

***I MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN***  
**RESOLUTION STATUS**

<b>Resolution No.</b>	<b>Sponsor</b>	<b>Title</b>	<b>Date Intro</b>	<b>Date of Presentation</b>	<b>Date Adopted</b>	<b>Date Referred</b>	<b>Committee / Ofc Referred</b>	<b>PUBLIC HEARING DATE</b>	<b>DATE COMMITTEE REPORT FILED</b>
<b>13-34 (COR)</b>	COR	Relative to recognizing and establishing the Guidelines to serve as a supplement to all requirements of I Mina'Trentai Kuáttro Na Liheslaturan Guáhan Otden Areklamento, pursuant to Section 7.01(a) of Rule VII – Processing of Resolutions; and Section 8.01(b) of Rule VIII – Processing of Certificates.	1/17/17 2:33 p.m.		<b>01/18/17</b>				

***I MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN***  
**2017 (FIRST) Regular Session**

**Resolution No. 13-34 (COR)**

Introduced by:

Committee on Rules

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

1        **BE IT RESOLVED BY THE COMMITTEE ON RULES OF *I***  
2        ***MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN*:**

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

5        **WHEREAS**, recognition, commendation, congratulation, or condolence  
6        resolutions introduced when the Legislature is *not* in Session, must be adopted by COR,  
7        which is done by the routing of a COR Vote Sheet. Committee on Rules Resolutions  
8        *shall* be adopted by the affirmative vote of *at least* six (6) members; and

9        **WHEREAS**, recognition, commendation, congratulation, or condolence  
10       certificates are issued as a function of the Committee on Rules, and as such must be

1 reviewed and approved by the Chairperson of the Committee on Rules. At the next  
2 Session, all certificates will be placed on the Consent Calendar for ratification by the  
3 Body; and

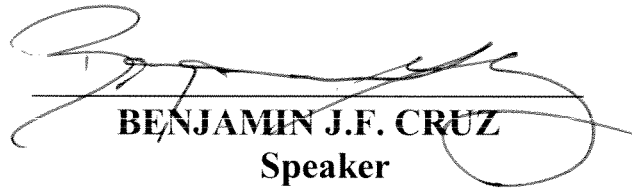
4 **WHEREAS**, the Guidelines (attached) are intended to provide all individuals  
5 involved in the preparing, processing, and presentation of resolutions and certificates  
6 with as much information as possible to understand the necessary steps to be taken to  
7 produce a resolution and certificate;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

8 **RESOLVED**, that the Committee on Rules of *I Mina'Trentai Kuåttro Na*  
9 *Lihsaturan Guåhan* does hereby, on behalf of *I Lihsaturan Guåhan* and the people  
10 of Guam, recognize and establish the Guidelines to serve as a supplement to all  
11 requirements of *I Mina'Trentai Kuåttro Na Lihsaturan Guåhan Otden Areklamento*,  
12 pursuant to Section 7.01(a) of Rule VII – Processing of Resolutions; and Section 8.01(b)  
13 of Rule VIII – Processing of Certificates; and be it further


14 **RESOLVED**, that the Speaker and the Chairperson of the Committee on Rules  
15 certify, and the Legislative Secretary attest to, the adoption hereof, and that copies of  
16 the same be thereafter transmitted to all the Members of the Committee on Rules of *I*  
17 *Mina'Trentai Kuåttro Na Lihsaturan Guåhan*; to the Honorable Benjamin J.F. Cruz,  
18 Speaker of *I Mina'Trentai Kuåttro Na Lihsaturan Guåhan*; to the Honorable Therese  
19 M. Terlaje, Vice Speaker of *I Mina'Trentai Kuåttro Na Lihsaturan Guåhan*; to all  
20 other Members of *I Mina'Trentai Kuåttro Na Lihsaturan Guåhan*; to the Honorable

- 1 Régine Biscoe Lee, Legislative Secretary; to Rennae V. C. Meno, the Clerk of the
- 2 Legislature; Attorney Julian Aguon, Legislative Counsel.

**DULY AND REGULARLY ADOPTED BY THE COMMITTEE ON RULES  
OF *I MINA'TRENTAI KUÁTTRO NA LIHESLATURAN GUÁHAN* ON THE  
18<sup>TH</sup> DAY OF JANUARY 2017.**

  
\_\_\_\_\_  
**BENJAMIN J.F. CRUZ**  
Speaker

  
\_\_\_\_\_  
**MICHAEL F.Q. SAN NICOLAS**  
Chairperson, Committee on Rules

  
\_\_\_\_\_  
**RÉGINE BISCOE LEE**  
Legislative Secretary



*I Mina'Trentai Kuattro Na Liheslaturan Guåhan*  
**THE THIRTY-FOURTH GUAM LEGISLATURE**

**GUIDELINES**

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## **Section 1. Introduction.**

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This Guidebook is to serve as a supplement to all requirements of *I Mina'Trentai Kuáttro Na Liheslaturan Otden Areklamento* (see Rule VII – Processing of Resolutions; and Rule VIII – Processing of Certificates).

This Guidebook is intended to provide all individuals involved in the preparing, processing, and presentation of resolutions/certificates with as much information as possible to understand the necessary steps to be taken to produce a resolution/certificate.

## **Section 2. Background.**

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**Resolutions.** When in Session, the Legislature can act as a Body to adopt resolutions that have been introduced during the time period that the Legislature 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 its behalf. Therefore, resolutions introduced when the Legislature is *not* in Session, must be adopted by COR, which is done by the routing of a COR Vote Sheet. Committee on Rules Resolutions *shall* be adopted by the affirmative vote of *at least* six (6) members

**Certificates.** Certificates are issued as a function of the Committee on Rules, and as such must be reviewed and approved by the Chairperson of the Committee on Rules. At the next Session, all certificates will be placed on the Consent Calendar for ratification by the Body.

## **Section 3. Timing.**

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**Resolutions.** The amount of time required to ensure that the process set forth in this Guidebook is smooth, prompt, and properly completed is three (3) working days from the date and time of introduction of a resolution. Thus,

resolutions intended to be formally presented must be introduced at least three (3) working days prior to the date of presentation.

**Certificates.** Certificates are required to be filed at least one (1) working day prior to the date and time of presentation.

Please note, resolutions and certificates filed at 4:30 PM or later will be considered filed as of the next working day.

**Should an office wish to acknowledge individuals but are unable to meet the three (3) day deadline, it is STRONGLY RECOMMENDED that the issuance of a legislative certificate be considered instead of a resolution.**

**Delayed Processing.** There may be times that delays occur due to extenuating circumstances; most notably, during Session – at which time **the handling of Session matters takes precedence over all else.** Resolutions/certificates introduced during Session will not be processed until after Session has adjourned, unless otherwise authorized by the Chairperson of the Committee on Rules, upon receipt of a written request from the sponsor explaining the need for immediate processing.

#### **Section 4. Required Notices/Memorandums.**

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(a) **At the time of filing** – notice must be given to the clerk’s office indicating the date, time, and place of the resolution/certificate presentation. This information should be included in the email from the sponsor’s office to the clerk’s office transmitting the Microsoft Word version of the resolution/certificate (see Sections (5)(a) and (6)(a)(1));

**(b) Resolution<sup>1</sup> and Certificate Memo<sup>2</sup> 24-hours prior to presentation**

– the sponsor is responsible for issuing a memo to all senators indicating:

- (1) The resolution/certificate number;
- (2) The resolution/certificate title;
- (3) The presentation date;
- (4) The presentation time; and
- (5) The presentation location.

This memo **must be electronically transmitted** and **must** be cc'd to:

- (1) The Clerk of the Legislature, for information/tracking purposes;
- (2) MIS, for posting on the Legislature's calendar; and
- (3) The Sergeant-At-Arms, if the presentation is to take place in the Legislature building.

(c) It is the responsibility of the sponsor and not COR/clerk's office to inform all parties (all senators, the clerk, sergeant-at-arms, MIS, etc...) of a re-scheduled presentation.

## **Section 5. Resolution Processing Procedures.**

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**(a) Substantive Resolutions.<sup>3</sup>**

- (1) Clerk's office **forwards** resolution (as introduced) **to MIS** for **posting on the website**; MIS will note that the posted version is "as introduced";
- (2) Clerk's office **forwards** resolution **to COR for referral**:

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<sup>1</sup> *I Mina'Trentai Kuåttro Na Liheslaturan Otden Areklamento. Section 7.04(f) Presentation of Resolutions.*

<sup>2</sup> *I Mina'Trentai Kuåttro Na Liheslaturan Otden Areklamento Section 8.04(d). Issuance and Presentation.*

<sup>3</sup> Title 2, Chapter 2, Guam Code Annotated, §2103(b): No substantive resolution that is to be transmitted to the U.S. President, a member of the U.S. Congress, or a head of a foreign state, may be passed by *I Liheslatura* unless it has received a public hearing. Said public hearing shall be conducted by the primary author of the resolution. The resolution may then be placed on *I Liheslatura's* agenda upon the written request of the primary author to the Speaker without further committee action and without a committee report.



(i) Pursuant to 2GCA§2103(b)<sup>1</sup>, should the recipient(s) of a substantive resolution include any/all of the following: the President of the United States, a member of the U.S. Congress, or the head of a foreign state, the resolution will be referred to the primary sponsor;

(ii) The disposition process of all other resolutions of a substantive matter will be determined at the discretion of the COR Chairperson (i.e. circulation of a COR vote sheet, referral to standing committee for public hearing, placement on the agenda for the next scheduled COR meeting, etc...);

(3) If applicable, a **public hearing** is conducted by either the sponsor or the appropriate standing committee;

(4) If a public hearing is conducted, a **report** should be compiled by the sponsor or committee and submitted to the Speaker, via the Committee on Rules, for consideration by the Body;

Resolutions processed in compliance with all applicable rules, will be eligible for consideration for **placement on the session agenda**, and for further action by the Body.

**(b) Resolutions of Recognition, Commendation, Congratulation, or of Condolence.**

(1) Clerk's office performs **review of format and style**; and makes any necessary changes (sponsors will be advised of such changes);

(2) Clerk's office **forwards to legal counsel** for review;

(3) Legal counsel performs **review of content**, and makes any necessary, technical changes;

(4) Legal counsel **returns** reviewed resolution **to the clerk's office** (If any substantive changes are suggested by legal counsel, the resolutions is forwarded to COR for approval by COR and the sponsor).

(5) Clerk's office **prepares vote sheet**, on behalf of COR, and **sends to Sponsor**;

(i) **Sponsor routes vote sheet** for signature;

(A) Votes may be solicited by a group e-mail from the sponsor to all COR members;

(B) E-mail responses from COR members must be registered by the sponsor on the COR vote sheet;

(C) E-mail responses must be compiled and forwarded to the Clerk's office for verification;

(D) The COR vote sheet must be signed by the sponsor acknowledging that the votes were properly registered;

(ii) Once at least six (6) affirmative votes are received, the sponsor **submits the signed vote sheet to the clerk's office**, with the respective e-mail responses attached;

(iii) **Clerk's office verifies votes, certifies votes sheet** and notes the date of adoption (the date the vote sheet is filed with the clerk's office);

(6) **Clerk's office finalizes Resolution**:

(i) **Print**;

(A) "Presentation-Ready" copies will be provided for as many recipients that the sponsor's office will provide frames or presentation folders for; otherwise, **the default will be to issue one (1) presentation copy** to the main recipient and "blue back" copies to additional recipients.

(B) 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;

- (ii) **Route for signature;**
- (iii) **Place Seal;**
- (iv) **Confirm 24-hour notice** of presentation has been issued to all senators (cc: Clerk, MIS and SAA, if necessary);
- (v) Clerk's office contacts sponsor's office once resolution is ready for **pick-up;**
- (vi) Clerk's office sends certified vote sheet and adopted version of the resolution to MIS for **posting on the website.**

**(7) Transmittals.**

- (i) The sponsor's office is responsible for providing complete contact information for all recipients of a resolution to the Clerk;
- (ii) Clerk's office will prepare official "Blue Back" copies with an official transmittal signed by the Legislative Secretary;
- (iii) Clerk's office will issue final product to the sponsor's office for postage and mailing.

**(c) 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 on the Floor, as an "(LS)". Should this be the case, the following procedure must be followed:

- (1) The prime sponsor must submit written notice to the Speaker (cc: COR, Clerk of Legislature) indicating the withdrawal of said resolution;

(2) The sponsor must then re-format the original “(COR)” resolution to reflect the proper “(LS)” format; all other requirements remain in effect;

(3) The “(LS)” version of the resolution will then be addressed on the Floor.

**(d) Similar Resolutions.**

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

**Withdrawal of Resolutions .<sup>4</sup>**

A Prime Sponsor may permanently withdraw his resolution at any time by a written request to the Speaker and the Chairperson of the Committee on Rules.

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<sup>4</sup> *1 Mina’ Trentai Kuattro Na Liheslaturan Otden Areklameto*. Section 7.04(g) Consideration.

## Section 6. Certificate Processing Procedures.

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(a) **(COR) Introduction:**

(1) **Email** the Microsoft Word version of the certificate to the clerk's office;

Included in this email, must be an indication of the time, date and place of certificate presentation (if the presentation details are unknown, or the resolution/certificate will not be formally presented, that information must be indicated instead);

(2) **Hand-deliver** the hard copy to the clerk's office for filing:

(i) Do not label the number or the parenthesis;

(ii) Certificate must be initialed by all sponsors listed (if a sponsor's name is listed without initials, that sponsor's name will be dropped).

Be advised that the verification of accuracy of the information provided is the responsibility of the sponsor, and not COR/clerk's office.

(b) **Certificate of Recognition, Commendation, and Congratulation.**

The maximum operational capacity for Legislative Certificates will be capped at no more than 50 certificates per recognition. It is advised that if your office or committee wishes to issue out recognitions in excess of 50 recipients, such items be handled within your respective office or committee operational capacities as a congratulatory letter or other such item and not as a Legislative Certificate.

(1) Clerk's office performs **review of format and style**; and makes any necessary changes (sponsors will be advised of such changes);

(2) Clerk's Office **forwards to COR** for review/approval;

(3) **COR reviews/approves**;

(4) COR returns to clerk's office for **finalizing**;

- (i) **Print;**
- (ii) **Route for signature;**
- (iii) **Seal;**
- (iv) **Confirm 24-hour notice** of presentation has been issued to all senators (cc: Clerk, MIS and SAA, if necessary);
- (5) Clerk's office contacts sponsor's office once certificate is ready for **pick-up;**
- (6) Clerk's office sends approved certificate to MIS for **posting on the website.**

#### **Withdrawal of Certificate.<sup>5</sup>**

A Prime Sponsor may permanently withdraw his resolution at any time by a written request to the Speaker and the Chairperson of the Committee on Rules.

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<sup>5</sup> *I Mina Trentai Kuattro Na Liheslaturan Otden Areklamento.* Section 8.03(d) Consideration.



# COMMITTEE ON RULES

Senator Michael F.Q. San Nicolas, *Chairman*  
*I Mina'Trentai Kuåttro na Liheslaturan Guåhan* • 34<sup>th</sup> Guam Legislature



## COMMITTEE VOTING SHEET

Resolution No. 13-34 (COR) – Committee on Rules - “Relative to recognizing and establishing the Guidelines to serve as a supplement to all requirements of *I Mina'Trentai Kuåttro Na Liheslaturan Guåhan Otden Areklamento*, pursuant to Section 7.01(a) of Rule VII – Processing of Resolutions; and Section 8.01(b) of Rule VIII – Processing of Certificates.”

2017 JAN 18 PM 2:24

	SIGNATURE	DATE	TO ADOPT	TO NOT ADOPT	TO ABSTAIN
Senator Michael F.Q. San Nicolas Chairperson	VIA E-vote	1/18/17	X		
Senator Telen Cruz Nelson Vice Chairperson	VIA E-vote	1/18/17	X		
Speaker Benjamin J. F. Cruz Member	VIA E-vote		X		
Vice-Speaker Therese M. Terlaje Member					
Legislative Secretary Régine Biscoe Lee Member	VIA E-vote	1/17/17	X		
Senator Thomas C. Ada Member	VIA E-vote	1/17/17	X		
Senator Frank B. Aguon, Jr. Member					
Senator Dennis G. Rodriguez, Jr. Member					
Senator Joe S. San Agustin Member					
Senator James V. Espaldon Minority Leader					
Senator Mary Camacho Torres Minority Member	VIA E-vote	1/18/17	X		

**For Sponsor's Office Use Only**  
 Sponsor Signature: \_\_\_\_\_  
 Staff Contact Person: Christian F. Valencia

**For COR/Clerk's Office Use Only**  
 Certified  Returned  
 Name: Katrina L. Charfournis  
 Date: \_\_\_\_\_  
 Notes: \_\_\_\_\_