISCUSSION
The public 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…).

The Committee on ____________ hereby reports out Bill/Res No. ___-35 (COR/LS)
As amended/substituted by the Committee (*Note: If applicable), with the recommendation ___insert recommendation___.

Updated January 2019
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. PDN, Guam Daily Post publications, etc…)]

Senators Present

Senator __________, Chairperson
Senate __________, Vice-Chairperson
Senator __________, Committee Member
Senator __________, Committee Member
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 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…).

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__.

Updated January 2019.
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 Liheslaturá’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. PDN, Guam Daily Post publications, etc…)]

Senators Present
Senator__________, Chairperson
Senator__________, Vice-Chairperson
Senator__________, Committee Member
Senator__________, Committee Member
etc…

II. SUMMARY OF TESTIMONY & DISCUSSION
The roundtable/oversight/informational 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…).

Updated January 2019.
Public Hearing Sign-in Sheet

Day, Date • Time • Place

Bill/Res No. ______-34 (LS/COR) – (F. M. Last) – “TITLE”

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGENCY OR ORGANIZATION (IF ANY)</th>
<th>SUPPORT?</th>
<th>OPPOSE?</th>
<th>WRITTEN TESTIMONY</th>
<th>ORAL TESTIMONY</th>
<th>CONTACT NUMBER</th>
<th>EMAIL ADDRESS</th>
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Page ____ of _____

Updated January 2019
Public Hearing Sign-in Sheet
Day, Date • Time • Place

Appointee:  
Position: 
Agency/Board or Commission:  

<table>
<thead>
<tr>
<th>NAME</th>
<th>AGENCY OR ORGANIZATION (IF ANY)</th>
<th>SUPPORT?</th>
<th>OPPOSE?</th>
<th>WRITTEN TESTIMONY</th>
<th>ORAL TESTIMONY</th>
<th>CONTACT NUMBER</th>
<th>EMAIL ADDRESS</th>
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</table>

Page ____ of ____

Updated January 2019.
VIA E-MAIL
lester.carlson@bbmr.guam.gov
admin@bbmr.guam.gov

Lester L. Carlson, Jr.
Acting Director
Bureau of Budget & Management Research
P.O. Box 2950
Hagåtña, Guam 96910

RE: Request for Fiscal Notes on Bill Nos. 21-35 (COR) through 27-35 (COR)

Håfa Adai Mr. Carlson,

Transmitted herewith is a listing of I Mina’trentai Singko Na Liheslaturan Guåhan’s most recently referred bills:

Bill No. 21-35 (COR)
Bill No. 22-35 (COR)
Bill No. 23-35 (COR)
Bill No. 24-25 (COR)
Bill No. 25-35 (COR)
Bill No. 26-35 (COR)
Bill No. 27-35 (COR)

Pursuant to 2 GCA §9103, I respectfully request the preparation of fiscal notes for the referenced bills.

Thank you for your attention to this important matter.

Respectfully,

Senator Régine Biscoe Lee
Chairperson, Committee on Rules
Fiscal Note Request for
Bill Nos. Bill Nos. 21-35 (COR) through 27-35 (COR).

<table>
<thead>
<tr>
<th>BILL NOS.</th>
<th>SPONSOR</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>21-35 (COR)</td>
<td>Telo T. Taitague</td>
<td>AN ACT TO AMEND § 1120 OF CHAPTER 1, TITLE 2, GUAM CODE ANNOTATED, AND TO REPEAL § 8170(a)(2) OF ARTICLE 1, CHAPTER 8, TITLE 4, GUAM CODE ANNOTATED, RELATIVE TO PROHIBITING SPECIAL RETIREMENT BENEFITS FOR MEMBERS OF I LIHESLATURAN GUÅHAN.</td>
</tr>
<tr>
<td>22-35 (COR)</td>
<td>James C. Moylan</td>
<td>AN ACT TO AMEND §61543(c) OF ARTICLE 5, CHAPTER 61, TITLE 21, GUAM CODE ANNOTATED RELATIVE TO THE ERECTION OF SIGNS WHICH WERE GRANTED VARIANCES OR A NOTICE OF ACTION TO PROCEED ON OR BEFORE MAY 15, 2017.</td>
</tr>
<tr>
<td>23-35 (COR)</td>
<td>Telena Cruz Nelson</td>
<td>AN ACT TO AMEND §4104(b) OF CHAPTER 4, TITLE 4 GUAM CODE ANNOTATED RELATIVE TO THE PREFERENCE POINTS ADDED TO APPLICANTS' SCORES UPON APPLICATIONS FOR EMPLOYMENT.</td>
</tr>
<tr>
<td>24-35 (COR)</td>
<td>Telena Cruz Nelson</td>
<td>AN ACT TO AMEND § 2103.4 (n) OF CHAPTER 2, TITLE 4, GUAM CODE ANNOTATED, RELATIVE TO THE NINETY (90) DAY LIMIT OF ACTING APPOINTMENTS.</td>
</tr>
<tr>
<td>25-35 (COR)</td>
<td>Telo T. Taitague</td>
<td>AN ACT TO AMEND § 49119 OF CHAPTER 49, DIVISION 2, TITLE 10, GUAM CODE ANNOTATED, RELATIVE TO APPLYING THE ULTRA-LOW SULFUR DIESEL FUEL STANDARD TO ALL DIESEL FUEL USED IN GUAM.</td>
</tr>
<tr>
<td>26-35 (COR)</td>
<td>James C. Moylan</td>
<td>AN ACT TO ADD §75100(f)(1), (2), (3) AND (4), AMEND §75107, AND ADD §75108 AND §75108A, ALL FROM CHAPTER 75, TITLE 10, GUAM CODE ANNOTATED, RELATIVE TO DRUG TESTING FOR ELECTED AND APPOINTED OFFICIALS AND THE SAFE HARBOR EXEMPTIONS.</td>
</tr>
<tr>
<td>27-35 (COR)</td>
<td>Therese M. Terlaje Sabina Flores Perez Clynt Ridgell</td>
<td>AN ACT TO AMEND § 45105. OF CHAPTER 45, TITLE 10, GUAM CODE ANNOTATED; ADD A NEW SUBSECTION (p) to §50104 OF CHAPTER 50, TITLE 10, GUAM CODE ANNOTATED; ADD A NEW SUBSECTION (g) TO §22107, CHAPTER 22, TITLE 22, GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO THE TIMELY PUBLICATION OF ALL NOTICES OF VIOLATION, ORDERS OF COMPLIANCE, NOTICES OF DEFENSE, VOLUNTARY COMPLIANCE AGREEMENTS, AND SETTLEMENT AGREEMENTS AND REFERRALS TO THE OFFICE OF THE ATTORNEY GENERAL FOR PROSECUTION, ISSUED BY THE GUAM ENVIRONMENTAL PROTECTION AGENCY AND TO REQUIRE ALL OF THE ABOVE BE REPORTED TO THE GEPA BOARD OF DIRECTORS.</td>
</tr>
</tbody>
</table>
MEMO

To: Rennae Meno  
Clerk of the Legislature

From: Senator Régine Biscoe Lee  
Chairperson, Committee on Rules

Re: Fiscal Notes

Buenas yá Håfa adái.

Attached, please find the fiscal notes for the following bills:

Bill No. 1-35 (LS)
Bill No. 4-35 (LS)
Bill No. 9-35 (LS)
Bill No. 10-35 (LS)
Bill No. 11-35 (LS)
Bill No. 16-35 (COR)
Bill No. 17-35 (COR)
Bill No. 18-35 (COR)
Bill No. 19-35 (COR)
Bill No. 20-35 (COR)

Please forward the same to Management Information Services (MIS) for posting on our website.

For any questions or concerns, please feel free to contact Mary Maravilla, Committee on Rules Director at 472-2461.

Thank you for your attention to this important matter.
Bureau of Budget & Management Research  
Fiscal Note of Bill No. 1-35 (LS)

AN ACT TO AMEND ITEMS (9), (28), (30), (31), AND (33) OF § 26203(k); TO AMEND § 26203.1, AND TO ADD A NEW ITEM (37), ALL OF ARTICLE 2, CHAPTER 26, TITLE 11, GUAM CODE ANNOTATED, RELATIVE TO INCREASING THE BENEFIT AND GROSS INCOME THRESHOLD OF THE DAVE SANTOS ACT.

### Department/Agency Appropriation Information

<table>
<thead>
<tr>
<th>Dept/Agency Affected: Department of Revenue and Taxation</th>
<th>Dept/Agency Head: Dafne Shimizu, Acting Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department's General Fund (GF) appropriation(s) to date:</td>
<td>8,435,879</td>
</tr>
<tr>
<td>Department's Other Fund appropriation(s) to date: Banking and Insurance Enforcement Fund, Better Public Service Fund, and Tax Collection Enhancement Fund</td>
<td>3,014,354</td>
</tr>
<tr>
<td>Total Department/Agency Appropriation(s) to date:</td>
<td>$11,450,233</td>
</tr>
</tbody>
</table>

### Fund Source Information of Proposed Appropriation

<table>
<thead>
<tr>
<th>FY 2018 Unreserved Fund Balance</th>
<th>General Fund</th>
<th>Special Fund (specify)</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2019 Adopted Revenues</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>FY 2019 Appro. (P.L. 34-116)</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Sub-total:</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Less appropriation in Bill</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Total:</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>

### Estimated Fiscal Impact of Bill

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>2019 (If applicable)</th>
<th>FY 2020</th>
<th>FY 2021</th>
<th>FY 2022</th>
<th>FY 2023</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Special Fund</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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<tr>
<td>Total</td>
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</table>

1. Does the bill contain "revenue generating" provisions? / / Yes / / No
   If Yes, see attachment
2. Is amount appropriated adequate to fund the intent of the appropriation? / X / N/A / / Yes / / No
   If no, what is the additional amount required? / X / N/A
3. Does the Bill establish a new program/entity? / / Yes / X / No
   If yes, will the program duplicate existing programs/entities? / X / N/A / / Yes / / No
   Is there a federal mandate to establish the program/entity? / / Yes / X / No
4. Will the enactment of this Bill require new physical facilities? / / Yes / X / No
5. Was Fiscal Note coordinated with the affected dept/agency? If no response, indicate reason: / / Yes / X / No
   / / Requested agency comments not received by due date / / Other:

Analyst: Jared Perez, Budget and Management Analyst I  
Date: 1/5/19  
Director: Lester L. Carlson, Jr., Acting Director  
Date: JAN 25 2019

Footnotes:
See attached comments for potential revenue impact.
Bureau of Budget & Management Research  
Attachment to Fiscal Note No. 1-35 (LS)  
(for revenue generating provisions)

<table>
<thead>
<tr>
<th>Projected Multi-Year Revenues</th>
<th>Year 1 (FY2019)</th>
<th>Year 2 (FY2020)</th>
<th>Year 3 (FY2021)</th>
<th>Year 4 (FY2022)</th>
<th>Year 5 (FY2023)</th>
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</thead>
<tbody>
<tr>
<td>General Fund</td>
<td>$0</td>
<td>($1,360,910)</td>
<td>($1,360,910)</td>
<td>($1,360,910)</td>
<td>($1,360,910)</td>
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<tr>
<td>Special Fund</td>
<td>$0</td>
<td>$0</td>
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<td>$0</td>
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<tr>
<td>Total</td>
<td>$0</td>
<td>($1,360,910)</td>
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<td>($1,360,910)</td>
<td>($1,360,910)</td>
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Comments:

Based on information from the Bureau of Statistics and Plans' 2016 Statistical Yearbook, approximately 61% of all industries that have revenue below $250,000 will be affected. This comes to approximately 645 companies. If a tax credit of $50,000 is given to those companies it would result in approximately $1.6 million. Current Guam Law allows for a tax credit of $40,000 for any revenue below $250,000 for an estimated $252,540 of tax exemptions. (See calculations below) Additionally, the Bill eliminates item 28A which limits the tax on local produce to 50%. It is then replaced by a provision that mirrors all the other provisions in the section. This would effectively raise taxes on sales of local produce (see calculations for a singular farmer below). The main reason for this is that the amount of revenue reported will be actual instead of 50%.

When comparing the difference between the proposed Bill and current law, an estimated $1,360,910 will be lost in General Fund revenues starting in FY 2020.

It should also be noted that the current BPT bond indentures prohibit, among other things, the expansion of current exemptions. As such, these exemptions would violate the bond covenants.

<table>
<thead>
<tr>
<th>Revenue Threshold</th>
<th>Establishments</th>
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<tbody>
<tr>
<td>Less than $5,000</td>
<td>39</td>
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<tr>
<td>$5,000 - $9,999</td>
<td>11</td>
</tr>
<tr>
<td>$10,000 - $24,999</td>
<td>50</td>
</tr>
<tr>
<td>$25,000 - $49,999</td>
<td>107</td>
</tr>
<tr>
<td>$50,000 - $99,999</td>
<td>247</td>
</tr>
<tr>
<td>$100,000 - $249,999</td>
<td>604</td>
</tr>
</tbody>
</table>

Proposed
- Under 250,000: 1,058
- 61% of companies: 645.38
- Tax benefit: $50,000
- 5% BPT exempted: $1,613,450

Current
- Under 50,000: 207
- 61% of companies: 126.27
- Tax benefit: $40,000
- 5% BPT exempted: $252,540

Change for Local Farmers (numbers are for one individual seller)
Proposed
- Tax benefit: $50,000
- Maximum Revenue: $100,000
- 5% BPT exempted: $2,500
- Total BPT Paid: $2,500

Current
- Tax benefit: $40,000
- Maximum Revenue: $50,000
- 5% BPT exempted: $2,000
- Total BPT Paid: $500

1/ Due to the 50% modifier, this would effectively apply to $100,000 maximum revenue for all retailers selling exclusively local produce.
MEMO

To: Rennae Meno
   Clerk of the Legislature

From: Senator Régine Biscoe Lee
   Chairperson, Committee on Rules

Re: Fiscal Note Waivers

Buenas yá håfa adai.

Attached, please find the fiscal note waivers for the following bills:

   Bill No. 337-34 (LS) As corrected by the Prime Sponsor
   Bill No. 338-34 (LS) As corrected by the Prime Sponsor

Please forward the same to Management Information Services (MIS) for posting on our website.

For any questions or concerns, please feel free to contact Committee on Rules Office at 472-2461.

Thank you for your attention to this important matter.
Senator Regine Briscoe Lee
Chairman, Committee on Rules
I Mina’Trentai Kuåttro na Liheslaturan Guåhan
34th Guam Legislature
Guam Congress Building
163 Chalan Santo Papa
Hagåtña, Guam 96910

Hafa adai! Senator Lee:

The Bureau requests that Bill No(s). 337-34 (LS) As Corrected by the Prime Sponsor be granted a waiver pursuant to Public Law 12-229 as amended for the following reason(s):

Legislative Bill No. 337-34 (LS) As Corrected by the Prime Sponsor intends to add qualifications for the Director of the Guam Customs and Quarantine Agency. The additions are similar to what is already established for the Guam Fire Department. Additionally, it proposes to add a requirement for reinstating appointees to the position held immediately prior to their appointment when conditions are met after their appointment expires. It should be noted that the Government of Guam Personnel Rules and Regulations §4.502a does allow for reemployment to a classified position without competition, however, this action must be within four years of the date of separation from said position. Given that an appointment can last for more than four years, this may require some reconciliation with the current Personnel Rules and Regulations.

The proposed amendments are administrative in nature and would not fiscally impact the appropriations for FY 2019.

Si Yu’os Ma’ase,

LESTER L. CARLSON, JR.
December 14, 2018

Certification of Waiver of Fiscal Note Requirement

This is to certify that the Committee on Rules submitted to the Bureau of Budget and Management Research (BBMR) a request for a fiscal note, or applicable waiver, on Bill No. 380-34 (LS) As Introduced. – Dennis G. Rodriguez, Jr., Louise B. Muña, “AN ACT TO AMEND §§ 122504 AND 122505 OF CHAPTER 25, TITLE 10, GUAM CODE ANNOTATED, RELATIVE TO EXEMPTING FROM CRIMINAL AND CIVIL PENALTIES THOSE ENGAGED IN THE HOME CULTIVATION OF MEDICAL CANNABIS AND EXTENDING PROHIBITION, RESTRICTIONS, AND LIMITATIONS OVER THE SAME.” Committee on Rules hereby certifies that BBMR confirmed receipt of this request on Monday, December 10, 2018 at 4:41 p.m.

Committee on Rules further certifies that a response to this waiver was not received. Therefore, pursuant to 2 GCA §9105, the requirement for a fiscal note, or waiver thereof, on Bill 380-34 (LS) to be included in the committee report on said bill, is hereby waived.

For any questions or concerns, please feel free to contact the Committee on Rules Office, at 472-2461.

Thank you for your attention to this important matter.

Certified by:

Senator Régine Bisco Lee
Chairperson, Committee on Rules
MEMORANDUM

To: Senator Régine Biscoe Lee  
Chair, Committee on Rules

From: Speaker Benjamin J.F. Cruz

Re: Waiver of Funding Availability Note for Bill No. 139-34 (COR)

Håfa Adai!

In accordance with Section 6.01(d)(1), Rule VI, Part B of I Mina’rentai Kuatro na Liheslaturan Guåhan, the Committee on Appropriations and Adjudication (Committee), with the assistance of the Office of Finance and Budget, has reviewed Bill No. 139-34 (COR).

The Committee has determined that the above-referenced bill does not contain an appropriation or an authorization for appropriation from a specified funding source. Therefore, a Funding Availability Note has been waived.

Si Yu’os ma’aśe’

[Signature]
Benjamin J.F. Cruz
MEMO

To: Rennae Meno
Clerk of the Legislature

Attorney Julian Aguon
Legislative Legal Counsel

From: Senator Régine Biscoe Lee
Chairperson, Committee on Rules

Re: Referral of Bill No. 1-35 (LS)

Buenas yá>Há>ta adai.

As per my authority as Chairperson of the Committee on Rules and subject to §6.01(c)(1), Rule VI of our Standing Rules, I am forwarding the referral of Bill No. 1-35 (LS).

Please ensure that the subject bill is referred, in my name, to Senator Joe S. San Agustin, Chairperson of the Committee on General Government Operations, Appropriations, and Housing. I also request that the same be forwarded to the prime sponsor of the subject bill.

If you have any questions or concerns, please feel free to contact Mary Maravilla, Committee on Rules Director at 472-2461.

Thank you for your attention to this important matter.

Respectfully,

[Signature]

Senator Régine Biscoe Lee
Chairperson, Committee on Rules
MEMO

To: Rennae Menu
Clerk of the Legislature

Attorney Julian Agonon
Legislative Legal Counsel

From: Senator Régine Biscoe Lee
Chairperson, Committee on Rules

Re: Referral of Resolution No. 14-35 (COR)

Buenas yá Håña adai.

As per my authority as Chairperson of the Committee on Rules, I am forwarding the referral of Resolution No. 14-35 (COR).

Please ensure that the subject resolution is referred, in my name, to Senator Jose T. Terlaje, author of Resolution No. 14-35 (COR).

If you have any questions or concerns, please feel free to contact Mary Maravilla, Committee on Rules Director at 472-2461.

Thank you for your attention to this important matter.

Respectfully,

Senator Régine Biscoe Lee
Chairperson, Committee on Rules
MEMO

To: Rennae Meno
Clerk of the Legislature

Attorney Julian Aguon
Legislative Legal Counsel

From: Senator Régine Biscoe Lee
Chairperson, Committee on Rules

Re: Referral of Appointment

Buenas yán Háfa adai.

As Chairperson of the Committee on Rules, I am forwarding the referral of the following appointment:

Appointee: David Dell’Isola
Position: Director, Department of Labor
Term Length: To serve at the pleasure of the Governor

The appointee’s nomination packet may be referenced in the Guam Legislature’s website at http://guamlegislature.com/35th_mess_comms.htm. Please refer to the following document:

“35GL-19-0031- Office of the Governor of Guam - Appointment and Supporting Documents for David Dell’Isola, Director, Department of Labor.”

Please ensure that the aforementioned appointment is referred to Senator Régine Biscoe Lee, Chairperson of the Committee on Federal and Foreign Affairs, Telecommunications, Technology, and Labor.

If you have any questions or concerns, please feel free to contact Mary Maravilla, Committee on Rules Director at 472-2461.

Thank you for your attention to this important matter.

Respectfully,

Senator Régine Biscoe Lee
Chairperson, Committee on Rules
MEMORANDUM

To: All Senators, Stakeholders and Media
Fr: Senator Thomas C. Ada, Chairperson

Subject: 1st Notice of Public Hearing: Friday, November 23, 2018 at 9:00am.

The Committee on Environment, Lands, Agriculture, and Procurement Reform will be conducting a public hearing on Friday, November 23, 2018 at 9:00am. This hearing will take place in I Liheslaturan Guahan, Public Hearing Room. The agenda is as follows:

9:00 a.m.

**Bill No. 369-34 (COR)** – Thomas C. Ada - An act to authorize the sale of a five hundred eighty-one plus or minus (581±) square meter portion of the Old Dela Corte street and alley in Old Agaña contiguous to Lot 1000, Lot 1001, Lot 1001-2, Lot 1002, Lot 1006, Lot 1007, Lot 1008, and Lot 1010 in the municipality of Hagåtña.

**Bill No. 370-34 (COR)** – Thomas C. Ada - An act to authorize a commercial lease between the Mayor of Piti, the Piti Municipal Planning Council and the Guam Telephone Authority for use of Lot 5NEW-R1, Block 2, Municipality of Piti.

**Bill No. 371-34 (COR)** – Thomas C. Ada - An act to exempt the sale of a two hundred sixty-nine plus or minus (269±) square meter portion of lot “B”-R1, Tract 111 contiguous to Lot 7-R1, Tract 111 in the Municipality of Tumon from the alienation and reverter clause as stipulated in Public Law 21-14 section 9(d).

**Bill No. 373-34 (COR)** – Joe S. San Agustin / Thomas C. - An act to grant administrative jurisdiction of Lot 7054-1 in the Municipality of Yigo to the office of the Mayor of Yigo for the new location of the office of the Mayor of Yigo and to authorize the development and naming of the existing office into the Manuel A. Calvo Yigo research and resource center.

Testimony on **Bill No. 369-34 (COR), Bill No. 370-34 (COR), Bill No. 371-34 (COR) and Bill No. 373-34 (COR)** should be addressed to Senator Thomas C. Ada, Chairperson, and will be accepted via hand delivery to our office, our mailbox at the Guam Congress Building at 163 Chalan Santo Papa, Hagåtña, Guam 96910, via email to office@senatorada.org, or via facsimile to (671) 473-3303 no later than 4pm November 23, 2018.

In compliance with the Americans with Disabilities Act, individuals requiring special accommodations or services should contact the Office of Senator Tom Ada at 473-3301.

Charlene Flores
Policy Analyst
Office of Senator Thomas C. Ada
I Mina'trentai Kuåttro na Liheslaturan Guåhan - 34th Guam Legislature
671-473-3301
MEMORANDUM

To: All Senators, Stakeholders and Media

Fr: Senator Thomas C. Ada, Chairperson

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MEMORANDUM

To: All Senators, Stakeholders and Media
Fr: Senator Thomas C. Ada, Chairperson
Subject: 2nd Notice of Public Hearing: Monday, December 10, 2018 at 5:30pm.

The Committee on Environment, Lands, Agriculture, and Procurement Reform will be conducting a public hearing on Monday, December 10, 2018 at 5:30pm. This hearing will take place in I Liheslaturan Guåhan, Public Hearing Room. The agenda is as follows:

5:30 p.m.

Bill No. 369-34 (COR) – Thomas C. Ada - An act to authorize the sale of a five hundred eighty-one plus or minus (581±) square meter portion of the Old Dela Corte street and alley in Old Agaña contiguous to Lot 1000, Lot 1001, Lot 1001-2, Lot 1002, Lot 1006, Lot 1007, Lot 1008, and Lot 1010 in the municipality of Hagåtña.

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Testimony on Bill No. 369-34 (COR) and Bill No. 370-34 (COR) should be addressed to Senator Thomas C. Ada, Chairperson, and will be accepted via hand delivery to our office, our mailbox at the Guam Congress Building at 163 Chalan Santo Papa, Hagåtña, Guam 96910, via email to office@senatorada.org, or via facsimile to (671) 473-3303 no later than 5:30pm December 10, 2018.

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Charlene Flores
Policy Analyst
Office of Senator Thomas C. Ada
I Mina'trentai Kuåttro na Liheslaturan Guåhan - 34th Guam Legislature
671-473-3301

3 attachments
2nd Notice.pdf 61K
Bill No. 369-34 (COR).pdf 348K
Bill No. 370-34 (COR).pdf 299K
MEMORANDUM

To: All Senators, Stakeholders and Media

Fr: Senator Thomas C. Ada, Chairperson

Subject: 2nd Notice of Public Hearing: Monday, December 10, 2018 at 5:30pm.

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March 18, 2016

VIA E-MAIL
fsanchez.mpysagua@gmail.com

Ms. Florida M. Sanchez
P.O. Box 8066
Tamuning, Guam 96931

Subject: Invitation to Public Hearing—Tuesday, March 22, 2016, 9:00 A.M.

Dear Ms. Sanchez:

Hāfu Adai! Please be advised that the Committee on Rules; Federal, Foreign & Micronesian Affairs; Human & Natural Resources; Election Reform and Capitol District will be conducting the following on Tuesday, March 22, 2016 the Legislature’s Public Hearing Room:

9:00 A.M. Public Hearing
- Appointment of Robert A. Perron, Member, Guam Environmental Protection Agency Board
  Length of Term: Three (3) Years
- Appointment of Florida M. Sanchez, Member, Guam Environmental Protection Agency Board
  Length of Term: Three (3) Years
- Bill No. 279-33 (COR)- “AN AN ACT TO ADD A NEW SUBSECTION (1) TO §3102(b) OF CHAPTER 3, TITLE 3, GUAM CODE ANNOTATED, relative to clarifying eligible age for voting during the primary and general election,” by Senator Nerissa B. Underwood, Ph.D.

10:00 A.M. Round Table Meeting
- Continuing discussion of solutions for erosion problems of the Talofofo and Ugum Rivers and the attendant environmental and economic impacts.

I invite you to appear before this committee and provide testimony on your appointment. Please feel free to extend this invitation to other interested members of our community. Testimony should be addressed to Majority Leader Rory J. Respicio, Chairperson, Committee on Rules; Federal, Foreign and Micronesian Affairs; Human and Natural Resources, Election Reform, and Capitol District, and may be hand-delivered or mailed to my office at 155 Hesler Place, Hagåtña, Guam 96910 or e-mailed to cor@guamlegislature.org. Individuals requiring special accommodations, auxiliary aids, or service shall contact and submit their request to Elaine Tajalle at my office.

Please do not hesitate to contact me, should you have any questions or concerns. I look forward to your attendance and participation. Sī Yu’os Ma’ase!

Very truly yours,

Rory J. Respicio

155 Hesler Place • Hagåtña, Guam 96910 • (671)472-7679 • Fax: (671)472-3547 • roryforguam@gmail.com
Invitation to Public Hearing—Tuesday, March 22, 2016, 9:00 A.M.

Senator Rory J. Respicio <cor@guamlegislature.org>

To: Flori Sanchez <fsanchez.mpgsagua@gmail.com>, fms_sanchez@yahoo.com

March 18, 2016

VIA E-MAIL

fsanchez.mpgsagua@gmail.com

Ms. Florida M. Sanchez

P.O. Box 8066

Tamuning, Guam 96931

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  Length of Term: Three (3) Years

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  Length of Term: Three (3) Years

• Bill No. 279-33 (COR)- “AN AN ACT TO ADD A NEW SUBSECTION (1) TO §3102(b) OF CHAPTER 3, TITLE 3, GUAM CODE ANNOTATED, RELATIVE TO CLARIFYING ELIGIBLE AGE FOR VOTING DURING THE PRIMARY AND GENERAL ELECTION,” by Senator Nerissa B. Underwood, Ph.D.
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- Continuing discussion of solutions for erosion problems of the Talofofo and Ugum Rivers and the attendant environmental and economic impacts.

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Please do not hesitate to contact me, should you have any questions or concerns. I look forward to your attendance and participation. Si Yu'os Ma'ase!

Very truly yours,

Rory J. Respicio

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Majority Leader Rory J. Respicio
Chairperson, Committee on Rules, Federal, Foreign and Micronesian Affairs, Human and Natural Resources, Election Reform and Capitol District
I Mina'Trentai Tres Na Liheslaturan Guåhan
155 Hesler Place, Ste. 302
Hagåtña, Guam 96910
Phone: (671) 472-7679
Fax: (671) 472-3547
PUBLIC HEARING AGENDA
Thursday, August 16, 2018 at 10:00 AM
I Liheslaturan Guahan’s Public Hearing Room, Hagatña

I. Call to Order at 10:00AM

II. Opening remarks/Announcements

- Bill No. 331-34 (COR) – AN ACT RELATIVE TO APPROVING THE ARCHITECTURAL AND ENGINEERING DESIGN FOR THE REHABILITATION AND IMPROVEMENT OF THE HARMON INDUSTRIAL PARK ROADWAY, PER ARTICLE 7 OF CHAPTER 77, TITLE 12, GUAM CODE ANNOTATED.
  Sponsor: Senator Frank B. Aguon, Jr.

III. Closing Remarks

IV. Adjournment