I Mina'trentai Singko Na Liheslaturan Guåhan
THE THIRTY-FIFTH GUAM LEGISLATURE

Clerk’s Office
Clerks staff process, support, and engage in the production of documents and legislative activities.

The day-to-day processing consist of:

- Bills, Resolutions, and Certificates introduced and the actions taken.
- Incoming messages and communications and the actions taken.
- Conducts research and obtains information on Official Correspondences to the Legislature.
- Process and update information on the website.
Clerk’s Office

Guam Congress Building, 163 Chalan Santo Papa, Hagåtña, Guam 96910
472-3465 email: clerks@guamlegislature.org
Bills, Resolutions, and Certificates
Introduction of Bills.
Reference: i Otđen Areklamento Section 6.03.
Bills Draft

Recommendation 3

Please use Microsoft Word for creating new legislative documents. The
Computer's Office now uses Microsoft Word exclusively for processing the bills
Code annotated, Legal publishers such as Law and West Vaughn inserted of
Word-like. Use of MS Word will minimize glitches and errors caused by
constraints of bills created with other word processing software such as
WordPerfect.

Recommendation 4

Please use Times New Roman for formatting. Times New Roman name
is to be used uniformly and is a non-proprietary for embossing in
documents or to be published. We can also offer supplements on all Chicago
Annotations.

Recommendation 5

When assigning a bill number important is a new statutory addition and you
are unsure of whether the bill's title gets number in current and available,
please contact the Secretary - OFFICE.
Prepare the Bill using the template issued by Clerk’s Office.

**FONT:**
Times New Roman  14

**MARGINS**
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✔ LINE NUMBERS

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HEADING:

**I MINA'TRENTAI SINGKO NA LIHESLATURAN GUÅHAN**

YEAR (FIRST/SECOND) Regular Session

➢ Gather initials/signatures for each sponsor.

Introduced by: 

Prime Sponsor

Line to be placed below Main Sponsor)
- Prepare the Bill using the template issued by Clerk’s Office.
- Verify the accuracy of the information, including names, spelling, dates, etc.
- Gather initials/signatures for each sponsor.
- Email Clerk’s Office the Microsoft Word version of the Bill. Do not label the Bill number or parenthesis.
- Hand-deliver to Clerk’s Office for filing. Do not label the Bill number or parenthesis.
- Clerk’s Office forwards the Bill to Committee on Rules. Then forwards the Bill to MIS for posting.
Questions?
Section 1. Introduction

These Guidelines supplement the requirements of I Mina’trentai i Singko Na Liheslaturan Guåhan Otden Areklamento, specifically Rule VII on Processing of Resolutions and Rule VIII on Processing of Certificates. These Guidelines are intended to provide all individuals involved in the preparing, processing, and presentation of resolutions and certificates with as much information as possible to understand the steps required to produce a resolution/certificate.
Section 2. BACKGROUND.

Resolutions. While the Legislature is in session, it can act as a body to adopt resolutions that have been introduced during the time period that it remains in session. When the Legislature is not in Session, the Committee on Rules (COR), as the policy-making body of the Legislature, acts on the Legislature’s behalf. Therefore, resolutions introduced when the Legislature is not in Session must be adopted by COR. Adoption requires the affirmative vote of at least seven COR members.
Certificates. Certificates are issued as a function of the Committee on Rules. Any member may submit a request for a certificate, which will be reviewed and approved by the COR Chairperson. Certificates processed between sessions will be placed on the Consent Calendar at the next session for ratification by the body.
Section 3. TIMING.

**Resolutions.** Resolutions should be introduced at least five \( 5 \) working days prior to the scheduled presentation.

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

If an office is unable to meet this deadline, it is strongly recommended to consider presenting a certificate instead.
Delayed Processing

Processing delays occur under extenuating circumstances, particularly when a high volume of resolutions and certificates are introduced/filed. Delays will also occur during session because the handling of session matters takes precedence overall else.

Thus, there will be a hold on processing commendatory, congratulatory, or condolence resolutions and certificates until session is adjoumed.

Exceptions may be made by the COR chairperson upon receipt of a written request from the sponsor explaining the need for immediate processing.
Section 4.

**REQUIRED NOTICES MEMORANDUMS**

Reference: i Otden Areklamento Sections 7.04(f) & 8.04(d).
a) 24-hours Prior to Presentation. After a resolution is adopted and at least 24 hours prior to the presentation, the sponsor e-mails a memo to all senators providing the following information:

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

When sending this email, the sponsor must c c:

4. Clerk's Office, for information/tracking purposes;
5. MIS, for posting on the calendar; and
6. Chief Protocol Officer, if presentation is in the Guam Congress Building.
b) Rescheduled Presentations. The sponsor must provide e-mail notice to all parties (i.e., senators, clerk, MIS, CPO) when a presentation is cancelled or re-scheduled.
Section 5. RESOLUTION PROCESSING PROCEDURE
I Mina'trentai Singko Na Liheslaturan Guåhan
YEAR (FIRST/SECOND) Regular Session
RESOLVED, that the Committee on Rules of J.Ministers Session be notified, on behalf of J.Ministers Session and the people

Resolved

BE IT RESOLVED by the Committee on Rules of J.Ministers Session be notified, on behalf of J.Ministers Session and the people

WHEREAS, ________, therefore, be it

2

WHEREAS, ________, therefore, be it

3

WHEREAS, ________, therefore, be it

4

WHEREAS, ________, therefore, be it

5
Introduction of Resolutions.
Reference: i Otden Areklamento Section 7.03.

To introduce a resolution, the sponsor must complete each of the following steps. Clerk’s Office will not begin processing a resolution until all of these steps are complete.
- Prepare the resolution using the template issued by Clerk’s Office.

- Verify the accuracy of the information, including names, spelling, dates, etc.

- Gather initials/signatures for each sponsor.

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

- Hand-deliver to Clerk’s Office for filing. Do not label the resolution number or parenthesis.
Substantive Resolutions
Clerk’s Office forwards the resolution (as introduced) to MIS for posting. 
MIS will note that the posted version is “as introduced”

Clerk’s Office forwards the resolution to COR for referral:
   - If the resolution is to be sent to the U.S. president, a member of the U.S. Congress, or the head of a foreign state, the resolution will be referred to the primary sponsor, pursuant to 2 GCA §2103(b)1. 
     All other resolutions will be referred to the appropriate standing committee.

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

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

Resolutions processed in compliance with all applicable rules will be eligible for consideration for placement on the session agenda.
Processing Resolutions of Recognition, Commendation, Congratulations, or of Condolence.
CLerk’s Office after introduction:

- Reviews format and style and makes any necessary changes. Time frame: 1 working day from date of filing.

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

- Prepares a COR vote sheet and sends to sponsor.
EMAIL

Håfa Adai!

Attached, please find the final version of Resolution No. -35 (COR) - SPONSOR - “,” for your circulation among COR members and the accompanying vote sheet (do not attach vote sheet for circulation).

Please return the vote sheet to the Clerk’s Office once you’ve received at least seven (7) affirmative votes.

As a reminder, Presentation Notice must be sent out Twenty-four (24) hours prior to presentation.
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Håfa Adai, COR Members:

Attached, please find the final version of Resolution No. -35 (COR) - SPONSOR - " ", which your action is respectfully requested.

Please indicate your preferred action, based on the following options:

- To Adopt;
- To Not Adopt;
- To Abstain; or
- To Place in Inactive File.

Please submit your response by ___________. Your responses will be logged into the COR Vote Sheet for Resolution No. -35 (COR), which will be filed with the Committee on Rules, via the Office of the Clerk of the Legislature.
Sponsor routes vote sheet for signature. Time frame: 1 working day after content is finalized. Votes may be solicited by circulating a hard copy of the vote sheet or by a group e-mail from the sponsor to all COR members. If the vote sheet is routed by e-mail:

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

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

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

- Verifies votes, certifies vote sheet, and notes the date of adoption (i.e., the date the vote sheet is filed).
- Prepares the resolution for printing. The number of “presentation-ready” copies will be based on the number of frames/presentation folders provided by sponsor. Otherwise, one “presentation-ready” copy will be printed for the main recipient and “blue back” hard copies provided to additional recipients. It is the responsibility of the sponsor to inform the clerk’s office as to how many copies of each type of print-out will be needed.
- Routes the adopted resolution for signature. Time frame: 1 working day from date vote sheet is submitted.
- Seals.
- Confirms 24-hour notice of presentation has been issued to all senators (cc: Clerk, MIS, CPO, and SAA, if necessary).
- Contacts sponsor once resolution is ready for pickup.
- Sends certified vote sheet and adopted version of resolution to MIS for website posting.
Sponsor is responsible for providing complete contact information for all recipients of a resolution to Clerk’s Office. Clerk’s Office will prepare “blue back” hardcopies with an official transmittal letter signed by the legislative secretary. Clerk’s Office will issue final product to sponsor for postage and mailing and to MIS for website posting.
Revisions.

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

- If a resolution is introduced when the Legislature is not in session, it is classified as “(COR),” and is adopted via the process described above. If the Legislature goes into session and a “(COR)” resolution has yet to be adopted, the sponsor may wish to have the resolution instead adopted as an “(LS).” If so:
  - Sponsor must submit written notice to the speaker (cc: COR, Clerk’s Office) withdrawing the “(COR)” version.
  - Sponsor must then re-format the original “(COR)” resolution to reflect the proper “(LS)” format. All other processing requirements remain in effect.
  - The “(LS)” version will then be addressed on the floor.
Similar Resolutions.

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

*Reference: i Otden Areklamento Section 7.04(g).*

- A prime sponsor may permanently withdraw a resolution at any time by written notice to the speaker and COR chairperson.
Introduction of Certificates
Reference: i Otden Areklamento Section 8.01
To request a certificate, the sponsor shall:

- Prepare the certificate using the template issued by Clerk's Office.
- Verify the accuracy of the information, including names, spelling, dates, etc.
- Gather initials/signatures for each sponsor.
- Email Clerk's Office the Microsoft Word version of the certificate and the date, time, and place of presentation. If the presentation details are unknown or the certificate will not be formally presented, include that information instead. Do not label the certificate number or parenthesis.
- Hand-deliver the hard copy to the Clerk’s Office for filing. Do not label the certificate number or parenthesis.
- If the certificate is to be issued to multiple recipients, the sponsor must provide a recipient listing (e-copy and hard copy) at the time of filing. However, no more than fifty certificates will be issued for a single recognition.
**Processing. Once a certificate is filed**

- **Clerk’s Office:**
  - Reviews format and style and makes any necessary changes. Time frame: 1 day from date of request.
  - Reviews content and makes any necessary changes. If the changes are substantive, sponsor will be notified. If the certificate requires extensive changes, it will be returned to the sponsor. Time frame: 1 day from date of request.
  - Forwards to COR for review and approval. Time frame: 1 day from date of request.

**COR reviews and:**

- If approved, returns certificate to Clerk’s Office for finalizing

- If denied, COR notifies sponsor and Clerk’s Office.
• Clerk’s Office:
  • Prints
  • Routes certificate for signature. Time frame: 1 day from date of COR approval.
  • Seals.
  • Confirms 24-hour notice of presentation has been issued to all senators (cc: Clerk, MIS and SAA, if necessary).
  • Contacts sponsor once certificate is ready for pickup.
**Revisions.**

- If a sponsor wishes to revise a certificate that is already being processed, the sponsor must email a request to COR (cc: Clerk’s Office) including a Microsoft Word version of the resolution identifying the revisions. Revising a certificate in the middle of processing may extend processing time by approximately 24 hours.
Withdrawal of Certificate.
Reference: i Otden Areklamento Section 8.03(d).

- A sponsor may permanently withdraw a resolution at any time by a written request to the speaker and COR chairperson. Reference: i Otden Areklamento Section 8.03(d).
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YEAR (FIRST/SECOND) Regular Session
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