

I Mina'trentai Ocho Na Liheslaturan Guåhan  
BILL STATUS

BILL NO.	SPONSOR	TITLE	DATE INTRODUCED	DATE REFERRED	CMTE REFERRED	FISCAL NOTES	PUBLIC HEARING DATE	DATE COMMITTEE REPORT FILED	NOTES
190-38 (COR) As amended by the Committee on Economic Investment, Military Buildup, Regional Relations, Technology, Regulatory Affairs, Justice, Elections, and Retirement.	Telo T. Taitague	AN ACT TO <i>ADD</i> A NEW CHAPTER 5 TO TITLE 6 OF THE GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO ADOPTING THE UPDATED GUAM ELECTION MANUAL, PURSUANT TO CHAPTER 9, TITLE 5, GUAM CODE ANNOTATED.	9/12/25 2:14 p.m.	9/15/25	Committee on Economic Investment, Military Buildup, Regional Relations, Technology, Regulatory Affairs, Justice, Elections, and Retirement.	Request: 9/15/25  Waiver: 9/19/25	9/26/25 1:00 p.m.	10/22/25 As Amended.	Exhibit A
	SESSION DATE	TITLE	DATE PASSED	TRANSMITTED	DUE DATE	PUBLIC LAW NO.	DATE SIGNED	NOTES	
	11/26/25	AN ACT TO <i>ADD</i> A NEW CHAPTER 5 TO TITLE 6 OF THE GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO ADOPTING THE UPDATED GUAM ELECTION MANUAL, PURSUANT TO CHAPTER 9, TITLE 5, GUAM CODE ANNOTATED.	12/5/25	12/9/25	12/20/25	38-89	12/20/25	Received: 12/20/25 Mess and Comm. Doc. No. 38GL-25-1634	



UFISINAN I MAGA'HÅGAN GUÅHAN  
OFFICE OF THE GOVERNOR OF GUAM

**Transmitted via Email to:** [speakerblas@guamlegislature.org](mailto:speakerblas@guamlegislature.org)

December 20, 2025

**THE HON. FRANK BLAS, JR., Speaker**  
*I Mina'trentai Ocho Na Liheslaturan Guåhan*  
38th Guam Legislature  
Guam Congress Building  
163 Chalan Santo Papa  
Hagåtña, Guam 96910

**38GL-25-1634**  
OFFICE OF THE SPEAKER  
FRANK F. BLAS JR.

DEC 20 2025  
Time: 11:23 am  
Received: Blas

**Re: Bill No. 185-38 (COR), "AN ACT TO AMEND §§ 3104 AND 3110(b) OF CHAPTER 3, TITLE 3, GUAM CODE ANNOTATED, AS ENACTED BY PUBLIC LAW 38-32, RELATIVE TO ADJUSTING VOTER TIMES OF REGISTRATION AND THE TERM OF APPOINTMENT FOR REGISTRATION CLERKS."**

**Bill No. 189-38 (COR), "AN ACT TO REPEAL AND REENACT CHAPTER 3, TITLE 6, GUAM ADMINISTRATIVE RULES AND REGULATIONS, AND ADOPT THE ATTACHED EXHIBIT A, EXHIBIT B AND EXHIBIT C, RELATIVE TO UPDATING THE GUAM ELECTION COMMISSION ELECTION CAMPAIGN CONTRIBUTIONS AND EXPENDITURES RULES AND REGULATIONS AND REPORT FORMS."**

**Bill No. 190-38 (COR), "AN ACT TO ADD A NEW CHAPTER 5 TO TITLE 6 OF THE GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO ADOPTING THE UPDATED GUAM ELECTION MANUAL, PURSUANT TO CHAPTER 9, TITLE 5, GUAM CODE ANNOTATED."**

*Håfa Adai* Mr. Speaker,

Bills Nos. 185-38, 189-38, and 190-38 are measures modernizing the administration of elections, strengthening campaign finance oversight, and providing clarity and consistency for voters, candidates, and election officials.

Bill No. 185-38 provides the Guam Election Commission (GEC) with increased operational flexibility by reducing the appointment window for registration clerks before a general election from forty-five (45) days to twenty-one (21) days. The bill also harmonizes registration deadlines by adjusting the statutory registration period, for people to register to vote, to fifteen (15) days before an election, ensuring consistency across volunteer, online, motor voter, and district



To: The Hon. Frank Blas, Jr., *Speaker*  
Fr: The Hon. Lourdes A. Leon Guerrero, *Governor of Guam*  
Date: December 20, 2025  
Re: Bills No. 185-38 (COR), 189-38 (COR), and 190-38 (COR)

Page 2 of 2

registration processes. Striking an appropriate balance between access and administrative certainty.

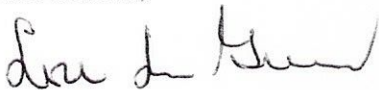
Bill No. 189-38 updates the GEC's campaign finance rules adopting revised regulations and reporting forms, clarifying disclosure and recordkeeping obligations, and aligning administrative rules with statutory requirements. Bill 189-38 further establishes clear procedures for report reviews, deficiency notices, cure periods, and graduated penalties, while codifying the investigative authority, subpoena power of the GEC, as well as its power to conduct appeals, and issue advisory opinions. These reforms modernize campaign finance administration promoting transparency, fairness, and accountability in Guam's elections.

Bill No. 190-38 adopts an updated 2025 Guam Election Manual. The updated manual establishes and publishes the GEC's digital and electronic processes (online registration, early in-office voting, and expanded public access to election information). The manual also clarifies candidate filing and campaign finance coordination requirements under the new statutory frameworks, while standardizing procedures for complaints, investigations, and enforcement. Bill 190 updates definitions, aligns timelines and monetary thresholds with current law, providing greater clarity for election workers, candidates, and the public.

Taken together, these measures modernize the electoral framework and equip the Guam Election Commission with the clear authority and tools to continue to administer elections effectively.

For these reasons, I sign Bill Nos. 185-38 (COR), 189-38 (COR), and 190-38 (COR) into law as ***Public Law Nos. 38-87, 38-88, and 38-89***, respectively.

*Senseramente,*



**LOURDES A. LEON GUERRERO**  
*I Maga'hågan Guåhan*  
Governor of Guam



**38GL-25-1634**  
Messages and Communications

**RECEIVED**  
COMMITTEE ON RULES  
December 22, 2025

10:56 a.m.  
*Marie Crisostomo*

Enclosure(s): Bill No. 185-38 (COR) nka P.L. 38-87  
Bill No. 189-38 (COR) nka P.L. 38-88  
Bill No. 190-38 (COR) nka P.L. 38-89

cc via email: *Honorable Joshua F. Tenorio, Sigundo Maga'låhen Guåhan*, Lt. Governor of Guam  
Compiler of Laws

*I MINA'TRENTAI OCHO NA LIHESLATURAN GUÅHAN*  
2025 (FIRST) Regular Session

**CERTIFICATION OF PASSAGE OF AN ACT TO I MAGA'HÅGAN GUÅHAN**

This is to certify that **Bill No. 190-38 (COR)**, "AN ACT TO ADD A NEW CHAPTER 5 TO TITLE 6 OF THE GUAM ADMINISTRATIVE RULES AND REGULATIONS, RELATIVE TO ADOPTING THE UPDATED GUAM ELECTION MANUAL, PURSUANT TO CHAPTER 9, TITLE 5, GUAM CODE ANNOTATED," was on the 5<sup>th</sup> day of December 2025, duly and regularly passed.



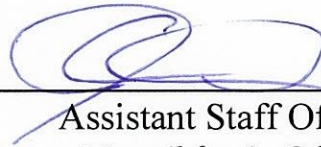
**Frank F. Blas, Jr.**  
**Speaker**

Attested:



**Sabrina Salas Matanane**  
**Legislative Secretary**

This Act was received by *I Maga'hågan Guåhan* this 5<sup>th</sup> day of Dec,  
2025, at 6:26 o'clock P.M.



**Assistant Staff Officer**  
***Maga'håga's Office***

APPROVED:



**Lourdes A. Leon Guerrero**  
***I Maga'hågan Guåhan***

**38GL-25-1634**

**OFFICE OF THE SPEAKER**  
**FRANK F. BLAS JR.**

**DEC 20 2025**

Time: **11:23 am**

Received: \_\_\_\_\_

Date: 20 Dec 2025

Public Law No. 38-89

**2025-24984**

<b>OFFICE OF THE GOVERNOR</b>	
CENTRAL FILES OFFICE	
Rec'd By:	<b>Jomichael C. Quinata</b>
Date:	<b>12-10-25</b> Time: <b>8:43</b> AM



***I MINA'TRENTAI OCHO NA LIHESLATURAN GUÅHAN***  
**2025 (FIRST) Regular Session**

**Bill No. 190-38 (COR)**

As amended by the Committee on Economic Investment,  
Military Buildup, Regional Relations, Technology,  
Regulatory Affairs, Justice, Elections, and Retirement.

Introduced by:

Telo T. Taitague  
V. Anthony Ada  
Chris Barnett  
Frank F. Blas, Jr.  
Vincent A.V. Borja  
Shelly V. Calvo  
Christopher M. Dueñas  
Eulogio Shawn Gumataotao  
Jesse A. Lujan  
Tina Rose Muña-Barnes  
William A. Parkinson  
Sabina Flores Perez  
Sabrina Salas Matanane  
Joe S. San Agustin  
Therese M. Terlaje

**AN ACT TO *ADD* A NEW CHAPTER 5 TO TITLE 6 OF  
THE GUAM ADMINISTRATIVE RULES AND  
REGULATIONS, RELATIVE TO ADOPTING THE  
UPDATED GUAM ELECTION MANUAL, PURSUANT  
TO CHAPTER 9, TITLE 5, GUAM CODE ANNOTATED.**

1        **BE IT ENACTED BY THE PEOPLE OF GUAM:**

2        **Section 1. Legislative Findings and Intent.** *I Liheslaturan Guåhan* finds  
3        that the Guam Election Commission (GEC), pursuant to its authority under 3 GCA  
4        § 2104, proposed updates to the Guam Election Manual. The proposed updates were



1 reviewed and approved by the GEC Board of Commissioners during its board  
2 meeting held on April 14, 2025. In compliance with the procedural requirements of  
3 the Administrative Adjudication Law, the approved updates were later submitted to  
4 the Office of *I Magan'hågan Guåhan* and the Office of the Attorney General on June  
5 27, 2025. Following their review, both the Office of *I Magan'hågan Guåhan* and  
6 the Office of the Attorney General approved the proposed updates. The Attorney  
7 General determined that the revisions were constitutional, consistent with statutory  
8 authority, and in substantial compliance with the requirements of 5 GCA Chapter 9.  
9 The Attorney General found that the agency record satisfied most procedural  
10 elements but lacked documentation of website posting and advance public  
11 availability of the cost assessment. Despite these technical gaps, the Attorney  
12 General concluded that the Guam Election Commission had substantially complied  
13 with the law and recommended either conducting an additional public hearing or  
14 proceeding with formal adoption.

15 On September 2, 2025 the approved updates were transmitted to the Office of  
16 the Speaker of *I Liheslaturan Guåhan*. Upon receipt, the proposed updates were  
17 referred to the Committee on *Economic Investment, Military Buildup, Regional*  
18 *Relations, Technology, Regulatory Affairs, Justice, Elections, and Retirement* on  
19 September 11, 2025. In accordance with 5 GCA § 9303(b), the Committee  
20 introduced the measure on September 12, 2025 and subsequently scheduled a public  
21 hearing to receive testimony on the proposed updates to the Guam Election Manual.

22 The proposed Guam Election Manual, attached hereto as Exhibit A, provides  
23 comprehensive administrative guidance for the conduct of elections in Guam. It  
24 outlines updated procedures for candidate filings, campaign finance reporting,  
25 enforcement protocols, complaint resolution, and public transparency measures. The  
26 revisions aim to enhance clarity, strengthen compliance, and align the Commission's  
27 operations with statutory mandates under Title 3 of the Guam Code Annotated. Key  
28 improvements include streamlined filing instructions, clarified enforcement

1 mechanisms, improved definitions, and adjustments to reporting timelines and  
2 thresholds. The manual also incorporates provisions to support digital submission  
3 processes and public access to election-related information. These updates are  
4 intended to improve consistency, accountability, and accessibility for candidates,  
5 political committees, and the public.

6       **Section 2. Adoption.** Therefore, it is the intent of *I Liheslaturan Guåhan* to  
7 formally adopt the revised Guam Election Manual, attached hereto as Exhibit A  
8 entitled “Guam Election Manual.”

9       **Section 3. Effective Date.** This Act shall be effective upon enactment.



# EXHIBIT A



## GUAM ELECTION COMMISSION

**Kumision Ileksion Guåhan**

Your vote is your voice.  
Bota ya un ma kuenta.

## ELECTION MANUAL

*Administrative procedures, rules, regulations, and forms to be used in the  
Conduct of Elections pursuant to 3 GCA § 2104*



# TABLE OF CONTENTS

<b>Guam Election Officials and Their Responsibilities .....</b>	<b>1</b>
Commissioners .....	1
Executive Director .....	2
Guam Election Commission Staff .....	2
Precinct Board .....	2
Registrars .....	5
Deputized Homebound Officials .....	6
Poll Maintenance Worker .....	8
Tabulators .....	8
Site Support Coordinators .....	9
Poll Watchers/Homebound Representatives .....	11
<b>Voter Registration .....</b>	<b>12</b>
Qualifications to Register .....	12
Pre-Registration .....	12
Where to Register .....	13
When to Register .....	13
Online Registration .....	13
Motor Voter Registration .....	15
Registration Affidavits .....	16
Volunteer Registrars .....	16
District Registrars .....	17
Guam Decolonization Registry .....	18
Persons Entitled to Register or be Registered .....	18
When to Register (Decolonization Registry) .....	19
Where to Register (Decolonization) .....	19
<b>Candidates .....</b>	<b>20</b>
Candidate's Packets .....	25
Public Official Financial Disclosure Act .....	26
Filing Candidacy .....	27
Election Campaign Contributions and Expenditures .....	28
Public Financial Disclosure .....	28
<b>Pre-Election Day Preparation .....</b>	<b>29</b>
Stakeholders .....	29
Publications .....	29
Site Inspections .....	31
Equipping the Polling Place .....	32
Ballots .....	34
Election Day Supplies and Materials .....	36
Ballot Counting Devices .....	36
Inspecting Ballot Boxes and Supply Boxes .....	36

## TABLE OF CONTENTS

Election Return Center Preparation.....	37
Test Election – Security and Testing of Ballot Counting Devices .....	38
<b>Absentee Voting .....</b>	<b>39</b>
Qualifications for Voting Absentee .....	39
Classifications of Absentee Voters .....	39
Absentee Application .....	40
Ballot Inventory .....	40
Form of Absentee Ballot.....	40
Review .....	40
Early In-Office Voting.....	41
Vote Center.....	42
Homebound Voting.....	43
Spoiled Ballot Procedures .....	44
Security of Absentee Ballots.....	44
Absentee Ballots received Ten (10) Days After.....	44
Status Report.....	45
<b>Election Day .....</b>	<b>46</b>
Dates of Election .....	46
Delivery of Ballots, Machines, & Supplies .....	47
Polling Places .....	47
Before the Polls Open.....	50
Opening the Polls.....	51
Voting Procedures .....	51
Assistance to Voters.....	56
Accessible Voting.....	57
Conduct of Media.....	58
Photography/Videography.....	58
Rules for Poll Watchers .....	58
Provisional Voting .....	59
Challenges .....	62
Administrative Complaints.....	64
Closing the Polls.....	65
After the Polls Close.....	65
Tabulation .....	70
<b>Post-Election Day.....</b>	<b>73</b>
Tabulation of Absentee and Provisional Ballots.....	73
Recount.....	74
Certification of Election .....	74
Preparation of Election Certificates .....	74
Publication of Ballot Inventory .....	75
Certification of Election Posted.....	75

June 2025



## TABLE OF CONTENTS

Preservation of Ballots .....	75
<b>Election Forms and Supplies .....</b>	<b>76</b>
EC-20 Affidavit of Registration.....	76
EC-24 Affidavit of Cancellation of Previous Registration.....	77
EC-23 Absentee Application.....	78
EC Early Voting Application.....	79
EC Early Voting Affidavit.....	80
Early Voting Notice .....	81
EC-21 Guam Decolonization Registry Application .....	82
EC-30A District Voter Registrar Application.....	83
EC-33A District Voter Registrar Oath of Office.....	84
EC-30A Volunteer Voter Registrar Application.....	85
EC-33A Volunteer Voter Registrar Oath of Office.....	86
EC-32 Personal Information Release Form .....	87
EC-34 Voter Registrar Packet Checklist .....	88
EC-35 Affidavit of Registration Log Sheet.....	89
EC-50 Confidentiality Agreement .....	90
EC-1A Organizational Report.....	91
EC-1B Election Campaign Contributions and Expenditures Report .....	105
Dissolution Report .....	118
EC-4 Nominating Petition- Governor / Lieutenant Governor .....	119
EC-4A Nominating Petition – Senator .....	121
EC-4B Nominating Petition – Mayor / Vice Mayor .....	123
EC-4C Nominating Petition – Washington Delegate .....	125
EC-4D Nominating Petition – Guam Education Board Member.....	127
EC-3 Certification of Qualification – Governor / Lieutenant Governor .....	129
EC-3A Certification of Qualification – Senator .....	130
EC-3B Certification of Qualification – Mayor / Vice Mayor.....	131
EC-3C Certification of Qualification – Delegate .....	132
EC-3D Certification of Qualification – Attorney General .....	133
EC-3F Certification of Qualification – Guam Education Board Member .....	134
EC-3G Certification of Qualification – CCU Commissioner.....	135
EC-3E Certification of Qualification – Public Auditor .....	136
EC-31 Declaration by Sponsor – Governor / Lieutenant Governor .....	137
EC-3J Declaration by Sponsor – Senator.....	138
EC-3K Declaration by Sponsor – Mayor / Vice Mayor.....	139
EC-3L Declaration by Sponsor – Delegate.....	140
EC-3M Declaration by Sponsor – Attorney General .....	141
EC-3O Declaration by Sponsor – Guam Education Board Member .....	142
EC-3P Declaration by Sponsor – CCU Commissioner .....	143
EC-3N Declaration by Sponsor – Public Auditor .....	144

June 2025



## TABLE OF CONTENTS

EC-3H Affidavit of Non-Convicted Felony .....	145
EC-6 Candidate's Information Card .....	146
EC-2B Public Financial Disclosure Report Form .....	147
EC-30A Precinct Official Application Form (Republican Nominee).....	152
EC-30A Precinct Official Application Form (Democratic Nominee) .....	153
EC-30A Site Support Coordinator Application .....	154
EC30A Tabulator Application .....	155
EC-36 Poll Maintenance Worker Information Sheet.....	156
EC-11 Precinct Official Oath of Office .....	157
EC-11 Election Day Worker Oath of Office.....	158
EC-12 Supply Inventory Sheet.....	159
EC-13 Ballot Inventory Sheet .....	160
EC-13P Provisional Ballot Inventory Sheet .....	161
Election Day Voter Verification (I Voted) .....	162
EC-14 Entry of Challenge.....	163
EC-14A Challenge Rebuttal.....	164
EC-15 Absentee Ballot Transfer Form.....	165
EC-15P Provisional Ballot Transfer Form.....	166
EC-16 Ballot Box/Supply Box/Ballot Transfer Record .....	167
EC-18 Record of Poll Status .....	168
EC-42 Precinct Officials Clearance Sheet.....	170
EC-49 Administrative Complaint Form.....	171
EC-26 Provisional Ballot Affidavit.....	173
EC-26A Provisional Ballot Record of Disposition .....	174
EC-28 Accessible and Provisional Voter Signature Roster Control .....	175
EC-19 Certificate of Election .....	176
Agency Records .....	177

# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

## Commissioners

### *The Commissioners*

The Commission shall consist of seven (7) members, all of whom shall be eligible voters on the date of their appointment. I Maga'lāhen Guåhan (the Governor) shall appoint six (6) members from recommendations made by the recognized political parties of Guam. Each of the recognized political parties, via duly passed resolution, shall recommend an equal number of names to I Maga'lāhen Guåhan and the six (6) members appointed by I Maga'lāhen Guåhan shall be appointed so that the recognized political parties are equally represented. If at any time there are more than three (3) recognized political parties, the six (6) members appointed by I Maga'lāhen Guåhan shall be appointed so that no more than two (2) of such members shall be members of the same recognized political party.

One (1) member shall be selected and appointed by the six (6) members appointed by I Maga'lāhen Guåhan. The appointment of the seventh (7th) member of the Commission shall be ratified by at least four (4) members.

Each member shall serve for a term of two (2) years, or until his or her successor is duly qualified and appointed. If a vacancy should occur on the Commission, said vacancy shall be filled for the remainder of the term only, and by the method originally prescribed for its appointment. No member may be an elected official of the government nor a candidate or nominee for an elected office within the government.

SOURCE: Law governing 3 GCA § 2101

### *Duties and Responsibilities*

The Commission shall have direct and immediate supervision over the municipal and district officials designated in accordance with the laws of Guam to perform duties relative to the conduct of elections. The Commission may suspend from the performance of said duties any of said officials who fail to comply with its instructions, orders, decisions or rulings, and appoint substitutes; and the Commission shall remove any such officials who have been found guilty of nonfeasance or misfeasance in connection with the performance of their duties relative to the conduct of elections.

The Commission shall designate such subordinate officers and employees as may be necessary for the efficient performance of its functions and duties, each of whom, if not already employed by the government, shall receive a salary to be determined in accordance with the laws of Guam.

As early as is reasonably possible, but not later than June 30 in each odd-numbered year, the Commission shall prepare and deliver an annual report to I Maga'lāhen Guåhan, the Speaker of I Liheslaturan Guåhan, and the chairperson of the legislative committee with jurisdiction over matters of elections, showing, with respect to the preceding fiscal year:

1. Recommendations of the Commission as to amendments or supplementation of laws affecting elections or the office of the Commission; and
2. Statistical information regarding the elections conducted during the fiscal year.



# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

The Commission shall promulgate rules, pursuant to 5 GCA Chapter 9, necessary and convenient to carry out the provisions of this Title. The Commission shall cause to be prepared an election manual and administrative procedures to be used in the conduct of elections. Said administrative procedures shall include the handling of absentee ballots, voter registration procedures, methods for gathering election results from precinct levels to the central tabulation area, and procedures to be followed at the central tabulation area.

SOURCE: Law governing 3 GCA § 2103

## ▪ Executive Director

The Commission shall appoint an Executive Director who shall administer the election laws of Guam and shall perform and discharge all of the powers, duties, purposes, functions and jurisdiction hereunder, or which hereafter by law may be vested in the Commission in accordance with the rules of the Commission, and subject to the right of appeal to the Commission.

The Executive Director shall be the ex-officio secretary for the Commission, but shall not be a voting member thereof. As such secretary, the Executive Director shall keep the minutes of the Commission's proceedings, preserve all reports made to it, keep a record of all examinations held under its direction, and perform such other duties as the Commission shall prescribe.

SOURCE: Law governing 3 GCA § 2102

## ▪ Guam Election Commission Staff

Subordinate officers of the Commission are designated by the Commission necessary for the effective and efficient performance of its functions and duties including, but not limited to: voter registration, voter outreach, precinct official activities, tabulation activities, and the enforcement of Title 3 GCA, the Election Code of Guam.

SOURCE: Law governing 3 GCA § 2103(b)

Note: All Guam Election Commission employees shall read and sign the Confidentiality Agreement (Form EC) as a condition of employment.

## ▪ Precinct Board

### *Qualifications*

Each member of a precinct board shall be a registered voter of the district in which they are appointed and shall serve only in the precinct for which they are appointed; however, the Commission may appoint any individual to serve regardless of his or her voting precinct, as the Commission deems necessary.

SOURCE: Law governing 3 GCA § 4105

Any person who cannot read or write the English language shall be deemed ineligible. Any nominee for an elective office, or a parent, step-parent, grandparent, step-grandparent, spouse, sibling, step-sibling, child, step-child, grandchild, step-grandchild or in-law of a candidate is automatically disqualified as a precinct official. In any event, the Commission shall appoint any registered voter to take the place of a person being disqualified.

SOURCE: Rule governing 6 GARR § 1102



# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

## *Appointment*

The GEC extends the opportunity to and invites the recognized political parties on Guam to submit an equal number of nominees to serve as Precinct Officials. In the event that the recognized political parties do not submit a sufficient number of nominees required, the Commission extends similar opportunities and invites participation from among other registered voters within the general public.

Guam election laws require Precinct Officials to abide by the rules, regulations, and all procedures promulgated by the Commission.

SOURCE: Rule governing 6 GARR §1101

## *Oath*

No person shall act as a member of a precinct board until he or she has taken the oath as prescribed in this Election Manual. The following oath must be taken by all members of the precinct board in the presence of an officer qualified to administer oaths:

I do solemnly swear that I am a voter of the district of \_\_\_\_\_; that I can read and write the English language; that I am not holding, nor am I a nominee for, an elective office; that I am not an Immediate relative of a candidate in the district in which I am being appointed; and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will faithfully discharge the duties of the office of \_\_\_\_\_ on the Precinct Board for Precinct # in the District of \_\_\_\_\_ to the best of my ability.

Precinct Officials are administered the Oath of Office and, from then on, any voter who has been appointed as a member of a precinct board, and having taken the oath of office, fails to act as such without lawful or sufficient reason approved by the Commission is guilty of a misdemeanor.

SOURCE: Law governing 3 GCA § 4106 and 6 GARR § 1104

## *Organizational Structure and Responsibilities*

The Precinct Board consists of one (1) Leader and up to six (6) Clerks. The Precinct Leader has supervisory authority among the Precinct Clerks to ensure that the election process is carried out in an organized and efficient manner. To ensure the smoothest conduct possible throughout Election Day, the GEC expects, and the voters of Guam deserve, courteous and proper decorum at all times. The Commission encourages Precinct Officials to work cooperatively as a team throughout Election Day. If requested, the Leader may assist voters to enter the voting booth, direct them to deposit their ballots in the assigned ballot box(es), and exit promptly when finished. The Precinct Leader should monitor the voting area at all times to ensure that voters do not loiter. Any questions or concerns that may arise should be communicated directly to the Commission.

# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

**Clerks** are to assist the Precinct Leader. Clerks shall verify and 'line out' a voter's name on the Original Voter Signature Roster and ensure that voters sign the roster in the correct section. They shall announce the voter's name, issue ballots to voters, and give voting instructions. They also direct or assist voters into voting booths, if necessary. Two clerks, along with the Leader, will decide any outcome of any challenge issued at the polls. In the absence of the Leader, a Clerk or assigned substitute, shall assume the position of Precinct Leader.

Precinct Officials are responsible for carrying out the election process in the polling places. As such, the procedures prescribed in their handbook must be followed in order to successfully abide by Guam's election laws.

## *Training*

Under the Election Code of Guam, members of the Precinct board must attend training conducted by the GEC. In order to comply with the training requirements, members of the Precinct Board must undergo four (4) hours of training and pass a standardized examination of the election laws of Guam. The training shall include but not be limited to:

- Opening the Polls
- Voting Procedures
- Assisting Voters with Disabilities
- Processing Absentee Ballots
- Accessible Voting
- Processing Provisional Voters
- Processing Voter Challenges
- Processing Administrative Complaints
- Closing the Polls

SOURCE: Law governing 3 GCA § 4105

The duties and requirements for the members of the Precinct Board on Election Day shall be detailed in the Precinct Official Manual. The manual shall be available at the GEC main office, and to the members of the Precinct board on Election Day.

## *Dismissal*

A Precinct Official is subject to dismissal if he/she: (1) refuses to follow directions (2) consistently makes errors, (3) discriminates against any voter on any basis, including but not limited to race, religion, sex, or disability, (4) fails to carry out duties as prescribed in the Election Manual, (5) commits any violations of the Election Code of Guam.

SOURCE: Law governing 3 GCA § 4109



# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

## ▪ Registrars (District Registrars and Volunteer Registrars)

### *Qualifications*

To qualify as a Voter Registrar an individual must:

- 1) Be a registered voter of Guam;
- 2) Not be holding an elective office;
- 3) Not be a candidate for office;
- 4) Not be an immediate relative of an elected official or candidate. (Immediate relative means parent, step-parent, grandparent, step-grandparent, spouse, sibling, step-sibling, child, step-child, grandchild, step-grandchild or in-law);
- 5) Be able to follow instructions;
- 6) Be able to attend an instructional seminar;
- 7) Be able to pass a standardized examination of the election laws; and
- 8) Not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

SOURCE: Law governing 3 GCA § 3110

### *Appointment*

Pursuant to 3 GCA §§ 3109 & 3110, the Guam Election Commission (GEC) has the authority to appoint voter registrars in preparation for any election.

- The term of appointment for district registrars shall commence twenty-one (21) days prior to an election and ends fifteen (15) days prior to an election.
- The term appointment for volunteer registrars shall commence any time prior to an election and shall cease twenty-one (21) days prior to an election.

All registrars are supervised and responsible solely to the Guam Election Commission for election matters.

### *Oath*

The following oath must be taken by Voter Registrars in the presence of an officer qualified to administer oaths:

I do solemnly swear that I am a registered voter of the district of \_\_\_\_\_, that I am not holding nor am I a nominee of an elective office; that I am not an immediate relative of an elected official or candidate, and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will faithfully discharge my duties as a Voter Registrar to the best of my ability. All Election Commission records entrusted to me will be returned to the office of the Guam Election Commission by \_\_\_\_\_.

SOURCE: Law governing 3 GCA § 3110

# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

## *Duties and Responsibilities*

Voter Registrars are tasked with assisting the Guam Election Commission in populating its voter registry and decolonization registry. All voter registrars are responsible for ensuring that every applicant is eligible to vote under the Election Code of Guam, collecting voter information for processing, properly completing the required forms, and the complete return of all election documents entrusted to them.

## *Training*

Under the Election Code of Guam Voter Registrars must attend training conducted by the GEC. In order to comply with the training requirements, Voter Registrars must obtain two (2) hours of training and pass a standardized examination of the election laws of Guam. The training shall include but not be limited to:

- Rules for Determining Residency
- Properly Execute Affidavit of Registration
- Voter Transfer and Changes
- Reporting Periods
- Voter Cancellation

SOURCE: Law governing 3 GCA § 3110(a)

The Voter Registrar Manual shall detail the duties and requirements for all Volunteer and District Registrars. The manual shall be available at the GEC main office, and to every Volunteer and District Registrar deputized by the Guam Election Commission.

## *Dismissal*

A Registrar is subject to dismissal if he/she: (1) refuses to register a qualified resident; (2) consistently makes errors; (3) allows the affidavits to be executed by anyone other than with a deputized registrar; (4) loses the affidavit(s) of registration; (5) registers anyone who is not a U.S. citizen or anyone not within the provisions set out in 3 GCA § 3101; or (6) otherwise violates any other portion of the Election Code.

## ▪ **Deputized Homebound Officials**

### *Qualifications*

To qualify as a Deputized Homebound Official, an individual must:

1. Be a registered voter of Guam;
2. Not be holding an elective office;
3. Not be a candidate for office;
4. Not be an immediate relative of an elected official or candidate (Immediate relative means parent, step-parent, grandparent, step-grandparent, spouse, sibling, step-sibling, child, step-child, grandchild, step-grandchild or in-law).
5. Be able to follow instructions;
6. Be able to attend an instructional seminar;
7. Be able to pass a standardized examination of the election laws; and



# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

8. Not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

## *Appointment*

Pursuant to 3 GCA § 10113, the GEC extends its authority to deputize individuals to assist in conducting the Homebound Absentee Voting Procedures for any election. The Deputized Homebound Officials will carry out the day-to-day homebound voting program as prescribed by the GEC.

## *Oath*

The following oath must be taken by all Deputized Homebound Officials in the presence of an officer qualified to administer oaths:

I do solemnly swear that I am a registered voter of the district of \_\_\_\_\_, that I am not holding nor am I a nominee of an elective office; that I am not an immediate relative of an elected official or candidate, and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will faithfully discharge my duties as a Deputized Homebound Official to the best of my ability. All Election Commission records and ballots entrusted to me will be returned to the office of the Guam Election Commission at the end of every day.

## *Organizational Structure and Responsibilities*

Deputized Homebound Officials (DHOs) are primarily broken down into teams of either two (2) or three (3), depending on the availability of party representatives. The teams are comprised of either two (2) Deputized Homebound Officials or one (1) Deputized Homebound Official and two (2) party representatives – one (1) representative per party. In the event that a party is unable to provide a homebound party representative, the party representative present may accompany two (2) Deputized Homebound Officials.

Deputized Homebound Officials are responsible for hand-carrying and notarizing the Affidavit Envelopes and keeping inventory of all Official Balloting Materials. The DHOs are to carry out and explain the Homebound Voting Procedures, as instructed by the GEC, to the Homebound Voter. If at any time a Homebound Official is unable to continue with the process, the process will cease for that team. It is the responsibility of the Homebound Official to inform the GEC if such a situation does arise. Not later than 6:00pm of every day, all Deputized Homebound Officials must submit all Official Balloting Materials to the GEC. Failure to do so will result in prosecution by the Attorney General's Office as prescribed by law. Homebound Officials are not to speak in favor of or against any candidate while carrying out the homebound voting process. They must stay neutral while carrying out their Homebound Official duties.

## *Training*

Deputized Homebound Officials (DHO) must attend a two (2) hour training conducted by the GEC, and pass a standardized examination of the election laws of Guam.



# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

The Deputized Homebound Officials (DHO) Manual shall detail the duties and requirements for all DHO. The manual shall be available at the GEC main office, and to every DHO deputized by the Guam Election Commission.

## *Dismissal*

A Deputized Homebound Official is subject to dismissal if he/she: (1) refuses to follow directions, (2) consistently makes errors, (3) discriminates against any voter on any basis, including but not limited to race, religion, sex, or disability, (4) fails to carry out duties as prescribed in the Homebound Official Manual, (5) commits any violations of the Election Code of Guam.

## ▪ **Poll Maintenance Workers**

The GEC customarily hires one individual staff member from the facility in which the election is to be held to help maintain polling sites. Responsibilities may include but are not limited to:

- Opening polling facility
- Ensuring walkways are clear
- Ensuring there is adequate lighting
- Ensuring restrooms are open and maintained
- Assist Precinct Officials with conducting Accessible voting
- Assisting precinct officials with any maintenance issues within their precincts

## ▪ **Tabulators**

### *Qualifications*

To qualify as a Tabulator, an individual must:

1. Be a registered voter of Guam;
2. Not be holding an elective office;
3. Not be a candidate for office;
4. Not be an immediate relative of an elected official or candidate. (Immediate relative means parent, step-parent, grandparent, step-grandparent, spouse, sibling, step-sibling, child, step-child, grandchild, step-grandchild or in-law).
5. Be able to follow instructions; and
6. Not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

## *Appointment*

The Commission may appoint such persons as may be necessary for the manual tabulation of ballots and/or for the operation of the vote tabulating device, and to keep watch on such tabulation for any possible illegal vote or any error or omission on the part of the persons tabulating the ballots or operating the vote tabulating device.

SOURCE: Law governing 3 GCA § 11109



# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

## *Oath*

The following oath must be taken by all Tabulators in the presence of an officer qualified to administer oaths:

I do solemnly swear that I am a registered voter of the district of \_\_\_\_\_, that I am not holding nor am I a nominee of an elective office; that I am not an immediate relative of an elected official or candidate, and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will faithfully discharge my duties as a Tabulator to the best of my ability. All Election Commission records and ballots entrusted to me will be returned to the office of the Guam Election Commission.

## *Duties and Responsibilities*

Tabulators are responsible for assisting the Guam Election Commission at the Election Return Center on election night. Responsibilities may include but are not limited to:

- Assisting with the setup of Election Center
- Directing precinct officials to appropriate stations
- Properly completing required forms
- Monitor Tabulation Equipment
- Tabulating cast ballots (by hand or machine)
- Securing Election Center

## *Dismissal*

A Tabulator is subject to dismissal if he/she: (1) refuses to follow directions (2) consistently makes errors, (3) fails to carry out his/her duties, (4) or commits any violations of the Election Code of Guam.

## ■ **Site Support Coordinators**

### *Qualifications*

To qualify as a Site Support Coordinator, an individual must:

1. Be a registered voter of Guam in the district he/she is assigned;
2. Not be holding an elective office;
3. Not be a candidate for office;
4. Not be an immediate relative of an elected official or candidate. (Immediate relative means parent, step-parent, grandparent, step-grandparent, spouse, sibling, step-sibling, child, step-child, grandchild, step-grandchild or in-law);
5. Be able to follow instructions;
6. Be able to attend an instructional seminar;
7. Be able to pass a standardized examination of the election laws; and
8. Not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

## *Oath*

The following oath must be taken by all Site Support Coordinators in the presence of an officer qualified to administer oaths:

I do solemnly swear that I am a voter of the district of \_\_\_\_\_; that I can read and write the English language; that I am not holding, nor am I a nominee for, an elective office; that I am not a parent, step-parent, grandparent, step-grandparent, spouse, sibling, step-sibling, child, step-child, grandchild, step-grandchild, or in-law of a candidate in the district in which I am being appointed; and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will faithfully discharge the duties of the office of Site Support Coordinator for the District of \_\_\_\_\_ to the best of my ability.

## *Duties and Responsibilities*

Site Support Coordinators duties include but not limited to setting up the polling place preserving order, monitoring voting equipment and assisting the Precinct Officials in carrying out their duties. Additionally, they shall also act as greeters guiding voters to their appropriate precincts within the polling place.

## *Training*

A Site Support Coordinator must attend a four (4) hour training conducted by the GEC, and pass a standardized examination of the election laws of Guam. The training shall include but not be limited to:

- Opening the Polls
- Voting Procedures
- Assisting Voters with Disabilities
- Processing Absentee Ballots
- Accessible Voting
- Processing Provisional Voters
- Processing Voter Challenges
- Processing Administrative Complaints
- Closing the Polls

The duties and requirements for Site Support Coordinators on Election Day shall be detailed in the Precinct Official Manual. The manual shall be available at the GEC main office, and to all Site Support Coordinators on Election Day.

## *Dismissal*

A Site Support Coordinator is subject to dismissal if he/she: (1) refuses to follow directions, (2) consistently makes errors, (3) discriminates against any voter on any basis, including but not limited to race, religion, sex, or disability, (4) fails to carry out duties as prescribed in the Precinct Official Manual, (5) commits any violations of the Election Code of Guam.



# ELECTION OFFICIALS & THEIR RESPONSIBILITIES

## ▪ Poll Watchers/Homebound Representatives

### *Qualifications*

Directors or Deputy Directors of the Executive Branch of Government of Guam, Administrative Directors or Assistant Administrative Directors of the Legislature or Judicial Branch, or Administrative Aids or Assistants to Senators, or any elected official shall not serve as a poll watcher.

SOURCE: Board Policy: 10/4/1983

### *Duties and Responsibilities*

Each recognized political party and a representative of an independent candidate whose name appears on the ballot, if any, may have no more than one (1) observer present to witness the conduct of the election and to challenge any voter. Such observers are hereby prohibited from interfering with the precinct board at any time during the conduct of the election, and shall not be permitted within the precinct barricade.

SOURCE: Law governing 3 GCA § 9114

The duties of a poll watcher are: (1) ensure that the precinct officials are administering their duties properly; (2) issue voter challenges; and (3) monitor voter participation.

### *Homebound Representatives*

Members of a political party may accompany Commission staff or Deputized Homebound Officials who deliver absentee ballots to the homes of sick and disabled voters. Upon entering the homes of any absentee voters, the Commission staff member or deputized homebound officials must identify his/her self and the homebound representative from the political parties.

### *Removal*

Poll Watchers/Homebound Representatives are subject to removal if he/she (1) interferes with the precinct officials/deputized homebound officials, (2) solicits or speak to a voter regarding the marking of his/her ballot, (3) wears any articles (i.e. emblems, t-shirts, hats etc.) signifying a political affiliation to a party or candidate(s), (4) any violations of the poll watcher guidelines, or (5) commits any violation of the Election Code of Guam.

# VOTER REGISTRATION

## Voter Registration

The purpose of voter registration in Guam is to allow qualified citizens the right to vote. It is the responsibility of the Guam Election Commission and its election officials to ensure that every eligible elector can participate in the democratic process.

### ▪ Qualifications to Register:

In order to register to vote, an individual:

1. Must be a U.S. citizen
2. Must be eighteen (18) years of age or older on or before Election Day
3. Must be a resident of Guam
4. Must not be confined to a mental institution
5. Must not be judicially declared insane
6. Must not be committed under a sentence of imprisonment

SOURCE: Law governing 3 GCA § 3101

### ▪ Pre-Registration

3 GCA § 3102(c) provides that every person that meets all eligibility requirements to register and is sixteen (16) years of age or older, may pre-register to vote. The registration of an individual who has pre-registered to vote will be deemed effective on the date the registrant will be eighteen (18) years of age. Pre-registrants must provide current information if the information provided on their pre-registration is no longer current on the date their registration would be deemed effective.

SOURCE: Law governing 3 GCA § 3102(c)

## *Residency*

Guam law provides that each person's residency is to be determined individually; that is, no person's residency shall conclusively determine the residency of that person's spouse or child. The following rules should be prescribed in determining an individual's residency:

1. The residency of a person is that place where that person lives for a period of at least thirty (30) days, maintains that person's home and to which, whenever that person is absent, that person has the bona fide intention to return. For voting purposes, a person may have only one (1) residence. Indicia of residence on Guam shall include, but not be limited to, payment of Guam personal income taxes, maintaining a home or other living accommodation on Guam, having temporarily departed Guam with the intention of returning, and not being registered to vote in any other U.S. jurisdiction since departing Guam.
2. A person does not gain residency on Guam, or any voting district, from which that person comes unless that person intends to establish a permanent dwelling place within Guam, or such voting district.



## VOTER REGISTRATION

3. If a person resides with one's family in one (1) place, and does business or maintains real property in another place, the former is that person's place of residence; but any person having a family, who establishes one's own dwelling place other than with one's family, with the intention of remaining there, shall be considered a resident where that person established such dwelling place.
4. The mere intention to acquire a new residence without physical presence at such place does not establish residency.
5. A person does not obtain or lose residency solely by reason of that person's presence or absence while employed in the services of the United States, or of the government of Guam, or while a student at an institution of learning, or while kept in an institution, a hospital, or asylum, or while confined in prison.
6. A person loses one's residency in Guam if that person registers to vote or votes in an election held in a place other than Guam.
7. No person who is registered to vote in another U.S. jurisdiction may vote on Guam until the Commission has transmitted an affidavit to said jurisdiction requesting that person's name to be removed from such election roll. The Commission shall provide affidavit forms for the removal of names of voters from the election rolls of other U.S. jurisdictions. For purposes of establishing residency in a district or municipality, a person shall be domiciled in that district or municipality for at least thirty (30) days immediately prior to the election. For voting purposes, a person shall have only one (1) place of domicile.

SOURCE: Law governing 3 GCA § 9123

### ▪ Where to Register

Electors may register at the Guam Election Commission's (GEC) main office, or with a deputized Registration Clerk (registrar) at a Village Mayor's Office, a public high school, or a college campus, at the Department of Motor Vehicles, and online at the GEC's website.

SOURCE: Law governing 3 GCA § 3105

### ▪ When to Register

Registration at the Guam Election Commission's main office shall be in progress during all office hours Monday-Friday 8:00 am- 5:00pm except for holidays. During District Voter Registration, twenty-one (21) days prior to any election, voter registration at the GEC's main office as well as at the Village Mayor's Offices will be open until 8:00 pm. The last day to register to vote is fifteen (15) days prior to any election. Transferring districts is prohibited between the Primary and General Elections.

### ▪ Online Registration

Any qualified person who has a valid Guam driver's license or Guam identification card may submit a voter registration application online at the Guam Election Commission's website at [www.gec.guam.gov](http://www.gec.guam.gov).

SOURCE: Law governing 3 GCA § 3102.1



# VOTER REGISTRATION

## *Declaration*

Any person seeking to register to vote online must attest under penalty of perjury to the following:

- a) I am a citizen of the United States of America.
- b) I am at least sixteen (16) years old.
- c) I have been a resident of Guam for not less than thirty (30) days immediately preceding date of the application
- d) I am not committed under a sentence of imprisonment
- e) I acknowledge that a person who knows that he or she does not possess the legal qualification of a voter and who register to vote is guilty of a felony in the third degree
- f) I agree to the use of my Guam Driver's License or Guam ID card signature for voter registration purposes
- g) I attest that all the information I provided on this application is true and correct.

SOURCE: Law governing 3 GCA §3102.1

## *Electronic Signature*

For the purpose of online registration, the Guam Election Commission shall recognize electronic signatures as valid and equivalent to handwritten signatures unless otherwise prohibited by law.

## *Applicant Verification*

The Guam Election Commission must obtain a digital copy of the applicant's Guam driver's license or Guam identification card signature from the Department of Revenue and Taxation, Motor Vehicle Division. The GEC must ensure that all employees granted access have completed the required training on proper systems use, data security, and compliance with applicable laws and policies. Access will be used solely for authorized purposes and all users are responsible for maintaining confidentiality and data integrity.

SOURCE: Law governing 3 GCA §3102.1 (e)

## *Voter Notification*

For the purpose of online and motor voter registration, the Guam Election Commission (GEC) shall transmit upon completion of review, the confirmation of the applicant's status of registration. Should additional information or documentation be required to complete the registration, the GEC must notify the applicant promptly, specifying the necessary requirements and any applicable deadlines.

## *Online Registration Deadline*

Any applicant may be registered electronically in accordance with 3 GCA §3102.1 from the time the registration is open until twenty-one (21) days prior to an election. The Guam Election Commission shall on its website publish the following:

- a) The Deadline to register to vote online.
- b) The Deadline to register to vote in the upcoming election.



# VOTER REGISTRATION

- c) Place(s) and time for registration.

## ■ **Motor Voter Registration**

Any person applying for a Guam Driver's License, Guam ID, or renewal of either, may register to vote or update their voter registration provided that all the eligibility requirements to register to vote under to 3 GCA Chapter 3 are met.

SOURCE: Law governing 16 GCA §3101.3

### *Voter Consent & Affirmation*

The Guam Election Commission shall prepare a statement of consent and affirmation to be placed in the Guam Driver's License and Identification Card Application. The statement shall affirm that the voter is:

- a) A U.S. Citizen;
- b) At least sixteen (16) years of age;
- c) A resident of Guam as defined in 9 GCA § 9123;
- d) Not confined to a mental institution nor judicially declared insane; and
- e) Is not committed under a sentence of imprisonment.

All applicants shall indicate their decision to register to vote, update their existing voter registration, or decline to register. As part of the registration process, applicants must sign the designated authorization to ensures compliance with voter registration requirements. Employees must verify that an option has been clearly selected before processing the request, and any failure to sign or indicate intent must be documented.

### *Failure to Consent or Sign*

Should an applicant fail to provide a signature or consent to register to vote, update their voter registration, or decline registration, the application shall not be processed and will be considered a decline with no further action to be taken. This action shall be documented appropriately.

### *Motor Voter Notification*

The Guam Election Commission (GEC) shall transmit a notice to the applicant confirming the status of their registration upon completion of the review process. Should additional information or documentation be required to complete the registration, the GEC must notify the applicant promptly, specifying the necessary requirements and any applicable deadlines.

### *Motor Voter Registration Deadline*

Any person applying for a Guam Driver's License, Guam ID, or renewal of either, may register to vote or update their voter registration from the time the registration is open until twenty-one (21) days prior to an election. The Guam Election Commission shall immediately remove the consent and affirmation statement from the Guam Driver's License and Identification Card Application to prevent the improper registration of an applicant.

# VOTER REGISTRATION

## ▪ **Registration Affidavits**

Upon registration, the affidavit of registration shall be produced in duplicate, where the original is filed with Guam Election Commission and a certified copy is given to the applicant.

All forms of registration of a voter is permanent for all purposes during that person's life, unless and until the affidavit of registration is cancelled by the Guam Election Commission.

SOURCE: Laws governing 3 GCA §§§ 3118, 3120, & 3126

## ▪ **Volunteer Registrars**

The Guam Election Commission may appoint Volunteer Registrars any time prior to an election to serve a term beginning at their appointment date up to twenty-one (21) days prior to an election.

SOURCE: Law governing 3 GCA § 3110

### *Maximum Number of Volunteer Registrars*

The Guam Election Commission Board of Commissioners shall determine the maximum number of Volunteer Registrars for each political party for each election cycle.

Excluding the number of Volunteer Registrars set for each political party, the GEC may deputize volunteer registrars from any bona fide association and/or organization which shall not exceed five (5) volunteers from each for each election cycle.

SOURCE: Board Policy 06/11/1985

### *Reporting/Evaluation*

Each Volunteer Registrar shall check-in on the days designated by the GEC. Failure to check-in with the GEC on days designated may result in dismissal.

Each Volunteer shall submit their completed Affidavits of Registration as soon as possible to include any and all cancelled/void affidavits to the Guam Election Commission. The Commission staff shall review each Affidavit for completeness and accuracy. If any error(s) exists, the staff shall point-out the mistake and instruct the Volunteer on the proper registration procedures.

SOURCE: Board Policy 7/11/1985



# VOTER REGISTRATION

## *Cessation*

All Volunteer Registrars shall cease their registration process twenty-one (21) days prior to an election or upon dismissal. All registrars shall account for all supplies and materials issued to them and return to the Commission.

Any Volunteer Registrar who does not return supplies and materials twenty-one (21) days prior to an election, or upon dismissal, will be given five (5) days after the close of registration to comply. If the supplies and materials are not returned to the Commission after five (5) days the Commission shall refer the name(s) of the registrar(s) to the Attorney General's Office for appropriate actions.

SOURCE: Law governing 3 GCA § 3114

## ▪ **District Registrars**

The Commission shall appoint at least one (1) registration clerk for each district. The Executive Director shall solicit the mayors of each municipality for nomination of registration clerks within their municipality.

SOURCE: Law governing 3 GCA § 3109

## *Times for Registration*

District registration shall begin twenty-one (21) days prior to an election and shall continue until fifteen (15) days prior to an election. Hours of operation shall be Monday to Friday from 4:00P.M. to 8:00P.M.

SOURCE: Best Practice since September 2012

## *Compensation*

District Registrars' compensation shall not be less than the minimum wage times 1.5.

SOURCE: Law governing 3 GCA § 3111

## *Cessation*

All District Registrars shall cease their registration process fifteen (15) days prior to any election or upon dismissal. All registrars shall account for all supplies and materials issued to them and returns to the Commission.

Any District Registrar who does not return supplies and materials fifteen (15) days prior to an election, or upon dismissal, will be given five (5) days after the close of registration to comply. If the supplies and materials are not returned to the Commission after five (5) days the Commission shall refer the name(s) of the registrar(s) to the Attorney General's Office for appropriate actions.

SOURCE: Law governing 3 GCA § 3104

# VOTER REGISTRATION

## Guam Decolonization Registry

The Guam Decolonization Registry was created with the intent to permit the native inhabitants of Guam, as defined by the U.S. Congress' 1950 Organic Act of Guam, to exercise the inalienable right to self-determination of their political relationship with the United States of America. The Decolonization Registry is a Registry, separate and apart from the Chamorro Registry, which specifically delineates the list of qualified voters for the political status plebiscite.

SOURCE: Law governing 3 GCA § 21001

### *Civil Case No 11-00035*

Pursuant to the Decision and Order rendered by District Court of Guam Chief Judge Tydingco-Gatewood on March 8, 2017 in Civil Case No. 11-00035, Arnold Davis vs. Government of Guam, et al., the Guam Election Commission ceased all activities related to the registration of Native Inhabitants of Guam. A memorandum was sent to all Government of Guam agency heads to inform them of the Decision and Order and to request all registration forms and other supplies be submitted to the Guam Election Commission. Efforts have also been made to contact Decolonization Registrars personally to ensure all registration materials are returned. The Guam Election Commission is committed to administering the Election laws as expressed in the Guam Code and interpreted by the Courts and is moving forward accordingly.

SOURCE: Civil Case No. 11-00035

### ▪ **Persons Entitled to Register or be Registered**

Every person who is a Native Inhabitant of Guam or who is descended from a Native Inhabitant of Guam is entitled to register with the Guam Decolonization Registry. Native Inhabitants of Guam shall mean those person who became U.S. Citizens by virtue of the authority and enactment of the 1950 Organic Act of Guam and descendants of those persons.

SOURCE: Law governing 3 GCA §§ 21001(e) & 21003

### *Registration of Minors*

Individuals below the age of eighteen (18) years, who turn eighteen (18) years on or before the date of the Political Status Plebiscite, shall be entitled to register with the Guam Decolonization Registry by a parent or legal guardian. Such parent or guardian must register such minor by affidavit of registration made before the registration clerk in the office of the Commission. The Commission shall require the submission of such additional information and proper documentation as will enable it to verify the relationship between parent or guardian and said minor, and to comply with the rest of Chapter 21 of 3 GCA. Any change of residency for such minor must be reported to the Commission within thirty (30) days of such change.

SOURCE: Law governing 3 GCA § 21004



# VOTER REGISTRATION

## *Off-Island Native Inhabitants of Guam*

Persons who are eligible under Chapter 21 of Title 3 GCA to register with the Guam Decolonization Registry, but who are not on Guam at such time as they intend to register, may complete and submit, via mail or otherwise, a notarized affidavit of registration to the Commission. Affidavits of registration shall be made available by the Commission. The Commission shall also require from such persons the submission of such additional information and proper documentation as will enable it to comply with this Chapter 21 of Title 3 GCA. Any change of residency must be reported to the Commission within thirty (30) days of such change.

SOURCE: Law governing 3 GCA § 21005

### ■ **When to Register**

A person may register with the Guam Decolonization Registry at any time during the year, except at such times when the Commission shall close the registration rolls for the purposes of conducting the Political Status Plebiscite. At such times the registration rolls shall be closed ten (10) days prior to such Political Status Plebiscite.

- Exception. For the purposes of registering eligible persons to vote on the plebiscite relative to Guam's political status, the Commission, in consultation with the Commission on Decolonization

SOURCE: Law governing 3 GCA § 21007

### ■ **Where to Register**

Registration for Native Inhabitants of Guam with the Guam Decolonization Registry shall be in progress at the main office of the Commission during such hours as the office is open for business, prior to any closing of the registration rolls. Upon enactment of this Act, the Commission shall deputize as many volunteers to serve as registration clerks in each of the Villages and designated educational institutions, for an undetermined period after the date of enactment, as is necessary for the purposes of registering eligible persons with the Guam Decolonization Registry. Such registration shall take place at each Mayor's office, Guam Community College, University of Guam, each high school or any other place within the Village designated by the Commission.

Native Inhabitants of Guam shall also be able to register with the Guam Decolonization Registry at such times and places within Guam as the Commission shall deem advisable and convenient, and the Commission shall deputize volunteers for such purposes as well.

SOURCE: Law governing 3 GCA § 21008

# PRE-ELECTION DAY PREPARATION

## ▪ Candidates

### *Governor/Lieutenant Governor*

#### ▫ *Qualifications*

- a) Must be an eligible voter;
- b) Must have been, for five consecutive years immediately preceding the election, a citizen of the United States and a bona fide resident of Guam; and
- c) Must be at least thirty (30) years of age at the time of taking office (i.e. the first Monday of January following the date of election)
- d) Must maintain his official residence in Guam during his incumbency
- e) Must not have been convicted of a felony, and must not have been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude, pursuant to 3 GCA § 6110.

SOURCE: Law governing 48 U.S.C. §1422

#### ▫ *Term of Office*

The Governor and Lieutenant Governor shall hold office for a term of four years and until their successors are elected and qualified.

SOURCE: Law governing 48 U.S.C. § 1422

#### ▫ *How Elected*

The Governor of Guam, together with the Lieutenant Governor, shall be elected by a majority of the votes cast by the people who are qualified to vote for the members of the Legislature of Guam. The Governor and Lieutenant Governor shall be chose jointly, by the casting by each voter of a single vote applicable to both offices.

SOURCE: Law governing 48 U.S.C. § 1422

## *Senators*

#### ▫ *Qualifications*

- a) Must be a citizen of the United States of America;
- b) Must be at least twenty-five (25) years of age at the time of taking office (i.e. the first Monday of January following the date of election)
- c) Must have been domiciled in Guam for at least five (5) years immediately preceding the sitting of the Legislature;
- d) Must not have been convicted of a felony or of a crime involving moral turpitude and has not received a pardon restoring his or her civil rights; and
- e) Must not have been convicted of a felony, and must not have been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude, pursuant to 3 GCA § 6110.

SOURCE: Law governing 48 U.S.C. §1423(f) & 3 GCA § 6103



## PRE-ELECTION DAY PREPARATION

### ▫ *Term of Office*

Senators elected to the Guam Legislature shall hold office for a term of two (2) years and until their successors are elected and qualified. The term of Senators elected to the Guam Legislature shall commence on the first Monday of January following the date of election.

SOURCE: Law governing 2 GCA § 1105

### ▫ *How Elected*

I Liheslaturan Guåhan shall be a unicameral body consisting of fifteen (15) Members who are elected at large and as provided by law.

SOURCE: Law governing 3 GCA § 6101

## *Mayor and Vice-Mayor*

### ▫ *Qualifications*

- a) Must be a citizen of the United States of America;
- b) Must be at least twenty-one (21) years of age;
- c) Must be registered to vote in and have resided within the municipality or village in which he or she is to represent for a period of one (1) year immediately preceding the date of the election at which he or she is a candidate;
- d) Must continue to reside in the municipality or village throughout his or her term in office; and
- e) Must not have been convicted of a felony, and must not have been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude, pursuant to 3 GCA § 6110.

SOURCE: Law governing 5 GCA § 40108

### ▫ *Term of Office*

There shall be an election of Mayors and Vice Mayors at the regular general election in November, 1952, and at the regular general election in every fourth year thereafter, and they shall serve for a period of four (4) years.

SOURCE: Law governing 5 GCA § 40104

### ▫ *How Elected*

Mayors and Vice Mayors as indicated in § 40101, shall be elected by popular vote of the area which such Mayors are to represent. In districts where there are Vice Mayors, the Mayor and Vice Mayors shall be chosen separately.

SOURCE: Law governing 5 GCA § 40103

# PRE-ELECTION DAY PREPARATION

## *Non-Voting Delegate to the U.S. House of Representatives*

### ▫ *Qualifications*

- a) Must be at least twenty-five (25) years of age on the date of the election;
- b) Must have been a citizen of the United States of America for at least seven (7) years prior to the date of the election ;
- c) Must be an inhabitant of Guam;
- d) Must not be, on the date of the election, a candidate for any other office; and
- e) Must not have been convicted of a felony, and must not have been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude, pursuant to 3 GCA § 6110.

SOURCE: Law governing 48 U.S.C. § 1713

### ▫ *Term of Office*

The Delegate shall be elected by the people qualified to vote for the members of the legislature of the territory he is to represent at the general election of 1972, and thereafter at such general election every second year thereafter. The term of the Delegate shall commence on the third (3rd) day of January following the date of the election.

SOURCE: Law governing 48 U.S.C. § 1712

### ▫ *How Elected*

The Delegate from Guam shall be elected at large and by a majority of the votes cast for the office of Delegate. If no candidate receives such majority, on the fourteenth day following such election a runoff election shall be held between the candidates receiving the highest and the second highest number of votes cast for the office of Delegate.

SOURCE: Law governing 48 U.S.C § 1712(a)

## *Attorney General of Guam*

### ▫ *Qualifications*

- a) Must be a citizen of the United States and a resident of Guam;
- b) Must be an active member in good standing of the Guam Bar Association on Guam for at least five (5) years immediately preceding his or her candidacy for office, or an inactive member of the Guam Bar Association who, in the five (5) years preceding his or her election as an Attorney General has served as an elected official elected by the people of Guam or as a Public Auditor of Guam, or as a Justice of the Supreme Court of Guam or Judge of the Superior Court of Guam;
- c) Must be at least thirty (30) years of age;
- d) Must have not have been suspended from the practice of law in any jurisdiction for violation of ethical rules governing the practice of attorneys; and
- e) Must not have been convicted of a felony, and must not have been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude.



# PRE-ELECTION DAY PREPARATION

SOURCE: Law governing 5 GCA § 30101(b)

▫ *Term of Office*

The Office of the Attorney General of the government of Guam shall be administered by the Attorney General of Guam, who shall be elected by the people of Guam for a term of four (4) years.

SOURCE: Law governing 5 GCA §30101(a)

▫ *How Elected*

In the General Election, the candidate receiving the most votes, subject to the qualifications established by this Chapter, shall be certified by the Guam Election Commission as having won election to the position of Attorney General. The Attorney General shall be sworn into and take office on the first Monday of the January following the General Election at which the Attorney General was elected and shall remain in office until the election and swearing in of a new Attorney General, unless removed from Office.

SOURCE: Law governing 5 GCA § 30101(b)

## *Public Auditor*

▫ *Qualifications*

- a) Must be a citizen of the United States and a resident of Guam for the five (5) years preceding his or her election;
- b) Must not have been convicted of a felony or suspended in any U.S. or non-U.S. jurisdiction by an ethics board overseeing the certified public accountant or attorney, as the case may be;
- c) Must either:
  - be a certified public accountant, or
  - be an attorney at law, or
  - have at least five (5) years of experience in the establishment or enactment of government budgets
- d) Must not declare a political party affiliation;
- e) Must not seek the endorsement or receive directly or indirectly financial or material support from a political party.

SOURCE: Law governing 1 GCA §§ 1903 & 1906

▫ *Term of Office*

The Public Auditor shall serve a term of four (4) years.

SOURCE: Law governing 1 GCA § 1903

## PRE-ELECTION DAY PREPARATION

### ▫ *How Elected*

The Public Auditor shall be elected by the voters of Guam in a General Election occurring at the same time as the General Election for Mayors. The candidate receiving the most votes, subject to the qualifications established by this Chapter, shall be certified by the Guam Election Commission as having won election to the position of Public Auditor.

SOURCE: Law governing 1 GCA § 1903

## *Consolidated Commission on Utilities*

### ▫ *Qualifications*

- a) Must be a registered voter of Guam;
- b) Must be at least twenty-five (25) years of age;
- c) Must have been a resident of Guam for at least five (5) years prior to the date of the election;
- d) Must not simultaneously serve as a Commissioner and an employee of the Guam Waterworks Authority, the Guam Power Authority, or the Public Utilities Commission, or simultaneously serve as a Commissioner and an unclassified or contracted employee of the government of Guam;
- e) Must not have been convicted of a felony, and must not have been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude, pursuant to §6110, Title 3, Guam Code Annotated.

SOURCE: Law governing 12 GCA § 79101

### ▫ *Term of Office*

Commissioner shall be elected to serve a term of four (4) years, commencing on the First (1st) day of January following their election.

SOURCE: Law governing 12 GCA § 79103(a)

### ▫ *How Elected*

The five (5) Commissioners of the Consolidated Commission on Utilities are elected at-large by the voters of Guam in a General Election.

SOURCE: Law governing 12 GCA § 79101

## *Guam Education Board*

### ▫ *Qualifications*

- a) Must be at least twenty-five (25) years of age;
- b) Must be a resident of Guam for at least five (5) years immediately preceding the date on which the member takes office and continuing throughout the term;
- c) Must not have been convicted of a felony, and must not have been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude, pursuant to 3 GCA § 6110.

SOURCE: Law governing 17 GCA § 3102.3(b)



# PRE-ELECTION DAY PREPARATION

## ▫ *Term of Office*

Each elected voting member shall serve for a term of two (2) years, commencing at 12:00 noon on the first Monday in January following their election.

SOURCE: Law governing 17 GCA § 3102.3(b)

## ▫ *How Elected*

Six (6) voting members shall be elected at-large at each General Election.

SOURCE: Law governing 17 GCA § 3102.3(b)

## ■ **Candidate's Packets**

### *Nominating Petitions*

Person(s) interested in pursuing an elected public office may pick up nominating petitions at the main office of the Election Commission.

## ▫ *Circulating Petitions*

Nominating petitions may be circulated by a candidate and/or by any other qualified person(s) of the candidate choice. For petitions to be accepted, each circulator must sign the "Certificate of Circulator" on the last page of the petition (Form EC). The GEC shall not accept any petition without the affirmation of the circulator.

## ▫ *Number of Required Signatures for Elected Office*

OFFICE	NUMBER OF SIGNATURES
Governor/Lt. Governor	500
Senator	250
Mayor	100
Vice Mayor	100
Non-Voting Delegate to U.S. House of Representatives	500
Attorney General	Not required
Public Auditor	Not Required
Consolidated Commission on Utilities	Not Required
Guam Education Board	150

### *Organizational Report*

Each candidate, committee, and political party shall file an organizational report no later than the earliest of the following applicable days:

- a) on or before the day of filing for nomination or election;
- b) by the tenth (10th) day after receiving any contributions for the next campaign in an aggregate amount of more than Two Hundred Fifty Dollars (\$250.00) or the making or incurring of any expenditure for the next campaign in excess of Two Hundred Fifty Dollars (\$250.00).

SOURCE: Law governing 3 GCA § 17106

## PRE-ELECTION DAY PREPARATION

### *Certification of Qualification*

Every person seeking nomination for any elected office shall submit a certification of qualification attesting to his/her qualification for the elected office he/she is seeking.

### *Declaration by Sponsors*

A declaration of candidacy may be filed with the Commission by any five (5) registered voters of Guam who jointly propose a candidate for I Liheslaturan Guåhan, or for any office, without the signature of that candidate. If the office to be filled is for a municipality or division thereof, only registered voters of the municipality or division concerned may so file a declaration of candidacy.

SOURCE: Law governing 3 GCA § 6106

### *Affidavit of Convicted Felon*

Every person seeking nomination for any elected office shall submit the GEC an Affidavit of Convicted Felon (Form EC-3H) attesting that they are not a convicted felon and have not been convicted of a crime of moral turpitude.

SOURCE: Law governing 3 GCA § 6110

### *Candidate Information Card*

Every person seeking nomination for any elected office must complete and file with the Commission a Candidate Information Card (Form EC-16). The Candidate Information Card shall contain:

- Name
- Elected Office Sought
- Mailing Address
- Date of Birth
- Telephone Number (Home and Work)
- Residence (Village)
- Email Address
- Name to Appear on Ballot
- Family Name/Nickname (20 Letters Maximum)
- Political Party (if applicable)
- Date Qualified as a Candidate
- Signature of Candidate

### ▪ **Public Official Financial Disclosure Act**

All candidates seeking an elected office, shall file their financial disclosure documents in accordance with Title 4 GCA Chapter 14



## PRE-ELECTION DAY PREPARATION

### ▪ Filing Candidacy

#### *When to File*

Notwithstanding any other provision of law, candidates for I Liheslaturan Guåhan, offices of I Maga'láhen Guåhan [Governor] and I Segundu Na Maga'láhen Guåhan [Lieutenant Governor], Washington Representative, Mayor and Vice-Mayor, shall file their nomination petition papers and all other required documents with the Commission no earlier than one hundred sixty (160) days before the primary election, and no later than ninety (90) days before the primary election. Notwithstanding any other provision of law, candidates for the Attorney General of Guam, Public Auditor, Guam Education Board and the Consolidated Commission on Utilities shall file their declarations of candidacy with the Commission no earlier than one hundred sixty (160) days before the general election, and no later than ninety (90) days before the general election.

SOURCE: Law governing 3 GCA § 6108

#### *Filing Fee*

All candidates – with the exception of those who are seeking the office of the Attorney General, Public Auditor, members of the Consolidated Commission on Utilities and Members of the Guam Education Board – shall file along with their nomination papers a fee of one hundred (100) dollars.

#### *Only Completed Packet Accepted*

The Guam Election Commission shall only accept completed Candidate Packets upon filing. The following forms must be filled out in order for the packet to be considered complete:

- Nominating Petitions (if applicable)\*
- Candidate Information Card
- Certification of Qualification
- Certification – Declaration of Candidacy (if applicable)
- Organizational Report (if not already filed)\*
- Public Financial Disclosure Statement
- Affidavit of Convicted Felon
- Police and Court Clearance
- Filing Fee (if applicable)\*

\*A packet submitted by persons sponsoring a candidate for an elected public office shall be accepted pending the acceptance of the candidate being sponsored. Upon acceptance, the remaining forms must be completed and filed with the Commission

SOURCE: Best Practice since 2000

## PRE-ELECTION DAY PREPARATION

### *Candidacy Decline or Acceptance*

Any candidate for whom a declaration of candidacy has been filed either by a political party or by sponsors may decline or accept to be a candidate by making known such declination or acceptance in writing to the Commission within two (2) workings days following the submission of nomination petition papers and all other required documents to the Commission by the sponsor(s).

SOURCE: Law governing 3 GCA § 6107

### ▪ **Election Campaign Contributions and Expenditures**

All candidates seeking an elected office, shall file their election campaign contributions and expenditures report in accordance with Title 3 GCA chapter 17

### ▪ **Public Financial Disclosure**

All candidates seeking an elected office, shall file their public financial disclosure report in accordance with Title 4 GCA chapter 13 and 6 GARR chapter 4.



# PRE-ELECTION DAY PREPARATION

## **Stakeholders**

The Executive Director may seek the assistance from the following stakeholders in the implementation of any regularly scheduled election:

### *Department of Public Works*

The GEC coordinates with the Department of Public Works (DPW) for the assistance with: 1) the transportation of ballot stocks and voting materials to their assigned municipal polling sites and 2) the transportation of precinct officials, ballot stocks, and voting materials to the Election Center.

### *Guam Power Authority*

Assistance is sought from the Guam Power Authority (GPA) to provide on-site power support at the Election Center in order to ensure that the power circuits remain uninterrupted during ballot tabulation.

### *Guam Police Department*

Assistance is sought from the Guam Police Department (GPD) to provide security for:

- Police escort of DPW buses while transporting election materials to and from the polling sites
- Police escort of Early Voting Ballots to and from the vote center
- Police presence at Early Voting Center
- Police presence at each municipal polling place
- Security at Election Headquarters
- Security at Election Return Center
- Police escort of cast ballots to the GEC's main office

### *Guam Department of Education*

The GEC collaborates with the Guam Department of Education (DOE) to utilize the Guam Public Schools as polling sites for each municipality on Election Day.

### *Superior Court of Guam*

A standby Judge is needed on Election Day in the event that a voter or challenger wishes to appeal the decision of the Commission in the process of challenging a voter. In any election, the GEC shall request that a standby Judge be provided by the Superior Court of Guam.

## **■ Publications**

### *Notice of Polling Place Location and Hours*

Not less than thirty (30) days prior to the date set for any election, The Commission shall designate, announce, and publish the official polling sites and the official precincts, along with the alphabetical range assigned to each precinct where the ballots are to be cast in such election. In the case of a runoff election, the polling places and precincts shall be the same as in the election precipitating the need for a runoff, unless determined otherwise by the Commission.

SOURCE: Law governing 3 GCA § 4101

## PRE-ELECTION DAY PREPARATION

### *Notice of Election; Publication, Posting*

At least thirty (30) days before the date for holding the election, the Commission shall prepare and transmit to each municipal mayor a notice, in writing, designating the office for which candidates are to be nominated at the election, and state the time, date, and the place where the election voting will be held.

Within ten (10) days after transmitting the notice to the municipal mayors, the Commission shall cause notice of the election to be posted in three (3) conspicuous public places in each of the municipal districts of Guam, and to be published at least three (3) times in a newspaper of general circulation in Guam. The notice shall state the time, date, and place where the election voting will be held, together with the offices for which candidates are to be nominated and elected.

SOURCE: Law governing 3 GCA § 15202

### *Publication of All Candidates and Offices*

The Guam Election Commission is to publish the names of all candidates and the offices for which they have declared their candidacy after each filing deadline. The filing deadlines for each office are as follows:

#### **Ninety (90) Days before the Primary Election:**

- Governor/Lieutenant Governor
- Senator
- Washington Representative
- Mayor/Vice-Mayor

#### **Ninety (90) Days before the General Election:**

- Public Auditor
- Attorney General
- Guam Education Board
- Consolidated Commission on Utilities

SOURCE: Law governing 3 GCA § 6108

### *Publication of Sample Ballot*

At least twenty (20) days before any election, the Commission shall certify to the printer the sample ballot with the names of the nominees thereon in the same order and manner as they will appear on the official ballot, and immediately thereafter cause a true copy of the same to be published at least once in a daily paper of general circulation. The ballot, as published, shall be identical to that used for voting, except for the substitution of the word "Sample" where the word "Official" shall appear upon the election ballot, and may be reproduced for voter instruction in colors contrasting with official ballots.

SOURCE: Law governing 3 GCA § 7104



## PRE-ELECTION DAY PREPARATION

### *Publication of Members of Precinct Board*

The Commission shall publish the names of the members of the precinct boards in a newspaper of general circulation published in Guam at least two (2) times, the last publication to be not less than one (1) day before the day of any election.

SOURCE: Law governing 3 GCA § 4108

### *Publication for Special Election*

Upon receipt of the special election proclamation, the Commission shall cause a copy to be published in a newspaper of general circulation, and to be posted in each municipality where such special election will take place, at least twenty (20) days before the scheduled date of the election.

SOURCE: Law governing 3 GCA § 5105

## ■ Site Inspections

### *Polling Places*

The Guam Election Commission (GEC) Executive Director will send a letter to the Guam Department of Education (DOE) Superintendent or solicit any private property owner requesting use of the Guam public schools or private property as polling locations for the upcoming election. The correspondence should be sent out at least six (6) months prior to the Primary Election. The GEC staff, upon approval of the Superintendent or private property owner, shall visit each polling place no later than 60 days prior to any primary election. The staff will meet with the principal, designated staff member, or private property representative of each facility to be used as a polling location to finalize and confirm rooms or spaces that will be designated for each precinct. Each room to be used as a polling site should meet the following minimum criteria:

1. There should be adequate Accessible Parking spaces (one accessible parking space for every 25 spaces).
2. The room used should be at a reasonable distance from the parking area.
3. Rooms should be on the same level as the parking area. If the facility being used is multi-level, there should access ramps available for persons with disabilities. The ramp to be used should be in compliance with the Americans with Disabilities Act. (one foot run: one inch rise).
4. There should be adequate lighting along the path of travel to and from the parking space and polling area.
5. Restrooms should be at a reasonable distance from the polling area.

The school principal or private property representative should designate a poll maintenance worker whose responsibility will be to ensure that the entrances to the polling sites will be opened no later than 6 a.m. Election Day. That person will be compensated by the GEC.



# PRE-ELECTION DAY PREPARATION

Prior to Election Day, the GEC staff will set perimeter boundaries for electioneering. The boundaries shall be set in accordance with Title 3 of the Guam Code Annotated. The solicitation of any private facility shall be done in accordance with the Guam procurement law.

SOURCE: Best Practice since 2004

## *Polling Place Accessibility*

Attention needs to be given to the special needs of voters with disabilities. It is important to examine the entire polling place, from the parking lot to the entrance of the polling place to the voting area, to assess any areas where temporary accommodations may be needed. The GEC.

Some common problems to look for:

1. If there is an alternate entrance used by voters with disabilities, the pathway to the accessible entrance should be clearly marked and a sign posted at the primary entrance directing voters with disabilities to the accessible entrance.
2. Be sure that if off-street parking is available at the polling location, that any accessible parking spots are marked with appropriate signs and access aisles are clearly designated.
3. Some doors are too heavy to be opened by the elderly or voters with disabilities. Such doors should have automatic openers or should be left open, if designated as the accessible entrance.
4. A voting booth that is accessible to electors in wheelchairs must be set up. This booth must be at least thirty (30) inches wide with a writing surface between twenty-eight (28) and thirty-four (34) inches high in order to meet accessibility standards. A wheelchair accessible table may meet this requirement if supplemented with a curtain.
5. Accessible equipment must be set up in the accessible voting booth in a manner ensuring privacy for voters choosing to use the equipment.

## ▪ **Equipping the Polling Place**

The Guam Election Commission is responsible for developing a layout for each of the polling places in accordance with 3 GCA § 9103 (i.e. The precincts shall be arranged so that neither the ballot boxes nor tables on which they are placed shall be hidden from the view of voters outside the guard-rail, rope or other barricade). Prior to any election the Commission shall solicit the assistance of the Department of Public Works of the government of Guam to utilize its labor force for the preparation of the polls.

## *Layout*

Prior to Election Day, the GEC officials should consult with the school principals and Poll Maintenance Workers as to the layout of the polling place. It is important to be familiar with the flow of traffic and take a critical look at the polling place, to make sure it will be accessible for all voters, including those with disabilities.



# PRE-ELECTION DAY PREPARATION

When planning the layout of the polling place, consider the following:

## *Voting Booths*

- Every polling location is required to be able to service a minimum of eight (8) voters at a time.
- One booth must be at least thirty (30) inches wide with a writing surface between twenty-eight (28) and thirty-four (34) inches high in order to meet accessibility standards.
- Precinct Officials must be trained to properly assemble all voting booths and curtains.
- Booths must have a surface on which to write and be sufficiently enclosed to ensure privacy for the elector. It is important to remember that the accessible booth must also be sufficiently enclosed to ensure privacy for the elector. This can be achieved by using a privacy shield or by positioning the booth/equipment so that it is facing away from the view of the room.
- Appropriate marking devices (pencils, pens, etc.) for use with the voting equipment, if any, must be provided.

## *Ballot Boxes*

- One ballot box is required for each type of ballot used in the election.
- The boxes should be clearly labeled to indicate its designated precinct and the ballots (i.e. partisan and nonpartisan) that are to be deposited in them.
- There should be a suitable lock for each ballot box.

## *Tables and Chairs*

- Ensure that there are enough tables and chairs for election officials to conduct their work, as well as adequate seating for voters waiting to be serviced.

## *Signs*

- Traffic in the polling place can be improved by posting "Enter" and "Exit" signs. In addition, signs marking the accessible path should be prominently posted and easy to read from the parking lot.
- Directions that instruct voters on how to mark ballots, provide proof of identification and sign the Election Day rosters can make the check-in process more efficient. (NOTE: These signs are to be distributed in the supply boxes on Election Day).

## *A Designated Poll Watcher Area*

- The Poll Watcher area must be in the polling site at least eight (8) to ten (10) feet from the ballot box(es).

SOURCE: Rule governing 6 GARR § 1202

# PRE-ELECTION DAY PREPARATION

## ▪ Ballots

### *Blank Ballot Inventory*

The GEC shall maintain a minimum inventory to cover an island-wide election based on the current registration with an increase factor of fifteen percent.

Prior to an election cycle, the GEC shall order a sufficient number of ballots to cover the Primary, General, and possible Run-off Elections. Ballot orders should be made at the start of the fiscal year to ensure the ballot stock will be received well in advance of upcoming election.

### *Ballot Design/Name Placement on Ballot*

The ballot layout shall be submitted to legal counsel to ensure compliance with the requirements of Title 3 GCA. Once reviewed, the ballot design and layout shall be forwarded to the GEC Board of Commissioners for approval and adoption.

Candidates will draw numbers at random to determine the order in which their name will appear on the ballot. Each candidate shall have the opportunity to review and verify how their name and additional identifiers will appear on the ballot. Any corrections or adjustments may be made during the ballot placement drawing.

SOURCE: Law governing 3 GCA §§ 7105 & 7106

### *Ballot Printing*

The ballot printing process shall only commence once the GEC Board of Commissioners has approved the ballot layout. Upon approval of the ballot layout, the Executive Director shall approve the ballot layout for printing.

### *Proofing*

- The ballot used is the current form
- The ballot contains only the offices up for election
- All office titles are correct, spelled correctly, and in the correct order
- All candidates' names are spelled correctly and are in the correct order
- The form of each candidate's name reflects the candidate's desire as indicated on the Candidate's Information Card
- The Guam Election Commission's Executive Director will approve final ballot proof before print.



## PRE-ELECTION DAY PREPARATION

### *Printing*

- The number of ballots printed shall be two percent (2%) greater per precinct than the number of registered voters at the time of printing.
- One hundred (100) ballots shall be reserved for absentee and early voting.
- Access to electronic ballot files shall be restricted to authorized staff only.
- All printed ballots shall be hand-counted, with the total and print date recorded in a log.

**NOTE:** There shall be at least two (2) GEC Staff present during the Proofing and Printing process at all times.

### *Completion of Printing*

- When all of the printing is complete, 100 ballots from each precinct will be placed in separate folders and labeled accordingly. These ballots will be used for absentee/early in-office voting. 5 ballots will be used as a test deck for the public testing of the tabulators the night before an election.
- The remaining ballots will then be counted, packaged and labeled according to their precincts, corresponding stock numbers, and quantity.
- The packaged ballots will be placed in their ballot boxes and secured in the GEC's main office until distribution.
- Once the printing of all ballots have been completed, the GEC shall prepare and present to the Board a final inventory sheet reporting on the total number of ballots printed to include: damaged ballots, ballots apportioned for absentee, ballots apportioned for coding, ballots apportioned for test election, and ballots to be distributed to each precinct.

### *Printing of Provisional Ballots*

The Commission will provide provisional ballots to each precinct in accordance with 3 GCA § 14102. The provisional ballot is printed with a different color ink and paper with the words "Official Provisional Ballot" printed across the top.

**SOURCE:** Rule governing 6 GARR § 1401

# PRE-ELECTION DAY PREPARATION

## *Pre-Election Ballot Security*

The Commission shall designate a secured area in which the ballots, both marked and unmarked, will be stored. The secured area should have an access control system that maintains a log of who accesses the area. Access will only be granted when there are at least two staff members scan into the system. At no point in time should the area be accessed by only one staff member. This area should also have 24-hour CCTV monitoring.

## ▪ **Election Day Supplies and Materials**

The Commission shall prepare a supply inventory sheet (Form EC-12) listing the materials delivered to each precinct. The supplies and materials should include but not be limited to:

- Election Manual highlighting the duties and responsibilities of the precinct members
- Election Headquarters contact information
- Ballot Box(es)
- Precinct Signs
- Voter Signature Roster
- .
- Sample Ballots
- Voter Instruction
- Voting Booths

SOURCE: Rule governing 6 GARR §§§ 1201, 1210 & 1216 (1)

## ▪ **Ballot Counting Devices**

Prior to any election in which the GEC's ballot scanner and tabulators are to be used, the GEC will contact the tabulator vendor to seek assistance in the preparation of the machines. The vendor should send a certified technician to ensure that each machine is operating properly and efficiently. GEC staff will take inventory and replace any supplies needed (compressed air can, rubbing alcohol, cotton swabs, paper, etc.) Each machine used should have an accompanying maintenance log that should include the date, a description of the work performed on the machine, and who performed the work.

## ▪ **Inspecting Ballot Boxes and Supply Boxes**

Prior to any election, GEC staff should verify the total number of official ballots issued to the various precincts and ensure that each ballot stock number corresponds to the correct precinct labeled on the ballot box. GEC staff should input all pertinent information on the EC-16 form, the Ballot Box/Supply Box/Ballot Transfer Record form. The supplies should be crossed-checked using the Supply Inventory Sheet, Form EC-12.



# PRE-ELECTION DAY PREPARATION

## ▪ Election Return Center Preparation

The Commission shall maintain within Guam an Election Return Center for the tabulation of votes and publication of returns.

SOURCE: Law governing 3 GCA § 11108

### *Entrance/Exit*

There should be a designated area for precinct officials to enter and exit the tabulation center. At the entrance, there should be a check-in station utilized by GEC staff to verify all officials entering.

### *Ballot reconciliation section*

There should be ample space for precinct officials to review and account for all ballots and supplies issued to them in the morning. There should also be a designated area for GEC staff to assist any precinct officials in this process should they have any questions regarding the process.

### *Supply Return Section*

There should be a designated area for the GEC staff to ensure that all supplies issued are returned to the GEC. This area should have sufficient space to store the supplies during the tabulation process.

### *Tabulation Section*

The area designated for tabulation should have limited access to only the GEC Commissioners, staff, and deputized tabulation clerks. There should be a designated area within the tabulation section for precinct officials to surrender all cast ballots and for GEC officials to acknowledge receipt on the chain of custody form issued to the officials in the morning.

If it is determined that the GEC will use its mechanical tabulation equipment, there should be sufficient power sources to run the machines. These power sources should be on different power circuits to prevent overloading the circuit and compromising the tabulation process.

There should also be a designated area for the GEC Board of Commissioners to convene a meeting to discuss Election Day matters and resolve ballots with any issues.

### *Ballot Replication Section*

There should be a designated area for GEC Commissioners to meet to discuss what actions are to be taken regarding questionable and damaged ballots. The Ballot Replication Section shall be within the tabulation section in plain view. The following supplies and materials shall be provided in the ballot replication section:

- A ballot control log
- Unmarked ballots for each precinct
- Empty ballot box with lock and key
- Envelopes

Best Practice since 2000

# PRE-ELECTION DAY PREPARATION

## *Observation Section*

There should be a restricted area for designated political party officials and media outlet members to observe the tabulation process.

## *Security of Election Return Center*

Access to the Election Return Center should be restricted to authorized personnel and representatives of the two political parties and media partners. The Executive Director shall solicit the assistance of the Guam Police Department for the security of the Election Return Center.

### ▪ **Test Election – Security and Testing of Ballot Counting Devices**

Prior to any Election in which ballots will be tabulated using an electronic scanner, the GEC will conduct public logic and accuracy test to ensure there are no errors in the programming. The executive director shall inform the chairpersons for each political party as well as invite the public to the test.

## *Logic and Accuracy Testing procedures*

To test scanner accuracy, GEC staff shall prepare a test deck using at least five (5) pre-marked ballots per precinct. The ballots will be hand-tabulated, and results compared to the scanner's output.

## *Public Testing of Scanners*

Prior to scanning any ballots, the operators of each scanner will clear all results and print the results showing zero (0) votes to be certified by the GEC board. The test deck ballots will then be scanned, and compared to the hand-tabulated results. The board shall certify that the results match. Media and party representatives may observe the entire process.



# ABSENTEE VOTING

## ▪ **Qualifications for Voting Absentee**

Any qualified voter of the territory of Guam may, as provided in this chapter and subject to the conditions of this section, vote at an election by absentee ballot if he/she will be prevented from personally going to the polls and voting on Election Day because of:

- a) The conduct of his business or due to other necessary travel, or
- b) Illness or physical disability, or
- c) Service in the Armed Forces or Merchant Marine of the United States, or
- d) Employment with the government of Guam, or
- e) Attendance at an institution of learning, or
- f) Employment in the service of the United States or any Federal agency, or
- g) Accompanying a spouse who is engaged in any activity listed (a-f), above

SOURCE: Law governing 3 GCA § 10101

The Commission decided that residents of Guam leaving the island on a vacation would be considered eligible to vote via absentee ballot under “necessary travel” as stated in 3 GCA §10101

SOURCE: Board Policy 6/3/1974

## ▪ **Classifications of Absentee Voters**

For reporting purposes, all Absentee Applicants are categorized under one of the following:

*Off-Island Voters* are any qualified voters who is not physically present on Guam to vote at the polls on Election Day due to the conditions provided in 3 GCA §10101

*UOCAVA Voters* are (1) members of the uniformed services on active duty and the merchant marine who, because of their membership in the service, are absent from their place of residence, and are otherwise qualified to vote; (2) the spouses and dependents of these uniformed services voters who are absent due to the member's active duty or service and (3) qualified voters or merchant marine who reside outside of the United States.

SOURCE: Law governing 2009 MOVE Act

*Early In-Office Voters* are any qualified voters who may vote by Absentee Ballot in the Commission's office no more than thirty (30) days or less than five (5) day before the day of election, in accordance with 3 GCA §10107

*Homebound Voters* are any qualified voters on Guam who is unable to physically present himself at the poll on Election Day due to conditions in 3 GCA §10101 (b).

# ABSENTEE VOTING

## ▪ Absentee Application

### *EC-23 Form – Absentee Application*

This form is used by the GEC as a request for an Absentee Ballot for those unable to be at the polls on Election Day. In the event that the applicant is not a registered voter, the absentee application shall serve as a registration form. The applicant application shall be duplicated and attached to the applicants Affidavit envelope upon receipt by the GEC.

SOURCE: Law governing 3 GCA § 10103

### *Standard Form 76 – Federal Post Card Application*

This Form is issued by the United States Postal Service, Federal Election Commission and any Voting Officer of the Armed Forces of the United States and will be completed by Federal Government employees, Military personnel and their dependents. The Standard Form 76 may be used as a registration form if the applicant is not registered.

SOURCE: Board Policy 10/16/1984

## ▪ Ballot Inventory

The Commission shall maintain an inventory detailing the amount of absentee ballots received from the printers, the amount of absentee ballots used, unused, and spoiled during the Off-island, Homebound, and In-Office voting process.

SOURCE: Public law 31-61 Section 3 (b)(3)

## ▪ Form of Absentee Ballot

The absentee ballot may, but need not be, in the same form as the regular ballot used in the election. For off-island absentee voters, uniformed and overseas citizens voting absentee, the Commission shall inform such absentee voters of the option to request to receive an absentee ballot electronically by email transmission and provide electronic mail and cost free telephonic contact information to such voters so that those voters may make the request to the Guam Election Commission. Absentee ballots shall be mailed or transmitted by email to absentee voters in the manner requested, within forty-eight (48) hours of request or within forty-eight (48) hours, except Sundays, of certification of the ballots, whichever is later.

SOURCE: Law governing 3 GCA § 10108

## ▪ Review

All absentee applications received by the GEC shall be reviewed by GEC staff and, upon review, are subject to approval or disapproval by the Executive Director. Any absentee applications that are rejected are to be presented to the GEC's Board of Commissioners for further review.

SOURCE: Board Policy 10/2/1974



# ABSENTEE VOTING

## ▪ **Early In-Office Voting**

The Commission shall not more than thirty (30) days nor less than five (5) days prior to any election conduct Early In-office voting for any voter wishing to vote by way of absentee as prescribed in 3 GCA §10101. The commission shall determine the location, time, duration, and specific days on which Early In-office voting will be held.

SOURCE: Law governing 3 GCA § 10107

### *Early In-Office Security*

The Guam Election Commission (GEC) shall solicit the assistance of the Guam Police Department or any other public safety agencies to ensure the security and safety of ballots and voters. The requested services shall include but not limited to:

- a) Providing security escorts for the transportation of marked and unmarked ballots.
- b) Stationing security personnel at vote centers to maintain order and voter safety.

The GEC shall coordinate with the designated law enforcement agencies in advance to confirm security and ensure proper implementation of safety measures throughout the early in-office voting period.

### *Early In-Office Notice*

The Guam Election Commission shall prior to the start Early In-Office period publish in a general circular and on its website a notice of Early In-Office Voting. The Notice shall include but not limited to:

- a) Location of vote center
- b) The days and times when Early In-Office will be available
- c) Deadline for Early In-Office Voting
- d) Any additional information relevant to Early In-Office Voting

The notice shall be made with sufficient time to inform the public and allow for participation during the Early In-Office period.

### *Log Book*

The Commission shall maintain a log of all Early In-Office voters who cast their absentee ballot with the Commission. The Log shall contain the voter's:

- Name;
- Date of Birth;
- Signature;
- Mailing Address;
- Voting District; and
- Date the Voter Voted

# ABSENTEE VOTING

## *Early In-Office Application*

Any voter intending to vote during the Early In-Office Voting period must complete an application to vote, in accordance with 3 GCA §10107(a). The application must prominently display the following statutory provisions:

- a) 3 GCA § 8203 – Unlawful Registration as a Crime
- b) 3 GCA § 8216(b) – Fraudulent Voting
- c) 3 GCA § 8126(d) – Fraudulent Voting

Election officials must ensure that each voter completes and submits the application before receiving a ballot. The completed applications shall be properly recorded and stored in accordance with the GEC's retention schedule.

SOURCE: Law governing 3 GCA § 10107 (a)

## *Early In-Office Affidavit*

Any voter intending to vote during the Early In-Office Voting period must complete an affidavit to vote, in accordance with 3 GCA §10107(b). The application must prominently display the following statutory provisions:

- a) 3 GCA § 8216(b) Fraudulent Voting
- b) 3 GCA § 8126(d) Fraudulent Voting
- c) 3 GCA § 10107 Early In-Office Absentee Voting
- d) 3 GCA § 10111 Marking Ballot
- e) 3 GCA § 10112 Taking and subscribing Oath
- f) 3 GCA § 1113-Officers Before Whom Voter May Appear

Election officials must ensure that each voter completes and submits the affidavit before receiving a ballot.

## ▪ **Vote Center**

The Guam Election Commission shall solicit the use of any public or private facility to serve as the voting location during the Early In-Office period. Any solicitation of a private facility shall be done in accordance with the procurement laws of Guam. The facility should adhere to the minimum criteria for polling place and polling place accessibility as outlined in the "site inspection" section of this manual.

## *Accessible Voting at Vote Center*

Accessible Voting shall be available for individuals who are unable to physically enter the polling site. The Guam Election Commission (GEC) must designate an area within the Vote Center for Accessible Voting operations. This area must be near a parking location to ensure convenience and ease of service for voters requiring accommodations.

### *Procedures:*

1. The voter arrives and parks in the designated accessible voting stall.
2. An election official verifies the voter's identity and takes their identification to the Accessible Voting operation area for processing.



## ABSENTEE VOTING

3. Two election officials retrieve the voter's ballot, Early Voting Application, and Affidavit Envelope, then escort these materials to the voter's vehicle.
4. The voter shall verify the information on Early Voting Application and Affidavit Envelope is complete and accurate.
5. Upon completion of the Early Voting Application and Affidavit envelope, the Election official reads aloud the ballot instructions and then allow the voter mark their ballot from within their vehicle.
6. Once voting is complete, the ballot is placed inside the Affidavit Envelope, which an official seals and signs the Affidavit envelope in front of the voter.
7. Two officials shall escort the sealed Affidavit Envelope containing the voter's marked ballot to the Accessible Voting operation area to be placed into a locked ballot box for secure storage.

All steps must follow election security protocols to ensure the integrity and confidentiality of the voter's ballot.

### ▪ Homebound Voting

The Commission shall not more than thirty (30) days up to the closing of the polls on Election Day conduct Homebound voting for any voter wishing to vote by absentee as prescribed in 3 GCA §10101 (b).

#### *Homebound Representative*

The Commission shall solicit to the chairpersons of each political party the names of the representatives who is to accompany the Deputized Homebound Officials. The Homebound Voting process shall be conducted with one (1) deputized homebound official and one (1) Homebound Representative from each political party. If in the event a political party representative is unable to witness the Homebound voting process, two (2) Deputized Homebound Officials may carry out the Homebound voting process.

#### *Guideline for Homebound Representatives*

The following guidelines for Homebound Representatives shall be strictly adhered to during the Homebound Voting process. Homebound Representatives:

- Shall be identified along with the political party they represent;
- Shall not wear any political paraphernalia in support of or against any candidate or initiative question;
- Shall not interfere at any time with the duties of the Deputized Homebound Official;
- Shall not solicit a vote or speak with a voter regarding the marking of their ballot; and
- Shall not have any access to marked or unmarked ballots

Failure to comply with any of these rules, shall result in the immediate removal of the Homebound Representative or Deputized Homebound Official.

# ABSENTEE VOTING

## *Solicitation of Hospitalized Voters*

Prior to any election, the Commission shall solicit from the Guam Memorial Hospital, U.S. Naval Hospital Guam, and the Guam Regional Medical Center a list of patients who will be prevented from going to the polls on Election Day due to an illness or disability.

SOURCE: Best practice since 2000

## ▪ **Spoiled Ballot Procedures**

Any voter who spoils his or her ballot can request another ballot. Before issuing the voter another ballot, however, the GEC Official or Deputized Homebound Official are to take the spoiled ballot from the voter and deface it by writing a large "X" in ink and place it into the designated (partisan or non-partisan) Spoiled Ballot Envelope. All spoiled ballots shall be counted and placed and sealed in an envelope endorsed "Spoiled Ballots, all spoiled ballots received from In-Office or Homebound voters shall be recorded and placed under lock and key after every business day.

SOURCE: Law governing 3 GCA § 9138

Any voter who spoils a ballot may return it to a member of the precinct board and receive another in its place, one (1) at a time, not to exceed three (3).

SOURCE: Law governing 3 GCA § 9137

## ▪ **Security of Absentee Ballots**

Immediately at the end of every business day, the Commission shall secure under lock and key with limited access all Off-island, Homebound, and Early In-Office absentee ballots received that day. A log shall be maintained detailing the names of the absentee voters and the date in which their ballot(s) were received.

Not less than one (1) day prior to any election, the Commission shall record all absentee ballots received on the Absentee Ballot Transfer Receipt Form EC-15 to be distributed to the precincts.

## ▪ **Absentee Ballots Received Ten (10) Days After**

The Commission shall continue to receive off-island absentee ballots up to the close of business on the tenth (10th) day after an election. The Commission shall continue to keep a log for all absentee ballots received during the ten (10) day period, detailing the names of the absentee voters and the date in which their ballot(s) were received. All ballots received shall be stored under lock and key with limited access until they are needed for tabulation.

SOURCE: Law governing 3 GCA § 10114



## ABSENTEE VOTING

### ▪ Status Reports

#### *Absentee Status Report to Voters*

The GEC shall prepare a report on the status of absentee voters' applications. The report shall include application receive date(s), approval or disapproval, and ballot status (i.e. ballot sent, ballot received). The report shall be made available for applicants to review.

Should an applicant's application be disapproved or pending information, the GEC shall contact them within forty-eight (48) hours informing them of their application status.

#### *Status Report on Absentee Applications and Ballots (EC-25)*

This is a report that shows the number of Absentee Applications that have been received, approved, pending and requests that are canceled. It also reports the number and type of ballots sent out to the applicants. (The report will consist of Off-island, In-Office, and Homebound applications and ballots).

# POST ELECTION DAY

## ▪ Dates of Election

### Primary Election

The primary shall be conducted at the polling place or places determined by the Election Commission in each district on the first Saturday of August in every even-numbered year.

SOURCE: Law governing 3 GCA § 15201

### *General Election*

The General Election is held throughout Guam on the Tuesday next after the first Monday in November in each even-numbered year.

SOURCE: Law governing 3 GCA § 1106

### *Runoff Election*

Runoff Election means an election held subsequent to a general election pursuant to the provisions of §§ 1422 and 1712 of Title 48 of the United States Code.

SOURCE: Law governing 3 GCA § 1111

Upon the Commission determining that a runoff election is required, the Commission shall order and conduct a runoff election to be held on the fourteenth (14th) day following the date of the election which precipitated the need for the runoff. The Commission shall publish notice of the runoff in a newspaper of general circulation on Guam at least four (4) times, with the last one being issued on the runoff date.

SOURCE: Law governing 3 GCA § 13105

### *Postponement of an Election*

If for some serious cause resulting from any natural phenomenon, or act of God, or of public enemy, it become reasonably impossible to hold any election duly scheduled on Guam as a whole, or in any municipality or municipal division, I Maga'lahaen Guåhan or I Liheslaturan Guåhan with the advice and consent of I Liheslaturan (the Legislature), upon recommendation of the Commission, may postpone any such election therein for such time as they may deem necessary, but in no event shall such postponement exceed thirty (30) days from the date when such election should have been held. If additional time is necessary, the election may be postponed pursuant to the manner described in this Section.

SOURCE: Law governing 3 GCA § 5103

### *Proclamation for Special Election*

At least thirty (30) days before any special election, I Maga'lahaen Guåhan shall publish an election proclamation, and transmit copies to the Commission. The proclamation shall contain a statement of the date and time of election, and of the office or offices to be filled.

SOURCE: Law governing 3 GCA § 5104



## POST ELECTION DAY

### ▪ **Delivery of Ballots, Machines, and Supplies**

A Ballot Box/Supply Box and Ballot Transfer Record (Form EC-16) must accompany ballot boxes to each precinct. The Precinct Leader, or in his or her absence, any of the four precinct clerks, shall immediately conduct an inventory of the number of ballots received and compare the total number counted with the number shown on Form EC-16. If for any reason the numbers do not agree, the official shall show the actual count received on Form EC-16. The Form EC-16 must be returned to the Commission's voter/ballot clearance officer at the tabulation center. The Commission shall also prepare a Supply Inventory Sheet (Form EC-12) listing materials delivered to each precinct. The Precinct Leader is designated, or, in his or her absence, any of the four precinct clerks, to receive and sign the receipt for the materials sent by the Commission. A Precinct Official shall conduct an inventory. If for any reason the numbers in Form EC-12 differ from the inventory, the precinct board shall show in the Form EC-12 the actual numbers of supplies received. The Form EC-12 shall be submitted to Election Commission staff at the tabulation center.

SOURCE: Rule governing 6 GARR § 1201

### *Roster and Tally List*

The Roster and Tally list provided to each precinct shall contain the following voter information:

- Name;
- Date of Birth;
- Address;
- A line designated for the voter's signature.

The Commission may, at its discretion, provide each precinct with a machine or electronic device containing a digital copy of the Roster and Tally list, provided that the device is capable of capturing and recording a voter's signature in a secure and verifiable manner.

SOURCE: Rule governing 3 GCA § 9116

### ▪ **Polling Places**

#### *Setting up Polling Places*

Before the opening of the polls, precinct officials should take the time to ensure that the polling place is set up correctly in accordance with the layout provided by the Guam Election Commission and that they have all the necessary supplies. The way a polling place is set up affects how easy it will be for precinct officials to perform their tasks and for voters to cast their ballots. Proper polling place set-up is vital to ensuring that Election Day runs as smoothly as possible.

- *Voting Booths*
  - Booths are required to be placed apart from other activities such as checking in and registering.
  - All booths must be placed together in the same vicinity, including booth(s) containing the accessible voting equipment.

## POST ELECTION DAY

### ▫ *Signs*

- Precinct officials are to post one (1) Voter Instruction sign inside each voting booth.
- The following signs shall be posted throughout the precinct:
  - Precinct Signs (\*to be posted at the entrance of the precinct)
  - Voter Instruction
  - Sample Ballot (\*to be posted at the entrance of the precinct)
  - Voter Assistance
  - 100% I.D. Check
  - No Media Beyond This Point (\*to be posted at entrance of the precinct)
  - Provisional Ballot Guidelines
  - No Loitering
  - No Electioneering
  - No Smoking

### ▫ *Barricades*

A guard-rail, rope or other form of barricade shall be assembled, constructed or arranged and placed so that only those persons who are inside the barricade can approach within six (6) feet of the ballot boxes, booths, tables or other facilities set up for voting.

SOURCE: Law governing 3 GCA § 9113

### ▫ *Exhibiting the Ballot Box*

Before receiving any ballots, the precinct board shall, in the presence of any voters already assembled at the polling place, display the locked ballot box. Thereafter, the ballot box shall not be removed from the polling place or from the presence of any voters until the polls are closed.

SOURCE: Law governing 3 GCA § 9115

## *Prohibited Activities*

Members of the Precinct Board shall ensure that the following prohibited activities are adhered to within the precinct:



## POST ELECTION DAY

- Wearing any election paraphernalia (i.e. shirts hats, buttons, etc.) related to candidates, parties, or referenda that are intended to influence the election.
- Interacting with voters while in the voting booth except when asked to provide assistance in marking their ballot.
- Watching voters mark their ballots
- Having conversation about candidates, parties or ballot questions
- Using cellphones for voice calls while in the voting area
- Using video or still cameras to record how any voter has voted
- Solicitation in the voting area

SOURCE: Law governing 3 GCA § 9111

### *Electioneering*

Electioneering is any activity intended to influence voting at an election. No person shall do any electioneering on Election Day within one hundred (100) feet of any entrance and/or exit of any polling place. In the case of a school, the entrance is hereby defined as the entrance gate, if the school is fenced. The Commission may, on a case-by-case basis and limited to the election then forthcoming, create an exception to this Section through resolution in order to safely conduct the election. Notices identifying the newly set perimeter also shall be clearly posted at the polling place(s) affected.

SOURCE: Law governing 3 GCA § 9112

### *Solicitation of Votes at Polling Place Prohibited.*

Enforcement of 3 GCA § 9112 rests with the Precinct officials and the Guam Police Officer assigned to the precinct. Anyone who has actual knowledge of any person soliciting votes on behalf of any candidate or speaking against any candidate should report the violation to a member of the precinct board. "Polling place" refers to the whole area where voting takes place including entire grounds of schools or other public buildings utilized as a polling place.

SOURCE: Rule governing 6 GARR § 1209

### *Absence of Precinct Official*

In the event a Precinct Clerk or the Leader fails to appear on Election Day, a precinct official should immediately notify the Commission for the vacancy to be filled. The Precinct Leader shall use Form EC-18, Record of Poll Status / Precinct Official Report, to document the name of any Precinct Official who fails to report on Election Day, record the substitute's name, and make notations regarding any unusual situations that may arise. (Form EC-18 is also the form to document the time the polling place was declared open.) The Precinct Leader shall also record in the Precinct Log Book the name of the absent precinct official and the name of the person who filled that vacancy.

SOURCE: Law governing 3 GCA § 9117



## POST ELECTION DAY

### ▪ Before the Polls Open

All Precinct Officials shall report on Election Day to their assigned precincts no later than 6:00 a.m. As polls will be open an hour after arrival at the polling place, it is imperative that Precinct Officials work diligently and cooperatively as a team to be ready at 7:00 a.m. when voting officially begins.

- The assigned transport officer or the accompanying Guam Police Officer will hand to each precinct two (2) ballot boxes and a sealed supply box. If the ballot boxes and the sealed supply box are not delivered by 6:30 a.m., a Precinct Official must call Election Headquarters immediately. In this case, Precinct Officials can anticipate a delay in declaring the polling place open and should be prepared to document the reason or cause for any delay.
- A Ballot Box/Supply Box and Ballot Transfer Record (Form EC-16) must accompany ballot boxes to each precinct. The Precinct Leader, or in his or her absence, any of the four precinct clerks, shall immediately conduct an inventory of the number of ballots received and compare the total number counted with the number shown on Form EC-16. If for any reason the numbers do not agree, the official shall show the actual count received on Form EC-16. The Form EC-16 must be returned to the Commission's voter/ballot clearance officer at the Election Return Center.
- The Commission shall also prepare a Supply Inventory Sheet (Form EC-12) listing materials delivered to each precinct. The Precinct Leader is designated, or, in his or her absence, any of the four precinct clerks, to receive and sign the receipt for the materials sent by the Commission. A Precinct Official shall conduct an inventory of all supplies and materials received. If for any reason the numbers in Form EC-12 differ from the inventory, the precinct board shall show in the Form EC-12 the actual numbers of supplies received. The Form EC-12 shall be submitted to Election Commission staff at the Election Return Center.

SOURCE: Rule governing 6 GARR § 1201

- Precinct Officials must wear identification badges at all times. There will be a badge for each Precinct Official. Extra badges shall be available for substitute Precinct Officials if necessary.

### *Counting Supply of Ballots:*

- Retrieve the Ballot Inventory Sheet Form EC-13 and Ballot Inventory Sheet (Provisional) Form EC-13P.
- Retrieve ballot packages and place aside with Forms EC-13 and EC13P. Packages are:
  - One (1) labeled Partisan;
  - One (1) marked Non-Partisan;
  - One (1) labeled Provisional Partisan; and,
  - One (1) marked Provisional Non-Partisan.
- Open the package labeled Partisan and count the number of ballots in stacks of 25 (this may make it easier in the event a second count is necessary). Compare the total



## POST ELECTION DAY

counted to the number shown on Ballot Box/Supply Box and Ballot Transfer Record Form EC-16. Any difference between the precinct count and that shown on Form EC-16 should be entered on Form EC-13. If there is no difference, enter the count. It is **important** that all five precinct officials attest to the count. Place partisan ballots aside.

- Repeat the same process outlined in “Counting supply of ballots” for the Non-Partisan, Provisional Partisan, and Provisional Non-Partisan ballots. Again, all five precinct officials must attest to the number of ballots received and counted. Make certain to record the numbers on appropriate lines in PART I(A) of Partisan Form EC-13, Non-Partisan Form EC-13 and Provisional Form EC-13P, and Part III(D) of Provisional Form EC-13P.
- Any **Absentee Ballot Envelopes** from voters received by the GEC before Election Day will be delivered in the supply box. Count the number of Absentee Ballot Envelopes received. Verify the count against the number indicated on the Absentee Ballot Transfer/Receipt Form EC-15. Record the number of Absentee Ballot Envelopes received on Part I (B) of Form EC-13. GEC presumes that all absentee ballot envelopes contain ballot(s). Securely place absentee ballot envelopes back in the supply box. Any Absentee Ballots received by GEC throughout Election Day will be delivered to the respective precincts.

If printed ballots are available, precinct officials may count and verify the total number of unused ballots assigned to them on election day during the precinct official trainings. Each official must attest to the accuracy of their count by signing a verification form. All counted ballots for each precinct will be packaged together with the signed attestation to ensure accountability and custody.

### ▪ Opening the Polls

The Precinct Leader must ensure everyone is at his or her assigned place and ready to receive voters. The Precinct Leader will record the time he/she declared the polling place open, and the names of any substitute Precinct Official(s) on the Record of Poll Status / Precinct Official Report EC-18. Barring any delay and promptly at 7:00 a.m., the Precinct Leader will proclaim clearly and loudly, “THE POLLS ARE OPEN.” The Precinct Leader shall display the empty ballot boxes to voters already present before proceeding to lock the boxes before the first ballots are cast. Ballot boxes shall remain locked throughout Election Day, and shall not be removed from the polling site until after the polls close.

### ▪ Voting Procedures

The GEC continually works to maintain public confidence in the democratic process and to ensure that Election Day runs as smoothly as possible. To promote uniformity in the electoral process, the GEC has developed voting procedures for members of the precinct board to follow as prescribed by Title 6 GARR 1216 (5)

### *Reporting of Name and Signing of Roster*

A person desiring to vote shall state his or her full name and address to the precinct officials at the polling place. After verifying the person’s identity and determining that the person’s



## POST ELECTION DAY

name appears as a registered voter on the precinct roster, the precinct officials shall clearly and loudly announce the person's name. If no person challenges the person's right to vote, or if, after a challenge, the precinct board determines that the challenged person is entitled to vote, the person shall be required to sign the roster and then be permitted to vote. In the case of a person who is unable to sign the roster, a precinct official shall so note that fact on the roster, and two (2) other precinct board members shall initial the entry. The person shall then be permitted to vote. Any person whose right to vote is denied by the precinct board may immediately appeal the decision to the Commission and, if unsuccessful, to the Superior Court of Guam.

The GEC may, at its discretion, provide precincts with electronic devices containing a digital roster and tally list capable of securely capturing and recording voter signatures, and will establish procedures to ensure their proper use and accuracy. **SOURCE: Law governing 3 GCA § 9126**

A Precinct Clerk should courteously ask the voter for a photo identification card (ID). Verify the ID card against the information shown in the signature roster. Ask the voter to state his/her name, date of birth and mailing address.

### Acceptable Forms of Photo Identification:

- Driver's license or ID card issued by a state or possession of the United States; provided that it contains a photograph and information showing name, date of birth, sex, height, eye color and address;
- ID card issued by federal, state or local government agencies or entities; provided that it contains a photograph and information showing name, date of birth, sex, height, eye color and address;
- Native American Tribal photo identification card
- School ID card with a photograph;
- Voter registration ID card; U.S. Military ID card or draft record; military dependent's ID card;
- U.S. Coast Guard Merchant Mariner card; or
- An identification card that is compliant with the provisions of the Real ID Act of 2005.

**SOURCE: Rule governing 6 GARR § 1216 (5)**

Once it is certified that the voter's name appears on the roster the Precinct Clerk shall announce the name of the person who is next in line to vote.

E.g.: "Juan Cruz is now voting"

Using a straight-edge ruler, the Precinct Clerk shall cross out the voter's name and data on the Original Voter Signature Roster with a red-ink ball-point pen. The Precinct Clerk will then have the voter sign on the proper line next to the voter's name with a blue or black pen.

### *Voter's Change of Name*

If the full name or surname of any person desiring to vote has been legally changed since that person registered, that person shall report both his or her name as it was before the change, and his or her name as it is at the time of the election; provided, that the person



## POST ELECTION DAY

presents to the precinct officials a legal document or other satisfactory written proof of the name change. The precinct board shall thereupon make the necessary adjustment in the register, indicating the reason for the change therein, and thereafter permit the person to vote.

SOURCE: Law governing 3 GCA § 9127

### *Voter Instructions*

Before issuing a ballot, the Clerk should advise the voter to read the instructions printed on the ballot and also must give verbal instruction to how a voter should mark their ballot(s). The commission shall provide ballot instruction cards to each precinct.

- Precinct Officials are to explain the instructions in English or Chamorro only. When using the Chamorro language, the Precinct Official shall verbally communicate only those instructions outlined in the ballot instruction card. Any other communication with the voter is subject to penalty. After verbal instructions are completed, the Precinct Leader or Clerk should direct the voter to the voting booth.

### *One Ballot to Each Voter*

- Only one (1) ballot or one (1) set of ballots shall be given to each voter

SOURCE: Law governing 3 GCA § 9128

### *Number of Persons Permitted in the Voting Booth*

Booths shall not be occupied by more than one (1) person at a time, except as provided by 3 GCA § 9136. Voters shall not remain in or occupy a booth longer than is necessary to mark their ballots.

### *Voting in Booth*

Upon receiving a ballot or set of ballots, the voter shall forthwith, and without leaving the enclosed area, proceed alone to one (1) of the designated places, booths or tables provided to prepare his or her ballot.

SOURCE: Law governing 3 GCA § 9131

Immediately following certification, a voter is not permitted to leave the enclosed space until the voter has properly deposited his or her ballot(s) into the ballot box(es)

SOURCE: Rule governing 6 GARR § 1213



## POST ELECTION DAY

### *Spoiled Ballot Procedure*

Any voter who spoils his or her ballot can request another ballot. Before issuing the voter another ballot, however, Precinct Officials are to take the spoiled ballot from the voter and deface it by writing a large "X" in ink and place it into the designated (partisan or non-partisan) Spoiled Ballot Envelope. **DO NOT INSERT ANY SPOILED BALLOT IN ANY BALLOT BOX.** All spoiled ballots shall be counted and placed and sealed in an envelope endorsed "Spoiled Ballots," and returned to the Election Return Center along with the roster, ballot boxes, unused ballots, and all other documents, materials and supplies at the closing of the polls.

**SOURCE: Law governing 3 GCA § 9138**

Any voter who spoils a ballot may return it to a member of the precinct board and receive another in its place, one (1) at a time, not to exceed three (3).

**SOURCE: Law governing 3 GCA § 9137**

### *Processing Absentee Ballots*

At any time between the opening and closing of the polls on Election Day, the precinct board shall announce the absent voter's name, and compare the signature between that shown upon the application and the signature upon the affidavit. The precinct board shall determine if the affidavit is sufficiently executed, that the signatures correspond, that the applicant is a duly qualified elector of the precinct, and that the applicant has not voted in person at such election, and open the outer or carrier envelope and the return envelope. The board shall then deposit the unopened ballot envelope in the ballot box. Upon depositing the unopened ballot envelope in the ballot box, the board shall indicate on the signature roster next to the voter's name that such voter has voted absentee.

**SOURCE: Law governing 3 GCA § 10117**

On Election Day the Commission shall deliver, if there are any, absentee ballots and affidavits to the precinct(s) along with the Absentee Ballot Transfer Receipt (Form EC-15). The precinct board shall immediately take inventory of all absentee ballots received. Should the name(s) or number of absentee ballots received differ from that shown on Form EC-15, the precinct board shall record the difference on Form EC-15 and immediately notify the Commission. Form EC-15 shall be submitted to Election Commission staff at the tabulation center. The precinct officials prior to the closing of the polls shall cross check the names of absentee voters listed in Form EC-15 against the signature roster. This ensures that all absentee voters have been properly processed.

**SOURCE: Rule governing 6 GARR § 1302**

Any Absentee Ballot Envelopes received by the precinct must be processed early on or during the day when time permits and before polls close. (More Absentee Ballot Envelopes may be delivered by GEC anytime throughout the day.) The procedures are:

1. Members of the Precinct Board shall announce the name of the absentee voter shown on the reverse side of the absentee ballot envelope. This allows for any possible challenge of the absentee voter.

E.g. "Maria Cruz voted absentee."



## POST ELECTION DAY

2. After announcing the Absentee Voter's name, the Precinct Board Members shall find the name of the voter on the Voter Signature Roster. On the line provided for the voter's signature write in, "VOTED ABSENTEE," and strike out the voter information with a red-ink pen.
3. The Precinct Board Members, will then unseal the Absentee Ballot Envelope, remove the inner envelope and insert it into any of the ballot boxes. (The inner envelope shall not be opened) Place the empty Absentee Ballot Envelope in the supply box.

The above procedures shall be followed for each absentee ballot envelope received.

### *Cause for Rejected Ballots*

In the event the affidavit is found to be insufficient, or the signature on the affidavit and the application do not correspond, or the applicant is not a duly qualified elector in such precinct, or the ballot envelope or return envelope is open or has been opened and resealed, or the return envelope contains more than one (1) ballot envelope with ballots enclosed, or that said voter has voted in person, such ballot shall not be accepted or deposited in the ballot box.

SOURCE: Law governing 3 GCA § 10118

### *Rejected Ballots*

Every ballot not accepted shall be endorsed on the back of the ballot envelope "Rejected because \_\_\_\_\_ (giving reason therefore)." such rejected ballots shall be enclosed and securely sealed in an envelope on which the precinct board members shall endorse "Defective Ballots," with a statement of the precinct in which, and the date of the election at which, the ballots were cast. Said envelope shall be signed by the members of the precinct board and returned to the Commission at the Election Return Center after the polls close.

SOURCE: Law governing 3 GCA § 10119

### *Leave of Absence from Employment to Vote*

Every voter shall be entitled, on the day of every election at which he or she is entitled to vote, to absent himself or herself from any service or employment in which he or she is then engaged or employed for two (2) consecutive hours between the time of opening and the time of closing of the polls. The voter shall not be liable to any penalty, nor shall any deduction be made on account of such absence, from his or her usual salary or wages, nor shall the voter be suspended or discharged from his or her service or employment. Any violation of this provision shall be reported to the Guam Department of Labor for enforcement, and may subject an employer to pay a fine. A voter who unilaterally absents himself or herself from employment for the purpose of voting shall provide to his or her employer evidence from GEC that he or she had voted during the hours of his or her absence.

SOURCE: Law governing 3 GCA § 9125



## POST ELECTION DAY

### *Written Evidence*

Written evidence shall be provided to each voter upon request as proof that he or she had voted during the hours of his or her absence from employment. Form EC-27 shall be provided to voters and shall indicate:

- Time of Voting
- Polling location
- Precinct Number

SOURCE: Best Practice since August 2014

### ■ **Assistance to Voter**

- a) A voter may request assistance in voting to the precinct board, and assistance shall be granted thereby only if a voter is blind, physically disabled, or unable to read or write.
- b) If a voter is granted assistance, the voter shall be accompanied into the voting booth by one (1) precinct official and another person designated by the voter. If a voter with a physical disability finds it unduly burdensome to enter the polling place, the ballot may be completed within one hundred (100) feet of the polling place. A precinct official shall read the ballot to the voter who shall indicate his or her choices. Such choices shall be properly marked by the attending precinct official while under the observation of the other person designated by the voter. Any registered voter who enters the public grounds containing the polling place, but for some reason is unable to enter the polling place itself, and who is capable of reading and marking the ballot without assistance, shall be given the opportunity to vote.
- c) Any member of a precinct board rendering assistance to a voter is hereby prohibited from revealing any of the votes cast by such voter.

SOURCE: Law governing 3 GCA § 9136

### *Best Practices for Assisting Persons with Disabilities*

- Federal and Guam law permits voters with disabilities to be accompanied and to receive assistance by another person in the voting booth.
- Remember that all voters deserve courteous attention in exercising their right as citizens to vote.
- Be considerate of the extra time it might take for a person with a disability or an elderly person to get things done.
- Give unhurried attention to a person who has difficulty speaking.
- Speak directly to the person who has a disability rather than just to a companion who may be accompanying him or her.
- Speak calmly, slowly, and directly to a person who is hard of hearing. Your facial expressions, gestures, and body movements help in understanding. Don't shout or speak in the person's ear. If full understanding is doubtful, try writing a note to the person.
- Pre-printed signs or a notepad should be available to assist communications with deaf or hard-of-hearing electors.



## POST ELECTION DAY

- Before pushing someone in a wheelchair, ask if you may do so and how you should proceed.
- Greet a person who is visually impaired by letting the person know who and where you are.
- Provide a guiding device such as a ruler or a signature guide for signing forms.
- When offering walking assistance, allow the person to take your arm and tell him or her if you are approaching steps or inclines or are turning right or left.
- Animals that assist people with disabilities must be admitted into all buildings. Such animals are highly trained and need no special care other than that provided by the owner.

### ▪ Accessible Voting

Accessible voting is permitted only for those individuals who are not physically able to enter to vote within the designated polling area. Two Clerks are required to exit the polling area to service the Accessible voter. Procedures for Accessible voting are:

1. If an elector wishes to vote Accessible, the Precinct Clerk shall request for the identification card of the Accessible voter, and verify with the voter roster if the elector is a registered voter.
  - Once the Precinct Clerk verifies the voter's name in the voter roster, the Precinct Clerk shall announce to the precinct the name of the voter requesting to vote Accessible.

i.e. "Juan Cruz is voting Accessible"

2. If there are no challenges, the precinct leader, accompanied by one precinct clerk, shall proceed to the designated Accessible voting area and verify that the identification provided is that of the Accessible voter.
3. The precinct leader shall have the Accessible voter sign on the Accessible/Provisional Signature Roster sheet (Form EC-28).
4. The precinct leader shall administer the voter instructions to the Accessible voter and allow the voter to vote in secret.
5. When the voter has completed his or her ballot(s), the voter shall place the ballot a security sleeve and return it to the precinct leader.
6. The precinct leader shall return to the precinct with the voters ballot inside the security sleeve and announce

i.e. "I have Juan Cruz's ballot(s)"

7. The precinct leader shall then proceed to deposit the Accessible voter's ballot(s) into the ballot box, in such a way that upholds the secrecy of the ballot. such a manner that he or she cannot see

NOTE: Poll watchers are permitted to observe the Accessible voting process.



## POST ELECTION DAY

### ▪ Conduct of Media

The following rules of conduct shall be adhered to by all media personnel at all polling places:

1. Video or still cameras may not be used to record how any voter has voted.
2. Contact with electors in the voting areas should be limited. This includes interacting with voters who are waiting in line to check-in and/or cast their ballots.
3. Interviews should be held outside of the voting area to ensure doors and entrances are not blocked and the voting process is not disrupted. Election officials should make sure that media is briefed about acceptable conduct. Members of the media are strongly encouraged to conduct the majority of their activities outside of the room where the election is being conducted. It is the responsibility of the election officials to deal directly with any media person who is harassing voters.

### ▪ Photography/Videography

Use of still video cameras in the polling area during voting hours is prohibited. This prohibition does not apply to members of the media or polling place accessibility auditors.

### ▪ Rules for Poll Watchers

A 'Poll Watcher' representing each of the recognized political parties on Guam is allowed to be present twelve (12) feet and within hearing distance of the Clerks in each precinct. The five (5) Precinct Officials are responsible for ensuring the policies regarding Poll Watchers are strictly enforced:

1. Upon arrival at the polling place, the Precinct Leader will determine where Poll Watchers will be situated but at no time during Election Day can they be located or seated within the barricade or defined voting areas. In polling locations where ample space is not available, the Precinct Leader may assign Poll Watchers to be positioned outside but near an entrance and within hearing distance of the Precinct Clerks as they announce a voter's name. **Precinct Clerks must clearly and loudly state a voter's name.**
2. Poll Watchers are not allowed to enter any voting booth at any time. They are also not allowed throughout Election Day to approach the designated area where ballots are kept and where ballot boxes are positioned. Poll Watchers shall maintain a distance of twelve (12) feet between themselves and the voting area, voting booths, ballots and ballot boxes.
3. Poll Watchers are not allowed to interfere at any time with the duties of Precinct Officials and shall be subject to removal by the Precinct Leader or the GEC. Assistance in removing a Poll Watcher may be obtained from the attending Guam Police Officer assigned to the precinct after consultation with the Guam Election Commission.
4. Poll watchers are prohibited from accessing the Official Voter Signature Roster and all other official voter documents.
5. Poll Watchers shall not solicit a vote, ask to see identification documents of voters, speak with a voter regarding the marking of his/her ballot, or participate in any



## POST ELECTION DAY

activity related to campaigning. Any infraction herein should be immediately reported by the Precinct Leader to the GEC or the assigned Guam Police Officer.

6. Poll Watchers are prohibited from campaigning verbally. They are also not allowed to carry or wear any campaign-related articles such as emblems, t-shirts, hats, pens, or any other campaign paraphernalia signifying or identifying a political affiliation with a particular party or candidate(s).

SOURCE: Board Policy 8/5/1986

### ▪ **Provisional Voting**

Provisional ballot is a ballot issued at the polling place on Election Day for any reason authorized by the Help America Vote Act, and other applicable federal or Guam laws granted to a person who otherwise would be denied an opportunity to vote on a regular ballot.

SOURCE: Law governing 3 GCA § 14101

### *Qualifications*

A person who would otherwise be denied an opportunity to vote a regular ballot may vote a provisional ballot for any reason authorized by the Help America Vote Act, and other applicable federal and Guam laws, including, but not limited to, the following:

1. The person's name does not appear in the precinct signature roster which lists all registered voters within the polling area;
2. There is an indication in the precinct signature roster that the person has requested an absentee ballot, but wishes to vote at the polling place;
3. The person is voting during polling hours that have been extended by court order; or
4. Any other reason outlined in statute.

Unless otherwise prohibited under the election code, any voter who has been challenged and not resolved may be issued a provisional ballot.

SOURCE: Law governing 3 GCA § 14103

### *Before Issuing Provisional Ballots*

- a) Before issuing a provisional ballot the precinct board must make every effort to determine a voter's registration status and correct polling location by:
  1. Reviewing the list of all registered voters in the precinct;
  2. Reviewing the list of all registered voters in the polling area; and
  3. Contacting the Commission at its headquarters to make the final determination of voter registration status and polling location; in the event attempts to contact Election headquarters by precinct officials are unsuccessful, the Precinct Leader must document the times, the names of the precinct officials who made the attempt and the name of the provisional voter in the precinct log. Prior to executing the provisional ballot.



## POST ELECTION DAY

- b) If the voter is registered in another polling location and it is determined by both the precinct official and the voter that the voter will not reach the correct polling location in time to cast a regular ballot before polls close, the precinct official shall offer the voter a provisional ballot.
- c) To assist the precinct boards in determining a voter's registration status and correct polling location, the Commission shall provide each precinct with a:
  - 1. List of all registered voters in the precinct;
  - 2. List of all registered voters in the polling area;
  - 3. Directions to all polling locations; and
  - 4. Commission contact information so the provisional voter can ascertain the status of his or her provisional ballot
- d) Precinct board members shall inform the Commission at its headquarters of all provisional ballots issued before the close of the polls. All provisional ballots issued must be documented in detail in the precinct log which will be submitted to Election Commission staff at the tabulation center.

SOURCE: Rule governing 6 GARR § 1402

### *Refusal*

Only when such a person refuses to proceed to the correct polling location, or, if in the shared judgment of the precinct official and the potential voter, the person will not reach the correct polling location in time to cast a regular ballot before polls close, shall the precinct official offer the person a provisional ballot.

SOURCE: Law governing 3 GCA § 14104

### *Processing Provisional Ballots.*

- a) If a potential voter wishes to vote but does not appear in the register, and precinct board members have exhausted all efforts to determine the voters registration status and polling location as prescribed in 6 GAR § 1402 (a), the following procedures must be strictly followed:
  - 1. The precinct leader shall issue the voter a Provisional Ballot Affidavit Envelope to complete. The voter must fill the in required information and sign the affirmation in the presence of the precinct leader.
  - 2. The precinct leader will write on the Provisional Ballot Affidavit Envelope the reason(s) for issuing that provisional ballot.
  - 3. The precinct leader shall then provide the voter a ballot with the words "Official Provisional Ballot" printed at the top, along with a Ballot Envelope. The provisional voter is required to sign the receipt of the provisional ballot(s) on the back of the signature roster. When signing receipt for a provisional



## POST ELECTION DAY

ballot, the provisional voter must indicate his or her name, date of birth, mailing address, residential address.

4. After receiving his or her voting instructions the provisional voter may proceed to the voting booth to vote in secret
  5. The precinct official shall instruct the provisional voter to place his or her completed provisional ballot in the Ballot Envelope provided, seal it, and then insert it in the Provisional Ballot Affidavit Envelope and seal it. Precinct officials are prohibited from opening the Provisional Ballot Affidavit Envelope. A precinct official must notify the Commission headquarters after a provisional ballot is completed. The precinct official will put the Provisional Ballot Affidavit Envelope in the supply box until further instructions are received from the Commission.
  6. The precinct official shall provide the provisional voter Commission contact information in the event he or she wishes to ascertain the status of his or her provisional ballot. Provisional ballots are not to be cast into the ballot boxes, unless upon the direction from the Commission headquarters as confirmed by two precinct officials.
  7. At tabulation center precinct officials shall surrender all provisional ballot affidavits along with Provisional Ballot Transfer Receipt (Form EC-15P) to Election Commission staff at the tabulation center.
- b) The disposition of a voter's provisional ballot must be completed and signed by the Executive Director to the Commission within ten (10) days after any election.

SOURCE: Rule governing 6 GARR § 1403

### *Posting Instructions*

Provisional ballot guidelines will be posted at each polling site and at the Guam Election Commission office. These guidelines will include an explanation of what a voter should do before casting a provisional ballot in order to increase the chances of the provisional vote being counted. An explanation sheet will be provided to provisional voters that defines their status, the criteria used to qualify their ballot, how the provisional voter will be contacted regarding the final disposition of the ballot, and the fact that a provisional voter may appeal the disqualification of their ballot.

SOURCE: Law governing P. L. 31-061

### *Security of Provisional Ballots*

Completeness of Provisional Ballot Envelope. The precinct official shall ensure that all the required information is completed on the outer envelope, signed by the provisional voter in the appropriate space, and then place the envelope in a secure container.

The Secure container shall be displayed, and shall not be removed from the polling place or from the presence of any voters until the polls are closed.

SOURCE: Law governing 3 GCA § 14104 (j)



## POST ELECTION DAY

### ▪ Challenges

#### *Grounds for Challenge*

A person present to vote may be orally challenged by any voter of the same precinct upon any or all of the following grounds:

- a) that he or she is not the person whose name appears on the register;
- b) that he or she is not a resident of Guam;
- c) that he or she is not a citizen of the United States;
- d) that he or she is not a resident of the precinct at which he or she is voting;
- e) that he or she has voted that day;
- f) that he or she voted in another precinct; and
- g) that he or she voted in another U.S. jurisdiction.

SOURCE: Law governing 3 GCA § 9118

#### *Examination of Person Challenged.*

The precinct board shall immediately examine on oath the challenged individual and his or her witnesses, if any, together with the voter who called the challenge and his or her witnesses, if any. The precinct board may give the voter challenged and the voter who offered the challenge time to present witnesses wherever possible, but in no event shall such time be granted so as to prevent the precinct board from rendering a decision prior to the time for closing the polls.

The voter or the challenger may appeal the decision of the precinct board to the Commission. The Commission shall, as soon as possible, hear the appeal and shall examine the oaths of the voter and the challenger and hear the witnesses, if any. The Commission shall make its decision prior to the time for the closing of the polls. Either the voter or the challenger may appeal the decision of the Commission to the Superior Court.

SOURCE: Law governing 3 GCA § 9119

#### *Processing Voter Challenges*

The Precinct Leader shall administer the oath to the challenger, the voter being challenged and any witnesses present from both sides.

Inform the party(s) to raise his or her right hand:

- Ask, "Do you swear to tell the truth, the whole truth, and nothing but the truth, so help you God?"
- The response(s) must be "I do," or "Yes."
- The Precinct Leader shall have the challenger complete the Entry of Challenge Form EC-14. Similarly, the Precinct Leader shall have the voter being challenged complete the Challenge Rebuttal Form EC-14A.



## POST ELECTION DAY

- The Precinct Leader and two (2) Precinct Clerks must address the challenge immediately, and resolve the matter on-site as soon as possible. Be reminded that the challenged voter must be given the opportunity to present any witnesses or evidence in support of his/her qualifications and/or eligibility to vote.
- The three precinct officials must rule promptly in order to allow the challenged voter to cast his or her ballot if the decision is in his or her favor.
- If, on the other hand, the ruling favors the challenger, the challenged voter shall be allowed to vote Provisional Partisan and Provisional Non-Partisan ballots.
- The challenger or the challenged voter may appeal any decision by the precinct board to the Guam Election Commission using the GEC Administrative Complaint Form which can be found in the precinct binder. The Precinct Leader shall immediately notify GEC about any impending appeal.

### *Refusal to be Sworn or to Answer*

If the voter challenged refuses to take the oath tendered, or refuses to be sworn and to answer questions regarding the matter of the challenge, he or she shall not be allowed to vote.

SOURCE: Law governing 3 GCA § 9120

### *Voter Challenge Procedures*

The precinct board shall address any challenge by a voter for any reason cited in 3 GCA § 9118. The challenge must be duly and fully documented by the precinct board on the Entry of Challenge Form (EC- 14) which shall be surrendered to the Commission staff at the tabulation center. The appeal of the voter or the challenger must also be duly and fully documented by the precinct board and reported on the Challenge Rebuttal Form (EC-14A). The precinct board member(s) shall inform the Commission at its headquarters of any challenges recorded before the close of the polls.

Members of the precinct board shall inform the voter and the challenger that he or she may appeal the decision of the precinct board to the GEC board of Commissioners and that the board's decision may then be appealed to the Superior Court of Guam.

SOURCE: Rule governing 6 GARR § 1211

### *Absentee Voter Challenges*

The provisions of 6 GARR § 1211 shall apply in the case of a challenge of a voter's absentee ballot

SOURCE: Rule governing 6 GARR § 1303

# POST ELECTION DAY

## ▪ **Administrative Complaints**

### *Who Can File*

Any person who believes that there has been a violation, there is a violation, or a violation is about to occur of any provision of Title III may file an administrative complaint.

SOURCE: Rule governing 6 GARR § 1503

### *Where and When to File*

All administrative complaints shall be sent to the Guam Election Commission (GEC), or delivered in person to the GEC's main office

A complaint shall be filed within sixty (60) days after the occurrence of the actions or events that form the basis for the complaint, or within ninety (90) days after the Complainant becomes aware of the actions or events, whichever is later.

SOURCE: Rule governing 6 GARR § 1505

### *Complaints Filed at the Precincts*

Any person wishing to make an administrative complaint on Election Day may do so at the precincts.

### *Processing Complaints Filed at the Precincts*

The precinct member shall offer any person wishing to make a complaint an administrative complaint form (Form EC-49) and notify the GEC headquarters that a complaint is being made. The precinct member shall then verify the person's identity and, in the presence of the precinct board member, the complainant shall sign the affirmation portion of Form EC-49. The precinct board member shall then notarize the EC-49 form and secure it in the supply box. All administrative complaints shall be submitted to GEC staff at the Election Return Center.

### *Record of Complaint*

The Guam Election Commission shall compile and maintain an official record in connection with each complaint filed. The official record shall contain:

1. A copy of the complaint, including any amendments;
2. A copy of any written submission by the Complainant;
3. A copy of any written response by any Respondent or other interested person;
4. A written report of any investigation conducted by agents of the Guam Election Commission or of any local election official, who may not be directly involved in the actions or events complained of;
5. Copies of all notices and correspondence to or from the Guam Election Commission in connection with the complaint;



## POST ELECTION DAY

6. Originals or copies of any tangible evidence produced at any hearing conducted at the request of the Complainant;
7. The original tape recording produced at any oral hearing conducted, and a copy of any transcript produced; and
8. A copy of any final determination.

SOURCE: Rule governing 6 GARR § 1506(c)

### *Election Campaign and Campaign Offenses*

It is the duty of every voting citizen and precinct official to report any offense as listed in Chapter 8 of Title 3 GCA. It is the responsibility of precinct officials to document all complaints and ensure the complainant is given ample opportunity to complete the Administrative Complaint (EC-49) Form. The precinct official shall notify the Commission immediately following each filing of an Administrative Complaint. The Commission will take appropriate action by investigating and reporting the infraction to the Attorney General.

SOURCE: Rule governing 6 GARR § 1217

The Administrative Complaint procedures shall be in accordance with Article V of Title 6 GARR.

#### ▪ **Closing the Polls**

ALL PRECINCT OFFICIALS MUST BE PRESENT FOR THE CLOSING OF THE POLLS. The following procedures are to be carried out in the closing of the polls:

- Promptly at 8:00 p.m., the Precinct Leader will declare clearly and loudly, "The polls are closed." Voters who may be waiting in line at 8:00 p.m., however, must be allowed to vote.
- The Precinct Leader shall assign a Precinct Clerk to stand at the end of the line and inform anyone arriving later that polls are closed or stop anyone who may attempt to breach the line after 8:00 p.m.
- Do not shut door(s) or window(s) even though polls have closed. a barricade shall be placed to prevent unauthorized individuals from entering.
- Poll Watchers are not allowed within the precinct area after the polls close; they must remain on the opposite side of the barricade.

SOURCE: Law governing 3 GCA §§ 9143 & 9144

#### ▪ **After the Polls Close**

All Precinct Officials within each precinct shall assemble at one table. The Precinct Leader shall ensure that all black pens are collected and put away securely and away from the table except for a red pen(s) or marker(s) provided by the Guam Election Commission. All other writing instruments on the table are prohibited.

# POST ELECTION DAY

## *Accounting for Ballots.*

Every precinct board shall account for all ballots delivered to that precinct by returning all unused ballots which, when added to the number of ballots cast and the number of spoiled ballots returned, shall equal the total number of ballots assigned and delivered to that precinct. The Commission, upon receiving all the ballots, shall require such an accounting prior to tabulating the returns of the precinct.

SOURCE: Law governing 3 GCA § 9140

The following are procedures for securing the ballots which must be carefully followed before Precinct Officials, ballot boxes, and all documents/supplies are transported from the polling place.

### ▫ **PROCEDURE FOR SPOILED BALLOTS**

"Spoiled Ballot" means an official ballot improperly or erroneously marked and returned by a voter who, in turn, requests for another ballot.

The precinct board members shall record the number of spoiled partisan and non-partisan ballots inventory Form EC-13. The number Spoiled Provisional ballots shall be recorded on Form EC-13P

**STEP 1.** Remove and count all spoiled ballots contained in the SPOILED BALLOT ENVELOPE. These ballots should have already been defaced. If not, deface each spoiled ballot by writing a large "X" in ink. Record the number of spoiled ballots on Part II Line D of Form EC-13.

**STEP 2.** Place any spoiled ballots into the same SPOILED BALLOT ENVELOPE. Write the total number on the front of the envelope and seal with tape. Each Precinct Official must sign across the taped portion. Place the SPOILED BALLOT ENVELOPE in the supply box.

**REPEAT** steps one and two for any Non Partisan and Provisional spoiled ballots.

### ▫ **PROCEDURE FOR UNUSED BALLOTS**

"Unused ballot" means an official ballot not used or is left-over on Election Day.

The precinct board members shall record the number of Unused partisan and non-partisan in the ballots inventory Form EC-13. The number Unused Provisional ballots shall be recorded on Form EC-13P.

**STEP 1:** Deface each unused ballot by writing a large "X" in ink and count in stacks of 25 (this may make it easier in the event a second count is necessary).



## POST ELECTION DAY

**STEP 2:** Record the number of unused ballots on Line E of Part II, Form EC-13. Then add Lines (D) and (E) and enter the 'Total Part II.'

**STEP 3:** Place defaced ballots in the envelope marked "UNUSED BALLOTS" If more than one (1) envelope is used, number each "1 of 2," and "2 of 2", for example. Record the grand total number of unused ballots on the face of Envelope No. 1. Seal all envelopes with tape and each Precinct official shall sign across the taped portion. Tape unused ballot envelopes together if there is more than one. Place the UNUSED BALLOTS envelope(s) in the supply box.

### *Delivery of Ballots to Election Return Center.*

The locked ballot box, accompanied by the roster, all documents, all endorsements, and all ballots, including spoiled ballots, unused and defaced ballots, and rejected defective ballots shall be brought to the Election Return Center for tabulation. A representative of each political party, as authorized by the Commission, may accompany the locked ballot boxes and all other documents, supplies and materials from the precinct to the Election Return Center.

SOURCE: Law governing 3 GCA § 11107

### *Preparation for Departure to Election Return Center*

- ❑ Collect all supplies and/or any potentially important notes you may have written. Do not destroy or discard anything.
- ❑ Be sure that all 'EC' forms are in their proper order for processing at Election Return Center. (GEC requests that precinct officials ensure the room is in order before departure.)
- ❑ Transport of all Precinct Officials, ballot boxes and all other election documents and supplies to Election Return Center shall be in Government of Guam school buses only. The use of privately owned vehicles to transport ballot boxes, supplies and all Precinct Officials to the Election Return Center is strictly prohibited. Failure to conform will result in violation of Guam's election law and may subject you to criminal charges.
- ❑ The bus will not depart for Election Return Center until all other precinct officials within the same polling site have completed their tasks and are ready to leave. Only precinct officials and the assigned police officer are allowed to be transported on the bus. Precinct Officials may arrange to depart Election Return Center using private transportation. The bus will return to the polling site in the event officials require transportation.
- ❑ The Precinct Leader must inform the assigned Guam Police Officer when all tasks are completed and secured and ready for transport to the Election Return Center. The five (5) Precinct Officials must accompany the ballot box at all times and shall be escorted en route to Election Return Center by at least one (1) Guam Police Officer.



## POST ELECTION DAY

- Upon arrival at the Election Return Center, the Precinct Leader must ensure that all Precinct Officials within his/her precinct remain together as processing procedures will not begin until all are present.

### *Election Return Center Processing Procedures*

Each precinct has to clear five (5) processing stations. The processing procedures shall be in accordance with 3 GCA Chapter 11.

#### **STATION 1 :PRECINCT OFFICIAL CLEARANCE**

A GEC Clearance Officer will greet precinct members at the Election Return Center and will note order of arrival of each precinct. The Precinct Leader will be issued a "Precinct Official Clearance Sheet Form EC-42," indicating the time of arrival and names of those precinct officials confirmed to serve Election Day.

The Precinct Leader shall verify the names of those Precinct Officials present that day. All Precinct Officials must sign the EC-42 form.

The Precinct Leader will also submit Forms EC-11 (oath of office) and EC-18 (record of poll status) at this station.

- When completed, the GEC Clearance Officer will sign the EC-42.

#### **STATION 2 :UNLOCKING OF BALLOT BOXES**

By law, only GEC officials are permitted to unlock ballot boxes. The GEC official will sign Form EC-42 at this station and will direct Precinct Officials to a ballot reconciliation table.

#### **STATION 3 :BALLOT RECONCILIATION**

The following procedures must be adhered to in reconciling ballots:

##### **PROCEDURE A :CAST BALLOTS**

- STEP 1** Open the ballot box and remove all ballots including any absentee ballot envelopes.
- STEP 2** Review the documents to ensure they are all OFFICIAL ballots
- STEP 3** Unseal and remove any ballot(s) contained in all absentee ballot envelopes. Place ballots removed from absentee ballot envelopes with official ballots cast on Election Day.
- STEP 4** Begin counting the number of OFFICIAL ballots. GEC encourages precinct officials to count twice (in stacks of twenty-five (25) may be easier) for accuracy. Record the number on Total Part III of Form EC-13.



## POST ELECTION DAY

**STEP 5** Place Official ballots in the envelope(s) labeled CAST BALLOTS and record the total number contained on the face of each envelope. Do not seal the envelope(s) after all counts are verified.

**STEP 6** After validation of all the counts, precinct officials can place unsealed cast ballot envelopes back into their appropriate ballot boxes.

### **PROCEDURE B :ORIGINAL VOTER SIGNATURE ROSTER**

**STEP 1** Count the number of signatures of voters who signed the original voter signature roster including those who voted 'Absentee' and 'Accessible'. Count each page twice to ensure accuracy and record the total number of each page at the bottom left hand corner of each roster page. GEC recommends that two precinct officials also keep separate tallies of each page.

**STEP 2** Add all the numbers shown on the bottom left hand corner of each page and record the grand total of voters on line TOTAL PART IV of the EC-13 forms. Any difference in numbers may require precinct officials to repeat the counting process. The grand total number of voter signatures should correspond with the number of cast ballots as shown in Part I of Form EC-13.

Call the attention of any GEC official if precinct members require assistance with any unresolved discrepancy.

**STEP 3** The precinct board shall indicate on the last page of the roster: (1) the number of voters (2) the following wording: "We the undersigned precinct officials hereby certify that \_\_\_\_\_ (number of voters) appeared before us this \_\_\_\_ day of \_\_\_\_, 20\_\_, and each did cast a ballot as is their right." (3) the seven (7) precinct officials on duty shall place their signatures after the statement.

#### **Ballots Exceeding Number of Signatures on Roster**

If it is necessary for ballots to be extracted from the cast ballots and destroyed, an account of this act, including the number of ballots destroyed, and the precinct officials giving authorization, should be written on the last page of the roster and also on Form EC-13 and submitted to Election Commission staff at tabulation center.

**SOURCE: Rule governing 6 GARR § 1602**

# POST ELECTION DAY

## **PROCEDURE C : SURRENDERING PROVISIONAL BALLOTS**

The precinct leader after completion of the ballot reconciliation process, shall surrender all marked provisional ballots. The marked provisional ballots shall be recorded in the Provisional Ballot Transfer form EC-15P. The precinct leader shall affirm the number of provisional ballots being transmitted and a GEC official shall sign for receipt.

Once the precinct board has cleared the ballot reconciliation process and has surrendered all marked provisional ballots. The GEC official will clear the precinct board by signing the EC-42 form.

## **STATION 4: BALLOT BOX, SUPPLY BOX, AND EQUIPMENT INVENTORY RETURN**

Please be prepared to surrender the precinct supply box and all other election-related materials to the GEC Clearance Officer at this station. Also surrender all Spoiled and Unused Ballot Envelopes. Proceed to the next and final Station #5 upon clearance.

## **STATION 5: TRANSFER CUSTODY OF BALLOTS**

At this station the Precinct Board shall transfer custody to the GEC all OFFICIAL Cast Ballots. The Precinct Leader signs the Clearance Sheet EC-42 once all ballots are in the custody of GEC. And when all is finally completed, Precinct Officials can proceed to exit the GEC Office as directed by the Clearance Officer. Precinct officials are not allowed in the central tabulation area.

## **Incomplete or Ambiguous Precinct Forms**

Precinct board members are prohibited from leaving the clearance section of the tabulation center until all forms and inventories are completed. In the event a problem arises after precinct officials have departed from the tabulation center, they may be subpoenaed and required to appear before the Commission

**SOURCE: Rule governing 6 GARR § 1606**

## **▪ Tabulation**

### *Place of Tabulation*

The Commission shall maintain within Guam an Election Return Center for the tabulation of votes and publication of returns.

**SOURCE: Law governing 3 GCA § 11108**

### *Ballots to be Tabulated*

Only Cast Ballots that were received and affirmed from the members of the precinct board and reviewed by GEC officials shall be tabulated on Election night.

### *Mode of Tabulating*

The procedures for the tabulation process shall be in accordance with Title 3 GCA Chapter 11.



## POST ELECTION DAY

### *Ballot Not Rejected for Technical Error*

The Election Commission will provide marked "Sample Ballots" of ways it anticipates voters might mark a ballot. If a voter's ballot is marked differently and rejected by the tabulator, the tally crew must hand the ballot to the Commission Resolution Committee for final determination and validity. If questions as to the validity arise in regard to a ballot, the Commission Resolution Committee may refer to the file of these samples.

SOURCE: Rule governing 6 GARR § 1604

The following procedures shall be adhered to in the event that damaged ballots cannot be read by (machine) tabulators and/or voter intent is to be determined:

- Any ballots that are to be replicated must be done by a Commissioner from each recognized political party and independent member with Legal Counsel present. Legal Counsel is to maintain a log of replicated ballots. The log shall contain the stock number and number assigned to the replicated ballot. The damaged ballot shall be sealed in an envelope with its corresponding log number written on the outside.
- The replicated ballot will then be given to the assigned (GEC Official) tabulator to be tabulated through the tabulation machine.
- All replicated ballots will be placed in a separate ballot box and secured with a lock.

### *Write-in Votes.*

Persons authorized by the Election Commission to manually count rejected ballots shall count a write-in vote as valid only when the voting oval or other defined space provided adjacent to a write-in candidate's name is marked. Failure to mark the oval or other defined space renders the vote invalid.

SOURCE: Rule governing 6 GARR § 1605

### *How Votes are Tabulated*

The manner in which votes are to be tabulated shall be in accordance with Title 3 GCA Chapter 11

### *Election Return Center Open until Tabulation Complete.*

The Commission shall, on the day of the closing of the polls, keep the Election Return Center open for the tabulation of election results until each and every ballot has been received and tabulated and the results thereof made public.

SOURCE: Law governing 3 GCA § 11123

### *Unofficial Results Open to Public Inspection.*

Immediately upon completion of the tabulation by the Commission of all of the ballots from all of the precincts, the unofficial election results shall be declared and available for public inspection.

SOURCE: Law governing 3 GCA § 11122

## POST ELECTION DAY

### *Securing Election Return Center*

Once it has been determined that each and every ballot has been tabulated, and the unofficial results are made public, the GEC can proceed to secure the Election Return Center. The following items shall be removed from the Election Return Center and secured at the GEC main office:

- Cast Ballots
- Spoiled Ballots
- Unused Ballots
- Unofficial results
- Tabulating Machines
- Printed tabulation results from each tabulation machine
- Precinct supplies and material



## POST ELECTION DAY

### ▪ **Tabulation of Absentee and Provisional Ballots**

#### *Place for Tabulation*

The Commission shall designate and publish the time, place, and location and its intent to tabulate any absentee and provisional ballots ten (10) days after an election.

#### *Notice of Tabulation*

The Executive Director shall inform the Chairperson of each political party of the Commission's intent to tabulate the absentee and provisional ballots as prescribed in the Election Code of Guam.

#### *Observation Section*

There should be a restricted area for designated political party officials and media outlet members to observe the tabulation process.

#### *Provisional Ballots*

Within ten (10) days after any election, the Commission shall count the provisional voter's choices for every race for which the voter was eligible to vote. When a provisional voter casts a provisional ballot in the incorrect precinct, election officials shall count the votes on that ballot in every race for which the voter would be entitled to vote if he or she had been in the correct precinct.

Provisional Ballots as a Remedy for Incomplete or Deficient Registration Applications. Provisional ballots shall serve to remedy incomplete or otherwise deficient voter registration applications. In the event that a voter is denied the right to vote a regular ballot because of an incomplete or otherwise deficient voter registration application, the provisional ballot shall be used to complete said voter's application. The provisional voter shall be deemed registered as of the date of the original application. Within ten (10) days after an election, when the voter's application shall have been satisfactorily completed and deemed valid, the provisional ballot shall be counted.

SOURCE: Law governing 3 GCA § 14105

#### *Absentee Ballots*

The sealed returned envelope containing the ballot or set of ballots may be delivered to the Commission at its main office or its postal address at any time prior to the closing of the polls, and within ten (10) days after any election and by 5:00 p.m. on the tenth (10th) day after any election.

SOURCE: Law governing 3 GCA § 10114

## POST ELECTION DAY

### *Tabulation of Online Absentee Ballots*

Unless online absentee ballots can be machine-tabulated, the Guam Election Commission (GEC) shall replicate such ballots received both before an election and within ten (10) days after an election. The replication process shall follow the same procedures outlined in this manual for "Ballots Not Rejected for Technical Error" to ensure accuracy and compliance with election regulations. The GEC at its discretion may use a ballot marking device to replicate ballots

SOURCE: Law governing 3 GCA § 10114

### ▪ **Recount**

If the tabulation indicates that a difference in votes is two percent (2%) or less, the Commission shall conduct a recount of the votes. At the end of the recount all ballots shall be returned to the precinct envelopes and resealed with the majority of the Commission writing their names across the seal. The result of the recount shall immediately be made public as a recount.

SOURCE: Law governing 3 GCA § 11128

### ▪ **Certification of Election**

In every election, except the primary election, the Guam Election Commission shall not certify the election results until the GEC makes a determination on all election complaints or causes for contest brought to the attention of the GEC within fifteen (15) calendar days of the election. Thereafter, as soon as all the votes are counted and the ballots are sealed, the Election Commission shall certify the results of the election. The final certification and the seal on the ballot envelopes shall be signed by a majority of the Commission.

SOURCE: Law governing 3 GCA § 11128

### *Declaration of Results*

Immediately after the certification of all election results, the Commission shall declare elected to each office those persons having the highest number of votes for that office.

SOURCE: Law governing 3 GCA § 11127

### ▪ **Preparation of Election Certificates**

Immediately after declaring certification of the results of any election, the Commission shall make, or cause to be made, a "Certificate of Election" for every person elected to office. The form of such certificates shall be prescribed in the Election Manual. The Commission shall cause to be placed in the hands of the elected person the original certificate which shall constitute evidence of the person's right to office. The Election Commission shall preserve a copy of such certificate for a period of five (5) years, and then may transfer the copies to the University of Guam Micronesia Area Research Center.

SOURCE: Law governing 3 GCA § 11128



## POST ELECTION DAY

### ▪ **Publication of Ballot Inventory**

The Commission shall publish the inventory of ballots ordered, printed, utilized, retained, and destroyed as prescribed in 3 GCA § 7117.

### ▪ **Certified Election Results Posted**

As soon as the Election Commission certifies the results of the election, it shall cause to be posted outside of the Election Return Center or the Commission's office a certificate showing the results of the votes cast. The final certificates shall be signed by a majority of members of the Election Commission.

SOURCE: Law governing 3 GCA § 11119

### ▪ **Preservation of Ballots**

The Commission shall be responsible for the preservation of all the ballots cast and all rosters and certificates delivered to it by the precinct boards for a period of five (5) years after the date of the election. The Commission shall be required to produce such ballots upon the order of a court of competent jurisdiction, and shall obtain a receipt for any release from its custody.

SOURCE: Law governing 3 GCA § 11134



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

e-mail: vote@gec.guam.gov website: http://gec.guam.gov



### Affidavit of Registration

REG. NO.:	DISTRICT:	PRECINCT:	Add <input type="checkbox"/>	Transfer <input type="checkbox"/>	Change <input type="checkbox"/>	Pre-Reg <input type="checkbox"/>
			(Complete Transfer/Change Box Below) 16 & 17 years of age			

CHECK ONE: ☐ LAST FOUR DIGITS OF THE SOCIAL SECURITY NO. \_\_\_\_\_  
☐ GUAM DRIVER'S LICENSE NO. \_\_\_\_\_ ☐ GUAM I.D. NO. \_\_\_\_\_

NAME: \_\_\_\_\_  
 Last / Surname First Middle Name (if any)

RESIDENCE ADDRESS: \_\_\_\_\_  
 House / Apt. No. and Street Name or Lot No. District / Municipality / Village Zip Code

MAILING ADDRESS: \_\_\_\_\_  
 P.O. Box or House / Apt No. and Street Name City State Zip Code

DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ GENDER: M / F PLACE OF BIRTH: \_\_\_\_\_ ETHNICITY (OPTIONAL): \_\_\_\_\_  
 MONTH DAY YEAR

HOME PHONE NO.: \_\_\_\_\_ CELL PHONE NO.: \_\_\_\_\_ WORK PHONE NO.: \_\_\_\_\_

EMAIL ADDRESS (OPTIONAL):

PARTY AFFILIATION (OPTIONAL):

**3 GCA § 3102 (a)(3)(J). Unlawful Registration is a Crime.** Any person who willfully causes, procures or allows himself or herself or any person to be registered as a voter, knowing himself or herself or the other person not to be entitled to registration, is guilty of a felony of the third degree. \_\_\_\_ Initial

### OATH

I, \_\_\_\_\_, swear as evidence by my signature affixed below, that: (1) I am a citizen of the United States of America; \_\_\_\_ Initial (2) I will be at least eighteen (18) years of age\* on or before the next election; \_\_\_\_ Initial (3) I am a resident of (Municipal or Municipal Division or District) \_\_\_\_\_, Guam for not less than thirty (30) days immediately preceding the date on which the next election will be held; \_\_\_\_ Initial (4) I am not confined to a mental institution nor judicially declared insane; (5) I am not committed under a sentence of imprisonment; and (6) I declare under penalty of perjury that the information supplied by me to complete this affidavit is true and correct.

\*Not applicable for Pre-Registration.

#### TRANSFER/CHANGE BOX

Previous District Precinct

I was registered under the name:

Last Name / Surname

First Name M.I.



Signature of Registrant

Subscribed and Sworn to me on this day of

\_\_\_\_\_, 20\_\_\_\_.  
The affidavit was completed according to the applicant's direction by

Officer Authorized to Take Oaths (Print and Sign)

#### THIS SECTION IS FOR OFFICIAL USE ONLY

Input Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

AOR NO. 000000

#### CANCELLED

Date: \_\_\_\_\_ Reason: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

#### THIS SECTION IS FOR OFFICIAL USE ONLY



Guam )  
City of \_\_\_\_\_) ss

**Affidavit of Cancellation  
of Previous Registration**

The undersigned affiant, being duly sworn says: I last registered and removed from \_\_\_\_\_  
*County*

\_\_\_\_\_ under the name of \_\_\_\_\_ then residing at  
*State* *Print Full Name*

\_\_\_\_\_  
*House/Bldg. No. Street Name, City*

**I hereby authorize cancellation of said registration.**

\_\_\_\_\_  
Affiant Date of Birth

\_\_\_\_\_  
Affiant Signature



Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**GUAM ELECTION COMMISSION**

By: \_\_\_\_\_  
*Deputized Voter Registrar*

Note: This affidavit must be immediately mailed by the Guam Election Commission to the Registrar of Voters of the County of the Affiant's previous registration.  
EC-24 Revised 03/2022



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 200 GCIC Building, 414 West Soledad Avenue, Hagåtña, Guam 96910

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



**APPLICATION FOR ABSENTEE BALLOT TO BE VOTED AT THE \_\_\_\_ Primary \_\_\_\_ General ELECTION on the day(s) of \_\_\_\_ Sat., [Date] Primary Election and \_\_\_\_ Tues., [Date] General Election. (Mark all that apply.)**

GUAM, County or Municipality of \_\_\_\_\_

I, \_\_\_\_\_, do solemnly swear that I am a resident of Guam and of the district or municipality of \_\_\_\_\_, and that I am a duly qualified elector entitled to vote at said election; that I am not voting in any other jurisdiction; that I understand the prohibitions against and the penalty for voting in any election of Guam if I vote in another U.S. jurisdiction; that my occupation is \_\_\_\_\_; and that on account of \_\_\_\_\_, I cannot be at the polls on election day; I hereby make application for an official ballot to be voted by me at such election, and that I will return said ballot to the office of the Guam Election Commission before the time of the closing of the polls on election day.

Guam Driver's License# or Guam I.D.# \_\_\_\_\_

Last four (4) digits of SS#: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Permanent Guam Mailing Address: \_\_\_\_\_

Present Mailing Address: \_\_\_\_\_

Ballot Preference: \_\_\_\_ ELECTRONIC/ONLINE \_\_\_\_ MAIL \_\_\_\_ FACSIMILE (Rank 1-3 order of preference, 1 most preferred)

**AFFIRMATION:** I do solemnly swear or affirm, under penalty of perjury, that the information in this document is true and correct to the best of my knowledge.

NAME (Please Print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

Date \_\_\_\_\_

### (PLEASE READ CAREFULLY)

ANY APPLICANT FROM OUTSIDE OF GUAM MUST COMPLETE THE BACK SIDE OF THIS APPLICATION; FAILURE TO DO SO MAY RESULT IN THE DISAPPROVAL OF YOUR APPLICATION.

3 GCA §10103(c) **Form of Application for Absentee Ballot.** Any applicant who fails to document his or her application for ballot in accordance with Commission regulations shall be denied a ballot, and his or her name will be stricken from the register of qualified voters in accordance with Chapter 3 of this Title.

3 GCA §10121 **Challenges.** The vote of any absent voter may be challenged for cause, and the precinct board shall determine, in accordance with the provisions of this Title, the legality of such ballot.

3 GCA §10123. **Penalty for False Affidavit.** Any person who willfully swear falsely to any affidavit prescribed in this Chapter shall be punished in accordance with the provisions of Chapter 8 of this Title.

3 GCA § 9124. **Overseas Citizens.**

(a) Notwithstanding the provisions of §9123 of this Chapter respecting residency, any citizen of the United States living outside of the United States shall be considered a resident of Guam and shall have the right to register according to the terms of this Chapter, provided that: (1) Immediately before abandoning the Guam domicile, he or she would have met all qualifications except for the qualifications relating to minimum voting age; (2) He or she has complied with all registration requirements; (3) He or she does not maintain a domicile, is not registered to vote, and is not voting in any other U.S. jurisdiction; and, (4) The overseas registrant maintains the intent to return to Guam.

(b) A person loses his or her residency on Guam if he or she applies to register to vote or votes in an election held in another U.S. jurisdiction by absentee ballot or in person.

(c) No person who is registered to vote in another U.S. jurisdiction may vote in Guam until his or her name is removed or requested by the Commission to be removed from that jurisdiction's election rolls. The Commission shall provide affidavit forms for the removal of names of voters from the election rolls of other U.S. jurisdictions.

(d) The rules herein shall be clearly displayed on every application for an absentee ballot, and at every registration and voting site on Guam.

3 GCA § 8306. **Neglect or Failure to Return Ballot.** Any person who, having procured an official ballot, willfully neglects or fails to cast or return the same in the manner as provided for in this Title, shall, unless otherwise provided, be guilty of a violation and be fined an amount not to exceed One Hundred Dollars (\$100.00). Any person who applies for an absent voter's ballot and willfully neglects or fails to return the same shall also be deemed to have committed such an offense on Guam, and shall be guilty of a violation and be fined an amount not to exceed One Hundred Dollars (\$100.00).

### FOR OFFICE USE ONLY

REG # \_\_\_\_\_ PRECINCT # \_\_\_\_\_

Application Received ☐ In Person ☐ Phone ☐ Fax  
☐ Mail ☐ E-Mail

☐ IN-OFFICE ☐ P ☐ G ☐ APPROVED  
☐ OFF-ISLAND ☐ P ☐ G ☐ PENDING  
☐ HOMEBOUND ☐ P ☐ G ☐ DISAPPROVED

EXECUTIVE DIRECTOR \_\_\_\_\_

Date \_\_\_\_\_





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

Your VOTE is your voice. ✓ BOTA ya un ma kuenta.



### EARLY VOTING APPLICATION

APPLICATION FOR ABSENTEE BALLOT TO BE VOTED AT THE \_\_\_\_\_ **ELECTION**

Check one: ☐ Last 4 digits SS# \_\_\_\_\_

☐ Driver's License #: \_\_\_\_\_ ☐ Guam Identification Card # \_\_\_\_\_

I, \_\_\_\_\_ do solemnly swear that the following  
NAME (Please print)

matters relating to my qualifications for registration and voting are true:

DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

Voting District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact No. \_\_\_\_\_

Email. \_\_\_\_\_

Please Read:

**3 GCA § 8203. Unlawful Registration as Crime.** Any person who willfully causes, procures or allows himself or herself or any person to be registered as a voter, knowing himself or herself or the other person not to be entitled to registration, is guilty of a felony of the third degree.

**3 GCA § 8216. (d) Fraudulent Voting.** Any person who: votes or attempts to vote while knowing that the person is registered to vote in a jurisdiction other than Guam, is guilty of a felony of the third degree.

**3 GCA § 8216. Fraudulent Voting. (d)** Any person who: votes or attempts to vote while knowing that the person is registered to vote in a jurisdiction other than Guam, is guilty of a felony of the third degree.

That I declare under penalty of perjury, that I am a resident of Guam, a qualified elector entitled to vote in the Guam \_\_\_\_\_ Election. That I am not voting in any other jurisdiction, that I understand the prohibitions and the penalty for voting in any election of Guam and another U.S. jurisdiction.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

#### FOR OFFICIAL USE ONLY

REG# \_\_\_\_\_ PRECINCT \_\_\_\_\_

STATION: \_\_\_\_\_ # \_\_\_\_\_

APPROVED

DISAPPROVED

EXECUTIVE DIRECTOR \_\_\_\_\_

**EARLY VOTING AFFIDAVIT**

)  
 )SS  
 County of Municipality of \_\_\_\_\_, Guam)

I, \_\_\_\_\_, do solemnly swear  
 (Print or type full name)

that the following matters relating to my qualifications for registration and voting are true:

**Place of Residence:** \_\_\_\_\_, Guam  
 (municipality, municipal, division or district)

**Date of Birth:** \_\_\_\_\_ **Place of Birth:** \_\_\_\_\_  
 (Month/Day/Year)

**Method of which United States citizenship was attained:**

☐ Birth ☐ 1950 Organic Act ☐ Naturalization Other: ☐ \_\_\_\_\_

**Qualified voter:** ☐ Yes ☐ No

That I am duly qualified elector entitled to vote at said election; that I am not voting in any other jurisdiction; that I understand the prohibitions against and the penalty for voting in any election in Guam and another U.S. jurisdiction, that I understand that voting twice constitutes a crime

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, and I hereby certify that the affiant exhibited the enclosed ballot to me unmarked; that the affiant then in my presence and of no other person, and in such manner that I could not see his vote, mark such ballot and enclosed and sealed same in this envelope; and that the affiant was not solicited or advised by me for or against any candidate or measure.

\_\_\_\_\_  
 Print or type full name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Title or Rank



## **EARLY VOTING NOTICE**

### **3 GCA § 8216. (d) Fraudulent Voting.**

Any person who: votes or attempts to vote while knowing that the person is registered to vote in a jurisdiction other than Guam, is guilty of a felony of the third degree.

### **3 GCA § 8216. (b) Fraudulent Voting.**

Any person who: being entitled to vote, attempts to vote more than once at the same election is guilty of a felony of the third degree.

### **3GCA § 10107. Early In-Office Absentee Voting.**

Notwithstanding the conditions prescribed in § 10101 of this Chapter, the Commission shall deliver a ballot to any qualified voter applying in person at the office of said Commission; provided, however, that such applicant shall complete and subscribe the application and affidavit heretofore prescribed in this Section; provided further, that said application shall be made not more than thirty (30) days nor less than five (5) days before the date of the election for which the vote is being cast. It is provided further, that said ballot shall be immediately marked, enclosed in the ballot envelope, placed in the return envelope with the proper affidavit enclosed, and immediately returned to the Commission.

### **§ 10111. Marking Ballot.**

Except for a uniformed or overseas voter as defined by the Uniformed and Overseas Citizens Absentee Voting Act, the voter, on receipt of said ballot, shall, in the presence of the officer administering the oath and of no other person, mark such ballot or set of ballots, but in such manner that said officer would not see or know how said ballot is marked.

### **§ 10112. Taking and Subscribing Oath.**

Except for a uniformed or overseas voter as defined by the Uniformed and Overseas Citizens Absentee Voting Act, after marking said ballot the voter shall, before said officer, mark and subscribe to the voter's affidavit, and, in the presence of said officer, place said ballot in the ballot envelope so as to conceal the marks thereon and deposit the same along with the affidavit in the return envelope which shall then be securely sealed.

### **§ 10113. Officers Before Whom Voter May Appear.**

Except for a uniformed or overseas voter as defined by the Uniformed and Overseas Citizens Absentee Voting Act, at any time on or before the day of an election an absentee voter may appear before the Commission, or any person appointed or designated by the Commission may go to any voter on Guam if he or she is incapacitated, or any Notary Public or any officer of Guam, or before any Notary Public or any officer of any state, territory or municipality within the United States or in the District of Columbia, at the time of receiving his or her ballot to mark and secure his or her ballot.

**GUAM DECOLONIZATION REGISTRY  
APPLICATION FOR REGISTRATION  
AND CERTIFICATION OF VOTER ELIGIBILITY**

Guam Election Commission, P.O. Box BG, Hagatna, Guam 96932  
Suite 200, 414 West Soledad Avenue, Hagatna, Guam 96910  
Tel: (671) 477-9791/2/3 Fax: (671) 477-1895

TITLE 3 Guam Code Annotated, Sec. 21009, as added by Public Law 25-106, Unlawful Registration a Crime. Any person who willfully causes, procures or allows that person, or any person, to be registered with the Guam Decolonization Registry, while knowing that the person, or other person, is not entitled to register with the Guam Decolonization Registry, shall be guilty of perjury as a misdemeanor. The Guam Decolonization Registry shall have such false affidavit of registration automatically stricken from the Registry.

**PART I - APPLICATION OF REGISTRATION**

<b>NAME</b>			
Last	First	Middle Name	Family Name
Mailing Address		Residence	
Email:		Tel:	
		Village:	
I.D.#	Date of Birth:	Date of Death (If Applicable)	Male Female (Circle One)

**CERTIFICATION**

I \_\_\_\_\_ hereby certify that I am a Native inhabitant of Guam which is defined as a person who became a U.S. Citizen by virtue of the authority and enactment of the 1950 Organic Act of Guam, or a descendant thereof.

I hereby certify under penalty of perjury pursuant to the laws of Guam, that the information provided is true to the best of my knowledge.

Subscribed and sworn to before me on:	
Print	
Sign	Date
Officer authorized to take oaths	Signature of Applicant, Legal Guardian, or Registrant
	Date

Legal Guardian Relationship with Minor / Registrant:

**PART II - CERTIFICATION OF VOTER ELIGIBILITY**

**CERTIFICATION**

I \_\_\_\_\_ hereby certify that I will be eighteen (18) years of age or older on the date of the Political Status Plebiscite Election, a registered voter in Guam, and that I am a Native Inhabitant of Guam which is defined as a person who became a U.S. Citizen by virtue of the authority and enactment of the 1950 Organic Act of Guam, or a descendant thereof.

I hereby certify under penalty of perjury pursuant to the laws of Guam, that the information provided is true to the best of my knowledge.

Subscribed and sworn to before me on:	
Officer authorized to take oaths	Signature
	Date

**APPLICANT NATIVE INHABITANT INFORMATION**

As the applicant, I claim I am a descendant of a Native Inhabitant of Guam through my: (Check One)

**MOTHER** ☐ **FATHER** ☐ **BOTH PARENTS** ☐

<b>MOTHER</b>			
Maiden Last	First	Middle Name	Paternal Family Name
Date of Birth	I.D.#		Maternal Family Name
Place of Birth	Date of Death (If Applicable)		Other
<b>FATHER</b>			
Last	First	Middle Name	Paternal Family Name
Date of Birth	I.D.#		Maternal Family Name
Place of Birth	Date of Death (If Applicable)		Other
Control No. 2014-02162		White - Original Yellow - Registrant	Rev: Oct. 2014





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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### District Voter Registrar Application

#### Qualifications:

1. Must be a registered voter of Guam;
2. Must not be holding an elective office;
3. Must not be a candidate for office;
4. Must not be an immediate relative of an elected official or candidate.  
Immediate relative means: grandparent, step-grandparent, parent, step-parent, sibling, step-sibling, child, step-child, grandchild, step-grandchild, spouse, common-law and/or in-law;
5. Must be able to follow instructions;
6. Must be able to attend an instructional seminar;
7. Must be able to pass a standardized examination of the elections laws; and
8. Must not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

**Note: If you do not meet the qualifications listed above, then you should not fill out this form.**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Residential Address \_\_\_\_\_

Date of Birth \_\_\_\_\_ SS# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Tel: Home \_\_\_\_\_ Cell \_\_\_\_\_

Tel: Work \_\_\_\_\_ Occupation \_\_\_\_\_

Employer \_\_\_\_\_

Employer's Mailing Address \_\_\_\_\_

1) District in which registered to vote \_\_\_\_\_ Party Affiliation \_\_\_\_\_

2) State position and year(s) of work experience with the Guam Election Commission.  
\_\_\_\_\_  
\_\_\_\_\_

3) Are you a current Government of Guam employee? [ ] Yes [ ] No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**[YEAR] Primary/General Election****District Voter Registrar Oath of Office**

"I do solemnly swear that I am a registered voter of the district of \_\_\_\_\_, that I am not holding nor am I a nominee of an elective office; that I am not an immediate relative of an elected official or candidate, and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will faithfully discharge my duties as a District Voter Registrar to the best of my ability. All Election Commission records entrusted to me will be returned to the office of the Guam Election Commission by \_\_\_\_\_.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

GUAM )

City of Tamuning )

**SUBSCRIBED and SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

SEAL

\_\_\_\_\_  
**NOTARY PUBLIC** in and for Guam.

My Commission expires: \_\_\_\_\_, 20 \_\_\_\_.

**Contact Information**

\_\_\_\_\_  
Last Name:

\_\_\_\_\_  
First Name:

\_\_\_\_\_  
Middle Initial:

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Home Phone:

\_\_\_\_\_  
Work Phone:

\_\_\_\_\_  
Cell Phone:

EC-33A

Revised 6/22

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913



## **Volunteer Voter Registrar Application**

### **QUALIFICATIONS:**

1. Must be a registered voter of Guam;
2. Must not be holding an elective office;
3. Must not be a candidate for office;
4. Must not be an immediate relative of an elected official or candidate.  
Immediate relative means: grandparent, step-grandparent, parent, step-parent, sibling, step-sibling, child, step-child, grandchild, step-grandchild, spouse, common-law and/or in-law;
5. Must be able to follow instructions;
6. Must be able to attend an instructional seminar;
7. Must be able to pass a standardized examination of the election laws; and
8. Must not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

---

**NOTE: If you do not meet the qualifications listed above, DO NOT fill out this form.**

---

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Residential Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Email Address: \_\_\_\_\_

Contact #s: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ (O) \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer's Mailing Address: \_\_\_\_\_

4) District in which registered to vote: \_\_\_\_\_ Party Affiliation: \_\_\_\_\_

5) State position and year(s) of work experiences with the Guam Election Commission. \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

EC-30A

Revised 6/2025

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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### [YEAR] Primary/General Election

### Volunteer Voter Registrar Oath of Office

"I do solemnly swear that I am a registered voter of the district of \_\_\_\_\_, that I am not holding nor am I a nominee of an elective office; that I am not an immediate relative of an elected official or candidate, and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam, and that I will faithfully discharge my duties as a Volunteer Voter Registrar to the best of my ability. All Election Commission records entrusted to me will be returned to the office of the Guam Election Commission by \_\_\_\_\_.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

GUAM )

City of Tamuning )

**SUBSCRIBED and SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_.

SEAL

**NOTARY PUBLIC** in and for Guam.

My Commission expires: \_\_\_\_\_, 20 \_\_\_\_.

### Contact Information

\_\_\_\_\_  
Last Name: First Name: Middle Initial:

\_\_\_\_\_  
Mailing Address:

\_\_\_\_\_  
Home Phone: Work Phone: Cell Phone:





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

Your VOTE is your voice. ✓ BOTA ya un ma kuenta.



### Personal Information Release Form

I hereby authorize the release of the following contact information in response to requests for information made to the Guam Election Commission as well as on the GEC website. A voter registrar may change or revoke this instruction at any time by submitting a request in writing to the Guam Election Commission.

**Name:** \_\_\_\_\_

**District/Village:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

\_\_\_\_\_  
**Volunteer Voter Registrar Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**G.E.C. Official (Print Name / Signature)**



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

Your VOTE is your voice. ✓ BOTA ya un ma kuenta.



### [Year] Primary/General Election

### Volunteer Voter Registrar Checklist

#### NUMBER ISSUED

#### ITEM

\_\_\_\_\_

REGISTRAR MANUAL

\_\_\_\_\_

BADGE

\_\_\_\_\_

AFFIDAVIT OF CANCELLATION

\_\_\_\_\_

AFFIDAVIT OF REGISTRATION NUMBERS

I, \_\_\_\_\_, a deputized Voter Registration Clerk, pursuant to 3GCA §3110, for the period commencing on \_\_\_\_\_ and ending on \_\_\_\_\_, duly acknowledge and agree that all documents entrusted to me will be returned to the Guam Election Commission pursuant to 3GCA §3114. In accordance to 3GCA §3115, within five (5) days after the close of registration, the Commission shall report to the Attorney General of Guam, under oath, the name(s) of the registration clerk or clerks who have not complied with the provisions of this Title.

\_\_\_\_\_  
**Volunteer Voter Registrar Signature**





# GUAM ELECTION COMMISSION

## Kumision Eleksion Guåhan

Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: 671.477.9791 • Fax: 671.477.1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



## Primary/General Election AOR Log Sheet

### REGISTRAR NAME

No.	Date Issued	AOR No.	Registrar Initial	REGISTRANT			Date Submitted	GEC Staff Name (Print)
				LAST	FIRST	M.I.		
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

241 Farenholt Avenue • Oka Building, Suite 202 • Tamuning, Guam 96913

Tel: 671-477-9791 • Fax: 671-477-1895

Email: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) • Website: <http://gec.guam.gov>



## Confidentiality Agreement

As a condition of employment, the Guam Election Commission (GEC) requires that, \_\_\_\_\_, read and sign this Confidentiality Agreement. Failure to sign this document will result in a revocation of any offer of employment already declared.

This Agreement is entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

I, \_\_\_\_\_, by signing this document, understand and consent to the following stipulations:

1. I, \_\_\_\_\_, acknowledge that I will be privy to certain confidential information during my term of employment with GEC.
2. I, \_\_\_\_\_, will only use Confidential Information as it relates to the job for which I was hired by the Guam Election Commission.
3. I, \_\_\_\_\_, shall not disclose any of the confidential Information I learn and/or come in contact with during my employment with the Guam Election Commission, and after the term of employment.
4. When employment ends with the Guam Election Commission, no matter the method of the termination of employment, I, \_\_\_\_\_, agree to return any documents, materials, etc., including any copies of originals belonging to the Guam Election Commission.
5. Any violation of this agreement will be considered grounds for immediate termination of employment and gives the Guam Election Commission the right to seek legal recourse against \_\_\_\_\_.

This Agreement is legally binding, and subject to any applicable laws and regulation enforced by Guam.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Employee Print & Sign

\_\_\_\_\_  
Executive Director Print & Sign





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guahan

241 Farenholt Ave., 2nd Floor, Ste. 202 Oka Bldg., Tamuning, Guam 96913

Website: <http://gec.guam.gov> E-mail: [ecceer@gec.guam.gov](mailto:ecceer@gec.guam.gov)

Tel: (671) 477-9791 Fax: (671) 477-1895



### ORGANIZATIONAL REPORT

Date: \_\_\_\_\_

Name of Candidate, Party,  
Organization, or Committee: \_\_\_\_\_

Elected Office Sought and Election Year: \_\_\_\_\_

Purpose, Question, or Issue: \_\_\_\_\_

Address: \_\_\_\_\_ Political Party: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_ Email: \_\_\_\_\_

### CAMPAIGN TREASURER / DEPUTY TREASURERS

Campaign Treasurer: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Deputy Campaign Treasurer: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Deputy Campaign Treasurer: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Deputy Campaign Treasurer: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Deputy Campaign Treasurer: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Deputy Campaign Treasurer: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

### CAMPAIGN CHAIRPERSON / DEPUTY CHAIRPERSON

Campaign Chairperson: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Deputy Campaign Chairperson: \_\_\_\_\_ Tel No.: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials

Rev 5/8/2025

FINANCIAL INSTITUTION			
STARTING BALANCE	BANK NAME AND ADDRESS	ACCOUNT NUMBER	ENDING BALANCE
\$ -			\$ -
\$ -			\$ -

STARTING BALANCE	BANK NAME AND ADDRESS	ACCOUNT NUMBER	ENDING BALANCE
\$ -			\$ -
\$ -			\$ -

Use one line per campaign bank account.

CONTRIBUTIONS				
---------------	--	--	--	--

"Contributions" means a gift, subscription, loan, advance, deposit of money, or anything of value, or cancellation of a debt or legal obligation, as defined in 3 GCA § 17101(f). **ALL corporate contributions shall be reported regardless of amount.**

(Use additional sheets if needed.)

**I. CASH CONTRIBUTIONS**

Contributions of more than \$100 received from individuals.

AMOUNT	NAME OF INDIVIDUAL DONOR	ADDRESS OF DONOR	DATE REC'D	DATE DEP.
\$ -				
\$ -				
\$ -				
\$ -	See A-8 Attachment I. - Cash Contributions			
\$ -	(1) Total amount of Cash Contributions this reporting period.			
\$ -	(1a) Cumulative Total of Cash Contributions from last report.			
\$ -	(1b) Sub-Total of Cash Contributions (1 + 1a = 1b)			

**II. AGGREGATE CONTRIBUTIONS FROM FUNDRAISING EVENTS \$25 OR LESS**

AMOUNT	FUNDRAISING EVENT, DATE, AND TICKET PRICE	LOCATION	DATE REC'D	DATE DEP.
\$ -				
\$ -				
\$ -				
\$ -	See A-9 Attachment II. - Fundraising Events \$25 or Less			
\$ -	(2) Total Aggregate Contributions this reporting period.			
\$ -	(2a) Cumulative Total of Aggregate Contributions from last report.			
\$ -	(2b) Sub-Total of Aggregate Contributions (2 + 2a = 2b)			

**III. AGGREGATE CONTRIBUTIONS FROM FUNDRAISING EVENTS OF MORE THAN \$25 AND \$100 OR LESS**

AMOUNT	FUNDRAISING EVENT, DATE, AND TICKET PRICE	LOCATION	DATE REC'D	DATE DEP.
\$ -				
\$ -				
\$ -				
\$ -	See A-10 Attachment III - Fundraising Events More Than \$25 and \$100 or Less			
\$ -	(3) Total Aggregate Contributions this reporting period.			
\$ -	(3a) Cumulative Total of Aggregate Contributions from last report.			
\$ -	(3b) Sub-Total of Aggregate Contributions (3 + 3a = 3b)			

**IV. CONTRIBUTIONS FROM FUNDRAISING EVENTS MORE THAN \$100 PER TICKET**

AMOUNT	NAME OF INDIVIDUAL DONOR	ADDRESS OF DONOR	EVENT, DATE, & TICKET PRICE	DATE REC'D	DATE DEP.
\$ -					
\$ -					
\$ -					
\$ -	See A-11 Attachment IV. - Fundraising Events More Than \$100				
\$ -	(4) Total Fundraising Contributions (>\$100) this reporting period.				
\$ -	(4a) Cumulative Total of Fundraised Contributions from last report.				
\$ -	(4b) Sub-Total of Fundraised Contributions (4 + 4a = 4b)				

Initials



**V. NON-MONETARY PERSONAL SERVICES CONTRIBUTIONS**

All personal and related services, contract, promise or agreement to make contribution for personal services of \$100.00 or more.

ESTIMATED VALUE	NAME OF DONOR	ADDRESS OF DONOR	DESCRIPTION OF CONTRIBUTION	DATE RECEIVED
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(5) Total Non-Monetary Contributions this reporting period.			
\$ -	(5a) Cumulative Total of Non-Monetary Contributions from last report.			
\$ -	(5b) Sub-Total of Non-Monetary Contributions (5 + 5a = 5b)			

**VI. NON-MONETARY GOODS AND/OR CONTRACTS CONTRIBUTIONS**

All goods or contracts, promise, or agreement to make contribution of goods more than \$100 in value.

ESTIMATED VALUE	NAME OF DONOR	ADDRESS OF DONOR	DESCRIPTION OF CONTRIBUTION	DATE RECEIVED
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(6) Total Non-Monetary Contributions this reporting period.			
\$ -	(6a) Cumulative Total of Non-Monetary Contributions from last report.			
\$ -	(6b) Sub-Total of Non-Monetary Contributions (6 + 6a = 6b)			

**VII. EARMARKED CONTRIBUTIONS**

Contributions received from donors designated for specified campaign expenses.

AMOUNT	NAME OF DONOR	ADDRESS OF DONOR	DESCRIPTION OF CONTRIBUTION	DATE RECEIVED
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(7) Total Non-Monetary Contributions this reporting period.			
\$ -	(7a) Cumulative Total of Non-Monetary Contributions from last report.			
\$ -	(7b) Sub-Total of Non-Monetary Contributions (7 + 7a = 7b)			

Initials

**VII. Pursuant to 3 GCA § 17109(c), persons who have made a contribution of his/her own money or property or money of another person totaling more than \$100 at this time and not previously reported.**

[illegible]

**Initials**



## EXPENDITURES

"Expenditures" means any purchase or transfer of money or anything of value or promise or agreement to purchase or transfer of money or anything of value, or payment incurred or made, or the use or consumption of a non-monetary contribution for the purposes prescribed under 3 GCA § 17101(h)(A)(B)(C). **Expenditures by a candidate of his or her own funds for the purposes prescribed under 3 GCA § 17101(h)(A)(B)(C) must also be reported herein.**

### I. FUNDS EXPENDED

AMOUNT	NAME OF PAYEE	ADDRESS OF PAYEE	PURPOSE	DATE
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	<b>See A-12 Attachment I. - Funds Expended</b>			
\$ -	(1) Total Funds Expended this reporting period.			
\$ -	(1a) Cumulative Total of Funds Expended from last report.			
\$ -	<b>(1b) Sub-Total of Funds Expended (1 + 1a = 1b)</b>			

### II. INCURRED EXPENSES

Pending payments for services rendered/products received in aid of a campaign.

AMOUNT	NAME OF PAYEE	ADDRESS OF PAYEE	PURPOSE	DATE
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	<b>See A-13 Attachment II. - Incurred Expenses</b>			
\$ -	(2) Total Incurred Expenditures this reporting period.			
\$ -	(2a) Cumulative Total of Incurred Expenditures from last report.			
\$ -	<b>(2b) Sub-Total of Incurred Expenditures (2 + 2a = 2b)</b>			

### III. NON-MONETARY PERSONAL SERVICES EXPENDITURES

The consumption of all personal and related services, contracts, promises, or agreements expended for personal services in aid of a campaign.

ESTIMATED VALUE	NAME OF PAYEE	ADDRESS OF PAYEE	PURPOSE	DATE
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	<b>See A-14 Attachment III. - Non-Monetary Personal Expenses</b>			
\$ -	(3) Total Non-Monetary Expenditures this reporting period.			
\$ -	(3a) Cumulative Total of Non-Monetary Expenditures from last report.			
\$ -	<b>(3b) Sub-Total of Non-Monetary Expenditures (3 + 3a = 3b)</b>			

\_\_\_\_\_  
Initials

**IV. NON-MONETARY GOODS AND/OR CONTRACTS EXPENDITURES**

The consumption of all goods or contracts, promise, or agreement expended for goods in aid of a campaign.

ESTIMATED VALUE	NAME OF PAYEE	ADDRESS OF PAYEE	PURPOSE	DATE
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(4) Total Non-Monetary Expenditures this reporting period.			
\$ -	(4a) Cumulative Total Non-Monetary Expenditures from last report.			
\$ -	<b>(4b) Sub-Total of Non-Monetary Expenditures (4 + 4a = 4b)</b>			

**V. EARMARKED EXPENDITURES**

Disbursement of earmarked contributions for use as specified.

AMOUNT	NAME OF PAYEE	ADDRESS OF PAYEE	PURPOSE	DATE
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(5) Total Non-Monetary Expenditures this reporting period.			
\$ -	(5a) Cumulative Total Non-Monetary Expenditures from last report.			
\$ -	<b>(5b) Sub-Total of Non-Monetary Expenditures (5 + 5a = 5b)</b>			

**CONTRIBUTIONS AND EXPENDITURES SUMMARY**

<b>CONTRIBUTIONS:</b>	\$ -	(1b) Sub-Total Cash Contributions.
	\$ -	(2b) Sub-Total Aggregate Contributions (\$25 or less) fundraising events.
	\$ -	(3b) Sub-Total Aggregate Contributions (>\$25 and \$100 or less) " ".
	\$ -	(4b) Sub-Total Contributions from Fundraising Events >\$100
	\$ -	(5b) Sub-Total Personal Services Contributions.
	\$ -	(6b) Sub-Total Goods and/or Contracts Contributions.
	\$ -	(7b) Sub-Total Earmarked Contributions.
	\$ -	<b>GRAND TOTAL CONTRIBUTIONS (1b + 2b + 3b + 4b + 5b + 6b+7b)</b>

<b>EXPENDITURES:</b>	\$ -	(1b) Sub-Total Funds Expended.
	\$ -	(2b) Sub-Total Incurred Expenditures.
	\$ -	(3b) Sub-Total Personal Services Expenditures.
	\$ -	(4b) Sub-Total Goods and/or Contracts Expenditures.
	\$ -	(5b) Sub-Total Earmarked Expenditures.
	\$ -	<b>GRAND TOTAL EXPENDITURES (1b + 2b + 3b + 4b + 5b)</b>

**SURPLUS / DEFICIT:** \$ - **GRAND TOTAL CONTRIBUTIONS MINUS GRAND TOTAL EXPENDITURES (Negative=Deficit / Positive=Surplus)**

\$ - **Balance Brought Forward from the** \_\_\_\_\_ **Election**

\$ - **CURRENT BALANCE**

(GRAND TOTAL CONTRIBUTIONS AND EXPENDITURES +  
BALANCE BROUGHT FORWARD FROM THE \_\_\_\_\_ ELECTION)

\_\_\_\_\_  
Initials



***AFFIRMATION AND SIGNATURE OF TREASURER***

I, \_\_\_\_\_ do hereby swear that I have used all reasonable diligence in preparing this ORGANIZATIONAL REPORT, and that it is a true, full, and explicit accounting of all contributions received and expenses incurred to date in aid of the campaign/support of a candidate(s), purpose of organization, or ballot question or issue.

\_\_\_\_\_  
SIGNATURE OF TREASURER

Subscribed and Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC in and for Guam:**  
**My Commission expires:**

***AFFIRMATION AND SIGNATURE OF CANDIDATE / SPONSOR/CHAIRPERSON***

I, \_\_\_\_\_ do hereby swear that I have used all reasonable diligence in preparing this ORGANIZATIONAL REPORT, and that it is a true, full, and explicit accounting of all contributions received and expenses incurred to date in aid of my campaign/support of a candidate(s), purpose of organization, or ballot question question or issue.

\_\_\_\_\_  
SIGNATURE OF CANDIDATE / SPONSOR/CHAIRPERSON

Subscribed and Sworn to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC in and for Guam:**  
**My Commission expires:**





**CONTRIBUTIONS Attachment II. AGGREGATE CONTRIBUTIONS FROM FUNDRAISING EVENTS \$25 OR LESS**[illegible]

## CORPORATE CONTRIBUTORS

[illegible]

**S - TOTAL**

(To be placed on page A-2 item II. Aggregate Contributions from Fundraising Events \$25 or Less)

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials

**CONTRIBUTIONS Attachment III. AGGREGATE CONTRIBUTIONS FROM FUNDRAISING  
EVENTS OF MORE THAN \$25 AND \$100 OR LESS**[illegible]

## CORPORATE CONTRIBUTORS

[illegible]

**\$ - TOTAL** (To be placed on page A-2 item **III. Aggregate Contributions from Fundraising Events of More than \$25 and \$100 or less**)

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials



**CONTRIBUTIONS Attachment IV. CONTRIBUTIONS FROM FUNDRAISING EVENTS OF MORE THAN \$100**

[illegible]

## CORPORATE CONTRIBUTIONS

**Corporate contributions received for fundraisers at which the cost was more than \$100 per ticket.**

[illegible]

**S - TOTAL** (To be placed on page A-2 item IV. Contributions from Fundraising Events of More Than \$100)

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials







### **EXPENDITURES Attachment III. NON-MONETARY PERSONAL SERVICES EXPENDITURES**

[illegible]

**S - TOTAL** (To be placed on page A-5 item III, Non-Monetary Personal Services Expenditures. All personal and related services, contracts, promises, or agreements expended for personal services in aid of campaign)

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials





## GUAM ELECTION COMMISSION

Kumision Ileksion Guahan

 241 Farenholt Ave. Yka Bldg. Ste. 202 Ymamuning, Guam 96913  
 Website: www.gec.guam.gov YE-mail: eccer@gec.guam.gov


## ELECTION CAMPAIGN CONTRIBUTIONS AND EXPENDITURES REPORT

 Name of Candidate, Party,  
 Organization, or Committee: \_\_\_\_\_

Elected Office Sought/Purpose/Ballot Question or Issue: \_\_\_\_\_

 Address: \_\_\_\_\_ Political Party: \_\_\_\_\_  
 \_\_\_\_\_ Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_ Fax No: \_\_\_\_\_ E-mail: \_\_\_\_\_

This report is for (check appropriate boxes):

ELECTION YEAR: \_\_\_\_\_

- ☐ PRIMARY ELECTION
- ☐ Preliminary Report
- ☐ Final Report
- ☐ Supplemental Report

- ☐ GENERAL ELECTION
- ☐ Preliminary Report
- ☐ Final Report
- ☐ Supplemental Report

- ☐ SPECIAL ELECTION
- ☐ Preliminary Report
- ☐ Final Report
- ☐ Supplemental Report

I, \_\_\_\_\_, do hereby swear  
 that I have used all reasonable diligence in preparing the foregoing **ELECTION CAMPAIGN CONTRIBUTIONS  
 AND EXPENDITURES REPORT**, and that it is a true, full, and explicit accounting of all contributions received and expenses  
 incurred to date in aid of my campaign/support of a candidate(s), purpose of organization, or ballot question or issue.

SIGNATURE OF CANDIDATE/CHAIRPERSON

Subscribed and Sworn to before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

NOTARY PUBLIC in and for Guam.

My Commission expires: \_\_\_\_\_

I, \_\_\_\_\_, do hereby swear  
 that I have used all reasonable diligence in preparing the foregoing **ELECTION CAMPAIGN CONTRIBUTIONS  
 AND EXPENDITURES REPORT**, and that it is a true, full, and explicit accounting of all contributions received and expenses  
 incurred to date in aid of the campaign/support of a candidate(s), purpose of organization, or ballot question or issue.

SIGNATURE OF TREASURER

Subscribed and Sworn to before me on this

\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

NOTARY PUBLIC in and for Guam.

My Commission expires: \_\_\_\_\_

SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT

**FINANCIAL INSTITUTION**

Use one line per campaign bank account.

STARTING BALANCE	BANK NAME AND ADDRESS	ACCOUNT NUMBER	ENDING BALANCE
\$ -			\$ -
\$ -			\$ -

**CONTRIBUTIONS**

"Contributions" means a gift, subscription, loan, advance, deposit of money, or anything of value, or cancellation of a debt or legal obligation, as defined in 3 GCA § 17101(f). ALL corporate contributions shall be reported regardless of amount. (Use additional sheets if needed.)

**I. CASH CONTRIBUTIONS**

Contributions of more than \$100 received from individual donors.

AMOUNT	NAME OF INDIVIDUAL DONOR	ADDRESS OF DONOR	DATE RECEIVED	DATE DEPOSITED
\$ -				
\$ -				
\$ -				
\$ -	<b>See B-7 Attachment I. Cash Contributions</b>			
\$ -	(1) Total amount of Cash Contributions this reporting period.			
\$ -	(1a) Cumulative Total of Cash Contributions from last report.			
\$ -	<b>(1b) Sub-Total of Cash Contributions (1 + 1a = 1b)</b>			

**II. AGGREGATE CONTRIBUTIONS FROM FUNDRAISING EVENTS \$25 OR LESS.**

AMOUNT	FUNDRAISING EVENT, DATE, AND TICKET PRICE	LOCATION	DATE RECEIVED	DATE DEPOSITED
\$ -				
\$ -				
\$ -				
\$ -	<b>See B-8 Attachment II. Fundraising Events \$25 or Less</b>			
\$ -	(2) Total Aggregate Contributions this reporting period.			
\$ -	(2a) Cumulative Total of Aggregate Contributions from last report.			
\$ -	<b>(2b) Sub-Total of Aggregate Contributions (2 + 2a = 2b)</b>			

**III. AGGREGATE CONTRIBUTIONS FROM FUNDRAISING EVENTS OF MORE THAN \$25 AND \$100 OR LESS**

AMOUNT	FUNDRAISING EVENT, DATE, AND TICKET PRICE	LOCATION	DATE RECEIVED	DATE DEPOSITED
\$ -				
\$ -				
\$ -				
\$ -	<b>See B-9 Attachment III. Fundraising Events More Than \$25 and \$100 or Less</b>			
\$ -	(3) Total Aggregate Contributions this reporting period.			
\$ -	(3a) Cumulative Total of Aggregate Contributions from last report.			
\$ -	<b>(3b) Sub-Total of Aggregate Contributions (3 + 3a = 3b)</b>			

**IV. CONTRIBUTIONS FROM FUNDRAISING EVENTS MORE THAN \$100 PER TICKET**

AMOUNT	NAME & ADDRESS OF INDIVIDUAL DONOR	EVENT, DATE, & TICKET PRICE	DATE REC'D	DATE DEP.
\$ -				
\$ -				
\$ -				
\$ -	<b>See B-10 Attachment IV. - Fundraising Events More Than \$100</b>			
\$ -	(4) Total Fundraising Contributions (>\$100) this reporting period.			
\$ -	(4a) Cumulative Total of Fundraised Contributions from last report.			
\$ -	<b>(4b) Sub-Total of Aggregate Contributions (4 + 4a = 4b)</b>			



## V. NON-MONETARY PERSONAL SERVICES CONTRIBUTIONS

All personal and related services, contracts, promises or agreements to make contribution for personal services of \$100.00 or more.

ESTIMATED VALUE	NAME OF DONOR	ADDRESS OF DONOR	DESCRIPTION OF CONTRIBUTION	DATE RECEIVED
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(5) Total Non-Monetary Contributions this reporting period.			
\$ -	(5a) Cumulative Total of Non-Monetary Contributions from last report.			
\$ -	<b>(5b) Sub-Total of Non-Monetary Contributions (5 + 5a = 5b)</b>			

## VI. NON-MONETARY GOODS AND/OR CONTRACTS CONTRIBUTIONS

All goods or contracts, promises, or agreements to make contribution of goods of \$100.00 or more.

ESTIMATED VALUE	NAME OF DONOR	ADDRESS OF DONOR	DESCRIPTION OF CONTRIBUTION	DATE RECEIVED
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(6) Total Non-Monetary Contributions this reporting period.			
\$ -	(6a) Cumulative Total of Non-Monetary Contributions from last report.			
\$ -	<b>(6b) Sub-Total of Non-Monetary Contributions (6 + 6a = 6b)</b>			

## VII. EARMARKED CONTRIBUTIONS

Contributions received from donors designated for specified campaign expenses.

AMOUNT	NAME OF DONOR	ADDRESS OF DONOR	DESCRIPTION OF CONTRIBUTION	DATE RECEIVED
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -				
\$ -	(7) Total Non-Monetary Contributions this reporting period.			
\$ -	(7a) Cumulative Total of Non-Monetary Contributions from last report.			
\$ -	<b>(7b) Sub-Total of Non-Monetary Contributions (7 +7a = 7b)</b>			

Initials

**VII. Pursuant to 3 GCA § 17109(c), persons who have made a contribution of his/her own money or property or money of another person totaling more than \$100 at this time and not previously reported.**

[illegible]**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Page 108

B-4

Initials









**CONTRIBUTIONS Attachment I. CASH CONTRIBUTIONS**[illegible]

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials

**CONTRIBUTIONS Attachment II. AGGREGATE CONTRIBUTIONS FROM FUNDRAISING EVENTS \$25 OR LESS**[illegible]

## CORPORATE CONTRIBUTORS

[illegible]

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials



## CORPORATE CONTRIBUTORS

\$ - TOTAL (To be placed on page B-2 item III. Aggretate Contributions from Fundraising Events of More than \$25 and \$100 or Less )

**Initials**

**CONTRIBUTIONS Attachment IV. CONTRIBUTIONS FROM FUNDRAISING EVENTS OF MORE THAN \$100**[illegible]

## CORPORATE CONTRIBUTIONS

**Corporate contributions received for fundraisers at which the cost was more than \$100 per ticket.**

[illegible]

**S - TOTAL** (To be placed on page B-2 item IV. Contributions from Fundraising Events of More Than \$100)

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

**Initials**





## **EXPENDITURES Attachment II. INCURRED EXPENSES**

[illegible]

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**

Initials







# GUAM ELECTION COMMISSION

## Kumision Ileksion Guahan

241 Farenholt Ave. Yka Bldg. Ste. 202 Tamuning, Guam 96913

Website: www.gec.guam.gov YE-mail: eccc@gec.guam.gov



### DISSOLUTION REPORT

Name of Candidate, Party,  
Organization, or Committee: \_\_\_\_\_

Elected Office Sought/Purpose/Ballot Question or Issue: \_\_\_\_\_

Address: \_\_\_\_\_

Political Party: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Tel No: \_\_\_\_\_

Fax No: \_\_\_\_\_

E-mail: \_\_\_\_\_

This Dissolution Report is for **ELECTION YEAR**: \_\_\_\_\_

The candidate/committee expects to receive no further contributions and make no further expenditures for the purpose for which the organization was established. Any remaining funds were disposed in the following manner (check all that apply):

- ☐ Funds were brought over to the candidate's newly established organization (for the same office).  
☐ Funds were contributed to the candidate's political party.  
☐ Funds were escheated to the Government of Guam (i.e. the candidate had no party affiliation).  
☐ Funds were contributed to another candidate of the same office with the same political party affiliation.

I, \_\_\_\_\_, do hereby swear that I have used all reasonable diligence in preparing the foregoing **ELECTION CAMPAIGN REPORTS**, and that they are true, full, and explicit accounting of all contributions received and expenses incurred to date in aid of my campaign/support of a candidate(s), purpose of organization, or ballot question or issue.

\_\_\_\_\_  
SIGNATURE OF CANDIDATE/CHAIRPERSON

Subscribed and Sworn to before me on this \_\_\_\_\_

day of \_\_\_\_\_

, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for Guam.

My Commission expires: \_\_\_\_\_

I, \_\_\_\_\_, do hereby swear that I have used all reasonable diligence in preparing the foregoing **ELECTION CAMPAIGN REPORTS**, and that they are true, full, and explicit accounting of all contributions received and expenses incurred to date in aid of the campaign/support of a candidate(s), purpose of organization, or ballot question or issue.

\_\_\_\_\_  
SIGNATURE OF TREASURER

Subscribed and Sworn to before me on this \_\_\_\_\_

day of \_\_\_\_\_

, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for Guam.

My Commission expires: \_\_\_\_\_

**SUBMIT ONE ORIGINAL AND ONE ELECTRONIC EXCEL FORMAT**





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### NOMINATING PETITION – GOVERNOR / LT. GOVERNOR (Partisan)

We, the undersigned, registered and qualified electors of Guam, hereby nominate \_\_\_\_\_ as candidates of the \_\_\_\_\_ Party for the office of **GOVERNOR/ LT. GOVERNOR**, to be voted for at the Primary Election held on \_\_\_\_\_, 20 \_\_\_\_\_, and we declare that we have not signed, and will not sign, any nominating petition for more persons than the number of candidates necessary to fill such office at the next ensuing General Election.

**WARNING: Whoever knowingly signs more petitions for the same office than there are persons to be elected to the office, or signs a name other than his own is violating the provisions of the Guam Election Code.**

NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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## CIRCULATOR CERTIFICATION

The undersigned circulator of the above petition asserts that he/she is qualified to circulate this petition, that each signature on the petition was signed at his/her presence, that to the best of his/her knowledge and belief each signature is the genuine signature of the person purporting to sign the same and that the person was at the time of signing a registered and qualified voter of Guam, and the such elector was qualified to sign the petition.

---

 Printed Name of Circulator

---

 Signature of Circulator

---

 Address of Circulator

---

 Date





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### NOMINATING PETITION – SENATOR (Partisan)

We, the undersigned, registered and qualified electors of Guam, hereby nominate \_\_\_\_\_ as a candidate of the \_\_\_\_\_ Party for the office of **SENATOR**, to be voted for at the Primary Election held on \_\_\_\_\_, 20\_\_\_\_\_, and we declare that we have not signed, and will not sign, any nominating petition for more persons than the number of candidates necessary to fill such office at the next ensuing General Election.

**WARNING: Whoever knowingly signs more petitions for the same office than there are persons to be elected to the office, or signs a name other than his own is violating the provisions of the Guam Election Code.**

NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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## CIRCULATOR CERTIFICATION

The undersigned circulator of the above petition asserts that he/she is qualified to circulate this petition, that each signature on the petition was signed at his/her presence, that to the best of his/her knowledge and belief each signature is the genuine signature of the person purporting to sign the same and that the person was at the time of signing a registered and qualified voter of Guam, and the such elector was qualified to sign the petition.

---

 Printed Name of Circulator

---

 Signature of Circulator

---

 Address of Circulator

---

 Date





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### NOMINATING PETITION – MAYOR or VICE MAYOR (Partisan)

We, the undersigned, registered and qualified electors of the district of \_\_\_\_\_, hereby nominate \_\_\_\_\_ as a candidate of the \_\_\_\_\_ Party for the office of \_\_\_\_\_, to be voted for at the Primary Election held on \_\_\_\_\_, 20\_\_\_\_\_, and we declare that we have not signed, and will not sign, any nominating petition for more persons than the number of candidates necessary to fill such office at the next ensuing General Election.

**WARNING: Whoever knowingly signs more petitions for the same office than there are persons to be elected to the office, or signs a name other than his own is violating the provisions of the Guam Election Code.**

NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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## CIRCULATOR CERTIFICATION

The undersigned circulator of the above petition asserts that he/she is qualified to circulate this petition, that each signature on the petition was signed at his/her presence, that to the best of his/her knowledge and belief each signature is the genuine signature of the person purporting to sign the same and that the person was at the time of signing a registered and qualified voter of Guam, and the such elector was qualified to sign the petition.

\_\_\_\_\_  
Printed Name of Circulator

\_\_\_\_\_  
Signature of Circulator

\_\_\_\_\_  
Address of Circulator

\_\_\_\_\_  
Date





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### NOMINATING PETITION –DELEGATE TO THE U.S. HOUSE OF REPRESENTATIVES (Partisan)

We, the undersigned, registered and qualified electors of Guam, hereby nominate \_\_\_\_\_ as a candidate of the \_\_\_\_\_ Party for the office of **DELEGATE TO THE U.S. HOUSE OF REPRESENTATIVES**, to be voted for at the Primary Election held on the \_\_\_\_\_, 20\_\_\_\_\_, and we declare that we have not signed, and will not sign, any nominating petition for more persons than the number of candidates necessary to fill such office at the next ensuing General Election.

**WARNING: Whoever knowingly signs more petitions for the same office than there are persons to be elected to the office, or signs a name other than his own is violating the provisions of the Guam Election Code.**

NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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## CIRCULATOR CERTIFICATION

The undersigned circulator of the above petition asserts that he/she is qualified to circulate this petition, that each signature on the petition was signed at his/her presence, that to the best of his/her knowledge and belief each signature is the genuine signature of the person purporting to sign the same and that the person was at the time of signing a registered and qualified voter of Guam, and the such elector was qualified to sign the petition.

---

 Printed Name of Circulator

---

 Signature of Circulator

---

 Address of Circulator

---

 Date





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### NOMINATING PETITION – GUAM EDUCATION BOARD

We, the undersigned, registered and qualified electors of Guam, hereby nominate \_\_\_\_\_ as a candidate for the office of **GUAM EDUCATION BOARD MEMBER**, to be voted for at the General Election held on \_\_\_\_\_, 20\_\_\_\_\_, and we declare that we have not signed, and will not sign, any nominating petition for more persons than the number of candidates necessary to fill such office at the next ensuing General Election.

**WARNING:** Whoever knowingly signs more petitions for the same office than there are persons to be elected to the office, or signs a name other than his own is violating the provisions of the Guam Election Code.

NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
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10			

NAME (Print and Sign)	DATE OF BIRTH	ADDRESS	DATE OF SIGNATURE VOTING DISTRICT
11			
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## CIRCULATOR CERTIFICATION

The undersigned circulator of the above petition asserts that he/she is qualified to circulate this petition, that each signature on the petition was signed at his/her presence, that to the best of his/her knowledge and belief each signature is the genuine signature of the person purporting to sign the same and that the person was at the time of signing a registered and qualified voter of Guam, and that such elector was qualified to sign the petition.

---

 Printed Name of Circulator

---

 Signature of Circulator

---

 Address of Circulator

---

 Date



**CERTIFICATION OF QUALIFICATION****GOVERNOR/LIEUTENANT GOVERNOR**

I, \_\_\_\_\_, do solemnly swear that I am an eligible voter of the municipality of \_\_\_\_\_, Guam and a qualified candidate for the office of \_\_\_\_\_ from \_\_\_\_\_ the \_\_\_\_\_ Party for the Primary Election to be held on the date set by law for this year, and have met the following qualifications as set forth in the Organic Act of Guam, Title 48 Chapter 8A §1422 of the United States Code:

I am an eligible voter;

I have been a citizen of the United States and a bona fide resident of Guam for five (5) consecutive years immediately preceding the election;

I will be at least thirty (30) years of age at the time of taking office;

I will maintain my official residence in Guam during my incumbency; and

I have not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

I am submitting with this statement a Nominating Petition in the form and manner as prescribed by the Election Code of Guam. I make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### CERTIFICATION OF QUALIFICATION

#### SENATOR

I, \_\_\_\_\_, do solemnly swear that I am an eligible voter of the municipality of \_\_\_\_\_, Guam and a qualified candidate for the office of \_\_\_\_\_ from the \_\_\_\_\_ Party for the Primary Election to be held on the date set by law for this year, and have met the following qualifications as set forth in the Organic Act of Guam, Title 48 Chapter 8A §1423(f) of the United States Code:

I am a citizen of the United States;

I am at least twenty-five (25) years of age;

I have been domiciled in Guam for at least five (5) years immediately preceding the sitting of the legislature in which I seek to qualify as a Member;

I have not been convicted of a felony or of a crime involving moral turpitude, or I have received a pardon restoring my civil rights; and

I have not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

I am submitting with this statement a Nominating Petition in the form and manner as prescribed by the Election Code of Guam. I make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### CERTIFICATION OF QUALIFICATION

#### MAYOR/VICE-MAYOR

I, \_\_\_\_\_, do solemnly swear that I am an eligible voter of the municipality of \_\_\_\_\_, Guam and a qualified candidate for the office of \_\_\_\_\_ from \_\_\_\_\_ the \_\_\_\_\_ Party for the Primary Election to be held on the date set by law for this year, and have met the following qualifications as set forth in 5 GCA § 40108:

I am a citizen of the United States;

I am at least twenty-one (21) years of age;

I have not been convicted of a crime involving moral turpitude;

I am registered to vote in and have resided within the municipality or area which I am to represent for a period of at least one (1) year immediately preceding the date of any special or general election for which I am a candidate;

I will continue to reside therein throughout my term of office; and

I have not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

I am submitting with this statement a Nominating Petition in the form and manner as prescribed by the Election Code of Guam. I make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### CERTIFICATION OF QUALIFICATION

#### NON-VOTING DELEGATE TO THE U.S. HOUSE OF REPRESENTATIVES

I, \_\_\_\_\_, do solemnly swear that I am an eligible voter of the municipality of \_\_\_\_\_, Guam and a qualified candidate for the office of \_\_\_\_\_ from the \_\_\_\_\_ Party for the Primary Election to be held on the date set by law for this year, and have met the following qualifications as set forth in the Orgnaic Act of Guam, Title 48 Chapter 8A §1713 of the United States Code:

I will be at least twenty-five (25) years of age on the date of the election;

I have been a citizen of the United States for at least seven (7) years prior to the date of the election;

I am an inhabitant of the territory from which I will be elected;

I am not, on the date of the election, a candidate for any other office; and

I have not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

I am submitting with this statement a Nominating Petition in the form and manner as prescribed by the Election Code of Guam. I make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791 · Fax: (671) 477-1895

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### CERTIFICATION OF QUALIFICATION

#### ATTORNEY GENERAL

I, \_\_\_\_\_, do solemnly swear that I am a qualified candidate for the office of \_\_\_\_\_ and that I have met the following qualifications as set forth in 5 GCA § 30101(b):

I have not declared any political party affiliation;

I am at least thirty (30) years of age;

I am a citizen of the United States and a resident of Guam;

I have been an active member in good standing of the Guam Bar Association on Guam for at least five (5) years immediately preceding my candidacy for Office, or an inactive member of the Guam Bar Association who, in the five (5) years preceding my election as an Attorney General has served as an elected official elected by the people of Guam or as a Public Auditor of Guam, or as a Justice of the Supreme Court of Guam or Judge of the Superior Court of Guam;

I have not been convicted of a felony;

I have not been suspended from the practice of law in any jurisdiction for violation of ethical rules governing the practice of attorneys;

I have not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110).

I make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning,  
Guam 96913 Tel: (671) 477-9791 · Fax: (671) 477-1895  
E-Mail: vote@gec.guam.gov Website: http://gec.guam.gov



### CERTIFICATION OF QUALIFICATION

#### GUAM EDUCATION BOARD MEMBER

I, \_\_\_\_\_, do solemnly swear that I am  
a qualified candidate for the office of \_\_\_\_\_ and  
that I have met the following qualifications as set forth in 17 GCA § 3102.3(b):

I am at least twenty-five (25) years of age;

I have been a resident of Guam for at least five (5) years immediately proceeding the date  
on which I am to take office and continuing throughout my term;

I have not been convicted of a felony or of a misdemeanor involving criminal sexual  
conduct or crime of moral turpitude. (3 GCA § 6110)

I am submitting with this statement a Nominating Petition in the form and manner as prescribed  
by the Guam Election Commission, which I have initiated, and shall file with the Commission not  
later than the first Monday after a Primary Election, unless such date is a holiday, in which it shall  
be filed the day following the holiday, or sixty (60) days prior to a Special Election. I make the  
foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation  
under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning,  
Guam 96913 Tel: (671) 477-9791 · Fax: (671) 477-1895  
E-Mail: vote@gec.guam.gov Website: http://gec.guam.gov



### CERTIFICATION OF QUALIFICATION

#### CONSOLIDATED COMMISSION ON UTILITIES COMMISSIONER

I, \_\_\_\_\_, do solemnly swear that I am  
a qualified candidate for the office of \_\_\_\_\_ and  
that I have met the following qualifications as set forth in 12 GCA §§ 79101 and 79102:

I am a registered voter of Guam;

I am at least twenty-five (25) years of age;

I have been a resident of Guam for at least five (5) years immediately prior to the date of  
election;

I will not simultaneously serve as a Commissioner and an employee of the Guam  
Waterworks Authority, the Guam Power Authority, or the Public Utilities Commission, or  
simultaneously serve as a Commissioner and an unclassified or contracted employee of the  
government of Guam;

I will not identify myself as a member of any political party on Guam for the purpose of  
my campaign, nor will I receive any endorsement or material support from any political  
party on Guam during the course of my campaign; and

I have not been convicted of a felony or of a misdemeanor involving criminal sexual  
conduct or crime of moral turpitude. (3 GCA § 6110)

I make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as  
a violation under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning,  
Guam 96913 Tel: (671) 477-9791 · Fax: (671) 477-1895  
E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### CERTIFICATION OF QUALIFICATION

#### PUBLIC AUDITOR

I, \_\_\_\_\_, do solemnly swear that I am  
a qualified candidate for the office of \_\_\_\_\_ and  
that I have met the following qualifications as set forth in 1 GCA §§ 1903 and 1906:

I will not declare a political party affiliation or seek the endorsement or receive directly or indirectly financial or material support from a political party;

I am a citizen of the United States and a resident of Guam for the five (5) years preceding my election;

I have not been convicted of a felony or suspended in any U.S. or non-U.S. jurisdiction by an ethics board overseeing the certified public accountant or attorney, as the case may be;

I am either a certified public accountant, an attorney at law, or have at least five (5) years of experience in the establishment or enactment of government budgets; and

I have not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

I make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
Declarant

SUBSCRIBED AND SWORN to before me on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_

EC-3H

REVISED: 11/2015





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791/2 • Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: [www.gec.guam.gov](http://www.gec.guam.gov)



### CERTIFICATION – DECLARATION BY SPONSORS GOVERNOR/LIEUTENANT GOVERNOR

Pursuant to 3 GCA § 6106, WE, the registered voters of Guam, do hereby join together in sponsoring \_\_\_\_\_ and \_\_\_\_\_ as candidates for the Office of Governor and Lieutenant Governor.

WE, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_,  
and \_\_\_\_\_, do solemnly swear that the candidates we are sponsoring for the Office of Governor and Lieutenant Governor meet the following qualifications for the Offices as set forth in the Organic Act of Guam, Title 48 Chapter 8A § 1422 of the United States Code:

They are eligible voters;

They have been citizens of the United States and bona fide residents of Guam for five (5) consecutive years immediately preceding the election;

They will be at least thirty (30) years of age at the time of taking office;

They will maintain their official residence in Guam during their incumbency; and

They have not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

WE make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

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SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam  
My Commission expires: \_\_\_\_\_

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: [www.gec.guam.gov](http://www.gec.guam.gov)







# GUAM ELECTION COMMISSION

## Kumision Ilekshon Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791/2 • Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: [www.gec.guam.gov](http://www.gec.guam.gov)



### CERTIFICATION – DECLARATION BY SPONSORS MAYOR/VICE-MAYOR

Pursuant to 3 GCA § 6106, WE, the registered voters of the Municipality of \_\_\_\_\_, do hereby join together in sponsoring \_\_\_\_\_ as a candidate for the Office of \_\_\_\_\_.

WE, \_\_\_\_\_,  
\_\_\_\_\_,  
and \_\_\_\_\_, do solemnly swear that the candidate we are sponsoring for the Office of \_\_\_\_\_ meets the following qualifications for the Office as set forth in 5 GCA § 40108:

He/She is a citizen of the United States;

He/She is at least twenty-one (21) years of age;

He/She has not been convicted of a crime involving moral turpitude;

He/She is registered to vote in and have resided within the municipality or area which he/she is to represent for a period of at least one (1) year immediately preceding the date of any special or general election for which he/she is a candidate;

He/She will continue to reside therein throughout his/her term of office; and

He/She has not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

WE make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

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SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam  
My Commission expires: \_\_\_\_\_



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791/2 • Fax: (671) 477-1895

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### CERTIFICATION – DECLARATION BY SPONSORS NON-VOTING DELEGATE TO THE U.S. HOUSE OF REPRESENTATIVES

Pursuant to 3 GCA § 6106, WE, the registered voters of Guam, do hereby join together in sponsoring \_\_\_\_\_ as a candidate for the Office of Non-Voting Delegate to the U.S. House of Representatives.

WE, \_\_\_\_\_,  
\_\_\_\_\_,  
and \_\_\_\_\_, do solemnly swear that the candidate we are sponsoring for the Office of Non-Voting Delegate to the U.S. House of Representatives meets the following qualifications for the Office as set forth in the Organic Act of Guam, Title 48 Chapter 8A § 1713 of the United States Code:

He/She will be at least twenty-five (25) years of age on the date of the election;

He/She has been a citizen of the United States for at least seven (7) years prior to the date of the election;

He/She is an inhabitant of the territory from which he/she will be elected;

He/She is not, on the date of the election, a candidate for any other office; and

He/She has not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

WE make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

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SUBSCRIBED AND SWORN to before this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam  
My Commission expires: \_\_\_\_\_





# GUAM ELECTION COMMISSION

## Kumision Ilekshon Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791/2 • Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: [www.gec.guam.gov](http://www.gec.guam.gov)



### CERTIFICATION – DECLARATION BY SPONSORS ATTORNEY GENERAL

Pursuant to 3 GCA § 6106, WE, the registered voters of Guam, do hereby join together in sponsoring \_\_\_\_\_ as a candidate for the Office of Attorney General.

WE, \_\_\_\_\_,  
\_\_\_\_\_,

and \_\_\_\_\_, do solemnly swear that the candidate we are sponsoring for the Office of Attorney General meets the following qualifications for the Office as set forth in 5 GCA § 30101(b):

He/She has not declared any political party affiliation;

He/She is at least thirty (30) years of age;

He/She is a citizen of the United States and a resident of Guam;

He/She has been an active member in good standing of the Guam Bar Association on Guam for at least five (5) years immediately preceding his/her candidacy for Office, or an inactive member of the Guam Bar Association who, in the five (5) years preceding his/her election as an Attorney General has served as an elected official elected by the people of Guam or as a Public Auditor of Guam, or as a Justice of the Supreme Court of Guam or Judge of the Superior Court of Guam;

He/She has not been convicted of a felony;

He/She has not been suspended from the practice of law in any jurisdiction for violation of ethical rules governing the practice of attorneys;

He/She has not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110).

WE make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

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SPONSOR

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam  
My Commission expires: \_\_\_\_\_



# GUAM ELECTION COMMISSION

**Kumision Eleksion Guåhan**

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791/2 • Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: [www.gec.guam.gov](http://www.gec.guam.gov)



## CERTIFICATION – DECLARATION BY SPONSORS GUAM EDUCATION BOARD MEMBER

Pursuant to 3 GCA § 6106, WE, the registered voters of Guam, do hereby join together in sponsoring \_\_\_\_\_ as a candidate for the Office of Guam Education Board Member.

WE, \_\_\_\_\_,  
\_\_\_\_\_,  
and \_\_\_\_\_, do solemnly swear that the candidate we are sponsoring for the Office of Guam Education Board Member meets the following qualifications for the Office as set forth in 17 GCA § 3102.3(b):

He/She is at least twenty-five (25) years of age;

He/She has been a resident of Guam for at least five (5) years immediately proceeding the date on which he/she is to take office and continuing throughout his/her term; and

He/She has not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

WE make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

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SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam  
My Commission expires: \_\_\_\_\_





# GUAM ELECTION COMMISSION

## Kumision Ilekshon Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791/2 • Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: [www.gec.guam.gov](http://www.gec.guam.gov)



### CERTIFICATION – DECLARATION BY SPONSORS CONSOLIDATED COMMISSION ON UTILITIES COMMISSIONER

Pursuant to 3 GCA § 6106, WE, the registered voters of Guam, do hereby join together in sponsoring \_\_\_\_\_ as a candidate for the Office of Consolidated Commission on Utilities Commissioner.

WE, \_\_\_\_\_,  
\_\_\_\_\_,  
and \_\_\_\_\_, do solemnly swear that the candidate we are sponsoring for the Office of Consolidated Commission on Utilities Commissioner meets the following qualifications for the Office as set forth in 12 GCA §§ 79101 & 79102:

He/She is a registered voter of Guam;

He/She is at least twenty-five (25) years of age;

He/She has been a resident of Guam for at least five (5) years immediately prior to the date of election;

He/She will not simultaneously serve as a Commissioner and an employee of the Guam Waterworks Authority, the Guam Power Authority, or the Public Utilities Commission, or simultaneously serve as a Commissioner and an unclassified or contracted employee of the government of Guam;

He/She will not identify his/herself as a member of any political party on Guam for the purpose of his/her campaign, nor will he/she receive any endorsement or material support from any political party on Guam during the course of his/her campaign; and

He/She has not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

WE make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
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SPONSOR

SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam

My Commission expires: \_\_\_\_\_



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 202 Oka Building, 241 Farenholt Avenue, Tamuning, Guam 96913

Tel: (671) 477-9791/2 • Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: [www.gec.guam.gov](http://www.gec.guam.gov)



### CERTIFICATION – DECLARATION BY SPONSORS PUBLIC AUDITOR

Pursuant to 3 GCA § 6106, WE, the registered voters of Guam, do hereby join together in sponsoring \_\_\_\_\_ as a candidate for the Office of Public Auditor.

WE, \_\_\_\_\_,  
\_\_\_\_\_,  
and \_\_\_\_\_, do solemnly swear that the candidate we are sponsoring for the Office of Public Auditor meets the following qualifications for the Office as set forth in 1 GCA §§ 1903 and 1906:

He/She will not declare a political party affiliation or seek the endorsement or receive directly or indirectly financial or material support from a political party;

He/She is a citizen of the United States and a resident of Guam for the five (5) years preceding his/her election;

He/She has not been convicted of a felony or suspended in any U.S. or non-U.S. jurisdiction by an ethics board overseeing the certified public accountant or attorney, as the case may be;

He/She is either a certified public accountant, an attorney at law, or has at least five (5) years of experience in the establishment or enactment of government budgets; and

He/She has not been convicted of a felony or of a misdemeanor involving criminal sexual conduct or crime of moral turpitude. (3 GCA § 6110)

WE make the foregoing Affidavit under oath, knowing that any false statement herein constitutes as a violation under the laws of Guam.

\_\_\_\_\_  
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SUBSCRIBED AND SWORN to before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC in and for the Island of Guam  
My Commission expires: \_\_\_\_\_





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 200 GCIC Building, 414 West Soledad Avenue, Hagåtña, Guam 96910

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### AFFIDAVIT PURSUANT TO 3 GCA § 6110

Full Legal Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Mailing Address \_\_\_\_\_

I, have ☐ have not ☐ been convicted of a criminal felony in any State or Territory of the United States or foreign country; and

I, have ☐ have not ☐ been convicted of a misdemeanor involving criminal sexual conduct or crime of moral turpitude in any State or Territory of the United States or foreign country; and

At the time of filing for candidacy with the Guam Election Commission, I have submitted (1) clearance from the Guam Police Department; (2) a signed affidavit attesting that I have not been convicted of a felony or misdemeanor, as described above, in any State or Territory of the United States or foreign country; and (3) copies of court documents on the final disposition of any felony or misdemeanor conviction including but not limited to any dismissal, acquittal, sentence served, expunged records or pardon; and

I understand that my failure to submit any of the above requirements will be grounds for the GEC to deny my certification as a candidate; and

If you answered in the affirmative to either question above, please state if such conviction was dismissed by government pardon, expunged or committed while a minor?

Response: \_\_\_\_\_

Please provide details and submit proof of any such government pardon or expunction. Failure to submit details shall be grounds for non-certification.

I declare under penalty of perjury under the laws of Guam and the United States of America that the information provided herein is true and accurate.

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Candidate: \_\_\_\_\_

GUAM, U.S.A. ) ss:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

(SEAL)



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

2<sup>nd</sup> Floor, Suite 200 GCIC Building, 414 West Soledad Avenue, Hagåtña, Guam 96910

Tel: (671) 477-9791 · Fax: (671) 477-1895

E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



# CANDIDATE'S INFORMATION CARD

Name: _____	Elected Office Sought: _____
Address: _____	Date of Birth: _____
_____	Tel (H): _____
Residence (Village): _____	Tel (W): _____
Email: _____	Tel (Other): _____
Family Name / Nickname: _____	
(20 Letters Maximum)	
Political Party: _____	SSN (Optional): _____
Signature: _____	Date Qualified as a Candidate: _____





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

241 Farenholt Avenue, Oka Bldg. Suite 202, Tamuning, GU 96913

Tel: (671) 477-9791 • Fax: (671) 477-1895

Website: <http://gec.guam.gov> • Email: [vote@gec.guam.gov](mailto:vote@gec.guam.gov)

BOTA ya un ma kuenta

FORM FDA-1 (10/83)

GUAM

FINANCIAL DISCLOSURE ACT

TITLE IV, CHAPTER 13

GUAM CODE ANNOTATED

NAME: \_\_\_\_\_

MAILING \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

TITLE: \_\_\_\_\_

### STATEMENT OF ASSETS AND LIABILITIES

As of \_\_\_\_\_

	Schedule	Column A		Column B	
		Cost Basis		Estimated Value Basis	
<b>ASSETS:</b>					
Cash	1-A	\$	-	\$	-
Receivables	1-B		-		-
Marketable Securities	1-C		-		-
Cash Value of Life Insurance	1-D		-		-
Net Assets of Proprietorships	1-E		-		-
Interest in Net Assets of Corporations, Partnerships, Joint-Ventures	1-F		-		-
Residence					
Investment in Real Estate	1-G		-		-
Present Value of Future Interests	1-H		-		-
Other Assets	1-I		-		-
<b>TOTAL ASSETS</b>		\$	-	\$	-
<b>LIABILITIES:</b>					
Accounts Payable and Accrued Expenses	1-J	\$	-	\$	-
Notes Payable-Unsecured	1-K		-		-
Notes Payable-Secured	1-L		-		-
Accrued Income Taxes Payable					
Deferred Income Taxes on Unrealized Asset Appreciation					
Other Liabilities	1-M		-		-
<b>TOTAL LIABILITIES</b>		\$	-	\$	-
<b>EXCESS OF ASSETS OVER LIABILITIES</b>		\$	-	\$	-

Under penalties of perjury, I declare the above Statement of Assets and Liabilities and accompanying schedules are stated accurately and include all income from all sources for the year indicated for myself, my spouse and my dependents.

SIGNED: \_\_\_\_\_

DATED: \_\_\_\_\_



# GUAM ELECTION COMMISSION

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FORM FDA-1 (10/83)

GUAM

FINANCIAL DISCLOSURE ACT

TITLE IV, CHAPTER 13

GUAM CODE ANNOTATED

NAME: \_\_\_\_\_

PERIOD ENDING: \_\_\_\_\_

**SCHEDULE 1-A - CASH**

Account Name	Type	Bank	Balance
			\$ -
			-
			-
			-
			-
			-
TOTAL CASH IN BANKS			\$ -
CASH ON HAND			\$ -
TOTAL CASH			\$ -

**SCHEDULE 1-B - RECEIVABLES**

Owner	Name of Debtor	Collateral	Balance
			\$ -
			-
			-
			-
TOTAL RECEIVABLES			\$ -

**SCHEDULE 1-C - MARKETABLE SECURITIES**

Description	Cost	Estimated Value
	\$ -	\$ -
	-	-
	-	-
	-	-
	-	-
TOTAL MARKETABLE SECURITIES		\$ -

**SCHEDULE 1-D - CASH VALUE OF LIFE INSURANCE**

Insured	Insurer	Policy Loan	Cash Value
		\$ -	\$ -
		-	-
		-	-
TOTAL CASH VALUE OF LIFE INSURANCE			\$ -





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GUAM

FINANCIAL DISCLOSURE ACT

TITLE IV, CHAPTER 13

GUAM CODE ANNOTATED

NAME: \_\_\_\_\_

PERIOD ENDING: \_\_\_\_\_

**SCHEDULE 1-E - NET ASSETS OF PROPRIETORSHIPS**

Business Name	Owner	Net Assets	
		Cost	Estimated Value
		\$ -	\$ -
		-	-
		-	-
		-	-
TOTAL NET ASSETS OF PROPRIETORSHIPS		\$ -	\$ -

**SCHEDULE 1-F - INTEREST IN NET ASSETS OF CORPORATIONS, PARTNERSHIPS AND JOINT VENTURES**

Business Name	Type	Owner of Share	Percent Owned	Net Asset Value of Percent Owned	
				Cost	Estimated Value
				\$ -	\$ -
				-	-
				-	-
				-	-
TOTAL INTEREST IN NET ASSETS OF CORPORATIONS, PARTNERSHIPS AND JOINT-VENTURE				\$ -	\$ -

**SCHEDULE 1-G - INVESTMENT IN REAL ESTATE**

Description	Owner	Percent Owned	Cost	Estimated Value
			\$ -	\$ -
			-	-
			-	-
			-	-
			-	-
			-	-
TOTAL INVESTMENT IN REAL ESTATE			\$ -	\$ -

**SCHEDULE 1-H - PRESENT VALUE OF FUTURE INTERESTS**

Description	Owner	Present Value
		\$ -
		-
		-
		-
TOTAL PRESENT VALUE OF FUTURE INTERESTS		\$ -



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BOTA ya un ma cuenta

FORM FDA-1 (10/83)

GUAM

FINANCIAL DISCLOSURE ACT

TITLE IV, CHAPTER 13

GUAM CODE ANNOTATED

NAME: \_\_\_\_\_

PERIOD ENDING: \_\_\_\_\_

**SCHEDULE 1-I - OTHER ASSETS**

Description	Owner	Cost	Estimated Value
		\$ -	\$ -
		-	-
		-	-
		-	-
		-	-
TOTAL OTHER ASSETS		\$ -	\$ -

**SCHEDULE 1-J - ACCOUNTS PAYABLE AND ACCRUED EXPENSES**

Payable To	Maker	Type of Debt	Amount
			\$ -
			-
			-
			-
			-
TOTAL ACCOUNTS PAYABLE AND ACCRUED EXPENSES			\$ -

**SCHEDULE 1-K - NOTES PAYABLE - UNSECURED**

Payable To	Maker	Interest Rate	Due Date	Amount
				\$ -
				-
				-
				-
TOTAL NOTES PAYABLE - UNSECURED				\$ -

**SCHEDULE 1-L - NOTES PAYABLE - SECURED**

Payable To	Maker	Collateral	Interest Rate	Due Date	Amount
					\$ -
					-
					-
					-
TOTAL NOTES PAYABLE - SECURED					\$ -

**SCHEDULE 1-M - OTHER LIABILITIES**

Payable To	Maker	Type of Debt	Amount
			\$ -
			-
			-
			-
TOTAL OTHERS - LESS THAN \$5,000.00 EACH			-





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BOTA ya un ma cuenta

**FORM FDA-2 (10/83)****GUAM****FINANCIAL DISCLOSURE ACT****TITLE IV, CHAPTER 13****GUAM CODE ANNOTATED****NAME** \_\_\_\_\_**MAILIN** \_\_\_\_\_**ADDRESS:** \_\_\_\_\_**TELEPHONE #:** \_\_\_\_\_**TITLE:** \_\_\_\_\_**STATEMENT OF INCOME**

For the Year Ended \_\_\_\_\_

	<u>Schedule</u>	<u>Amount</u>
Wages, Salaries and Other Employee Compensation	2-A	\$ _____ -
Fees, Commissions, Honorariums, etc.	2-B	_____ -
Interest, Dividends and Royalties	2-C	_____ -
Gross Rentals	2-D	_____ -
Income from Business Interests	2-E	_____ -
Gains (Losses) from Sale or Exchange of Real Property	2-F	_____ -
Income from Estates and Trusts	2-G	_____ -
Income from Gifts	2-H	_____ -
Income from Forgiveness of Indebtedness	2-I	_____ -
Other Income	2-J	_____ -
<b>TOTAL INCOME</b>		<b>\$ _____ -</b>

Under the penalties of perjury, I declare the above Statement of Income and accompanying schedules are stated accurately and include all income from all sources for the year indicated for myself, my spouse and dependent children.

**SIGNED:** \_\_\_\_\_**DATED:** \_\_\_\_\_



# GUAM ELECTION COMMISSION

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BOTA ya un ma kuenta

<b>Precinct Official Application</b> <i>Check applicable box(es)</i>	<b>August 3, 2024</b> <b>Primary Election</b>	<b>November 5, 2024</b> <b>General Election</b>
<b><i>Republican Nominee</i></b>		
<b>QUALIFICATIONS:</b> <ol style="list-style-type: none"> <li>1. Must be a registered voter of the District in which the appointment is made.</li> <li>2. Must be able to read and write the English language.</li> <li>3. Must not be holding or be a nominee for an elective office.</li> <li>4. Must not be an immediate relative of an elected official or candidate.  <i>(Immediate relative means: parent, stepparent, grandparent, step-grandparent, sibling, stepsibling, child, stepchild, grandchild, step-grandchild, spouse, common-law, and/or in-law)</i> </li> <li>5. Must be able to follow instructions.</li> <li>6. Must be able to attend an instructional seminar.</li> <li>7. Must be able to pass a standardized examination of the election laws.</li> <li>8. Must not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.</li> </ol>		
<i>Note: You should not fill out this form if you do not meet the qualifications listed above. Applications will only be accepted with a photocopy of valid identification.</i>		
Name: _____ Date of Birth: _____		
Residence Address: _____		
Mailing Address: _____		
Telephone No.: (H) _____ (C) _____ Email: _____		
Employer: _____ Occupation: _____		
If Student: School: _____ Grade: _____		
1) Party Affiliation: _____ 2) Voting District _____		
3) State previous position and year(s) of work experience with the Guam Election Commission: _____		
I _____, hereby certify that all statements made on this application are true, complete, and correct to the best of my knowledge. I understand that any false or dishonest answer on this application may be grounds for dismissing me after an appointment.		
SIGNATURE _____	DATE _____	
PARTY REPRESENTATIVE (Print/Sign) _____	DATE _____	

FOR USE BY GEC STAFF (DO NOT WRITE BELOW)

Reg #:

Pct:

Vendor #:

Notes:





# GUAM ELECTION COMMISSION

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BOTA ya un ma kuenta

<b>Precinct Official Application</b> <small>Check applicable box(es)</small>	<b>August 3, 2024</b> <b>Primary Election</b>	<b>November 5, 2024</b> <b>General Election</b>
<b>Democratic Nominee</b>		
<b>QUALIFICATIONS:</b> <ol style="list-style-type: none"> <li>1. Must be a registered voter of the District in which the appointment is made.</li> <li>2. Must be able to read and write the English language.</li> <li>3. Must not be holding or be a nominee for an elective office.</li> <li>4. Must not be an immediate relative of an elected official or candidate.  <small>(Immediate relative means: parent, stepparent, grandparent, step-grandparent, sibling, stepsibling, child, stepchild, grandchild, step-grandchild, spouse, common-law, and/or in-law)</small> </li> <li>5. Must be able to follow instructions.</li> <li>6. Must be able to attend an instructional seminar.</li> <li>7. Must be able to pass a standardized examination of the election laws.</li> <li>8. Must not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.</li> </ol>		
<i>Note: You should not fill out this form if you do not meet the qualifications listed above. Applications will only be accepted with a photocopy of valid identification.</i>		
Name: _____ Date of Birth: _____		
Residence Address: _____		
Mailing Address: _____		
Telephone No.: (H) _____ (C) _____ Email: _____		
Employer: _____ Occupation: _____		
<i>If Student:</i> School: _____ Grade: _____		
1) Party Affiliation: _____ 2) Voting District: _____		
3) State previous position and year(s) of work experience with the Guam Election Commission: _____		
I _____, hereby certify that all statements made on this application are true, complete, and correct to the best of my knowledge. I understand that any false or dishonest answer on this application may be grounds for dismissing me after an appointment.		
SIGNATURE _____	DATE _____	
PARTY REPRESENTATIVE (Print/Sign) _____	DATE _____	

FOR USE BY GEC STAFF (DO NOT WRITE BELOW)

Reg #:

Pct:

Vendor #:

Notes:



# GUAM ELECTION COMMISSION

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E-Mail: [vote@gec.guam.gov](mailto:vote@gec.guam.gov) Website: <http://gec.guam.gov>



### Site Support Coordinator Application ( \_\_\_\_\_ Election)

#### QUALIFICATIONS:

1. Must be a registered voter for the District in which the appointment is made;
2. Must be able to read and write the English language;
3. Must not be holding or be a nominee for an elective office;
4. Must not be an immediate relative of an elected official or candidate.  
(Immediate relative means: grandmother, grandfather, mother, father, son, daughter, grandchild, wife, husband and/or in-law.)
5. Must be able to follow instructions;
6. Must be able to attend an instructional seminar;
7. Must be able to pass a standardized examination of the elections laws; and
8. Must not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

**Note: IF YOU DO NOT MEET ALL OF THE QUALIFICATIONS LISTED ABOVE,  
THEN YOU SHOULD NOT FILL OUT THIS FORM.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Telephone No.: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Other: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer's Mailing Address: \_\_\_\_\_

If Student: School: \_\_\_\_\_ Grade: \_\_\_\_\_

1) Party Affiliation: \_\_\_\_\_

2) District in which registered to vote \_\_\_\_\_

3) State position and year of work experience with the Guam Election Commission: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\* Application will not be accepted without a photocopy of a valid identification and social security number.

Rev. 11/2015





# GUAM ELECTION COMMISSION

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### Tabulator Application ( \_\_\_\_\_ Election)

#### QUALIFICATIONS:

1. Must be a registered voter for the District in which the appointment is made;
2. Must be able to read and write the English language;
3. Must not be holding or be a nominee for an elective office;
4. Must not be an immediate relative of an elected official or candidate.  
(Immediate relative means: grandmother, grandfather, mother, father, son, daughter, grandchild, wife, husband and/or in-law.)
5. Must be able to follow instructions;
6. Must be able to attend an instructional seminar;
7. Must be able to pass a standardized examination of the elections laws; and
8. Must not be a Director or Deputy Director of the Executive Branch, Administrative Director or Assistant Administrative Director of the Legislative or Judicial Branch.

**Note: IF YOU DO NOT MEET ALL OF THE QUALIFICATIONS LISTED ABOVE,  
THEN YOU SHOULD NOT FILL OUT THIS FORM.**

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security # \_\_\_\_\_

Telephone No.: (H) \_\_\_\_\_ (W) \_\_\_\_\_ Other: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Employer's Mailing Address: \_\_\_\_\_

If Student: School: \_\_\_\_\_ Grade: \_\_\_\_\_

1) Party Affiliation: \_\_\_\_\_

2) District in which registered to vote \_\_\_\_\_

3) State position and year of work experience with the Guam Election Commission: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\* Application will not be accepted without a photocopy of a valid identification and social security number.

Rev. 11/2015



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### POLL MAINTENANCE WORKER INFORMATION SHEET

(Please complete this Information Sheet and return via fax to the Guam Election Commission).

ELECTION: ☐ 20\_\_ Primary ☐ 20\_\_ General

POLLING SITE: \_\_\_\_\_  
(Name of Facility)

#### POLL MAINTENANCE WORKER INFORMATION

Check If Alternate ☐

NAME: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SOCIAL SECURITY NO.: \_\_\_\_\_  
(For Payroll Purposes)

CONTACT #s: WORK: \_\_\_\_\_

HOME: \_\_\_\_\_

OTHER: \_\_\_\_\_

\_\_\_\_\_  
Poll Maintenance Worker Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Sign

School Principal, Administrator or Authorized Personnel

\_\_\_\_\_  
Date





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### PRECINCT OFFICIAL

### OATH OF OFFICE

EC-11

Print Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tel: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

I do solemnly swear that I am a voter of the District of \_\_\_\_\_, that I can read and write the English language; that I am **not** holding nor am I a nominee for an elective office, that I am **not** a parent, grandparent, spouse, sibling, child, grandchild, or in-law of a candidate in the District in which I am being appointed, and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam; and, that I will faithfully discharge the duties of the office of \_\_\_\_\_ on the precinct board for \_\_\_\_\_ Election for Precinct No. \_\_\_\_\_ in the District of \_\_\_\_\_ to the best of my ability."

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guam )  
 )  
 City of Hagåtña )

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

NOTARY PUBLIC in and for Guam  
 My Commission expires:

EC-11 Rev. 11/15



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

Your **VOTE** is your voice. ✓ **BOTA** ya un ma kuenta.



### ELECTION DAY WORKER OATH OF OFFICE

EC-11

Print Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tel: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

I do solemnly swear that I am a voter of the District of \_\_\_\_\_, that I can read and write the English language; that I am **not** holding nor am I a nominee for an elective office, that I am **not** a parent, grandparent, spouse, sibling, child, grandchild, or in-law of a candidate in the District in which I am being appointed, and that I will support the Constitution of the United States, the laws of the United States applicable to Guam and the laws of Guam; and, that I will faithfully discharge the duties as a \_\_\_\_\_ for the \_\_\_\_\_ Election to the best of my ability.”

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Guam )  
 )  
City of Hagåtña )

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

NOTARY PUBLIC in and for Guam  
My Commission expires:

\_\_\_\_\_ EC-11 Rev. 11/15

414 W. Soledad Ave. • GCIC Bldg. Ste. 200 • Hagåtña, Guam 96910

671. 477.9791 (tel) • 671. 477.1895 (fax)

vote@gec.guam.gov (e-mail) • http://gec.guam.gov (website)





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

Your **VOTE** is your voice. ✓ **BOTA** ya un ma kuenta.



### SUPPLY INVENTORY SHEET

EC-12

GEC	SUPPLIES	ISSUED	RECEIVED	REMARKS
	BADGES, PRECINCT OFFICIAL			
	BADGES, POLL WATCHERS			
	BALLOT BOX, PARTISAN			
	PADLOCKS/ TIE STRAPS			
	PRECINCT BINDER			
	MANUAL, PRECINCT OFFICIALS (Located In binder)			
	PRECINCT LOG BOOK			
	SIGNATURE ROSTER (PRECINCT OFFICIAL USE ONLY)			
	PRECINCT LISTING (VOTER USE)			
	VOTER INSTRUCTION CARDS			
	POSTER, VOTER INSTRUCTIONS			
	PRECINCT SIGNS			
	ACCESSABLEACCESSIBLE VOTER FOLDER			
	ENVELOPES, CAST			
	ENVELOPES, SPOILED			
	ENVELOPES, UNUSED			
	ENVELOPES, PROVISIONAL AFFIDAVIT			
	ENVELOPES, PROVISIONAL SPOILED			
	ENVELOPES, PROVISIONAL UNUSED			
	PENS, BLUE			
	PENS, RED			
	RULER			
	SCISSORS			
	THIMBLES			
	TAPE, SCOTCH (ROLL)			
	ASSISTIVE TECHNOLOGY DEVICES BAG			
	FLASHLIGHT			
	HAND SANITIZER			

EC-12 Rev. 4/15

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### BALLOT INVENTORY SHEET

EC-13

ELECTION: \_\_\_\_\_ DATE: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

#### PART I:

(A) Enter Total Number of **Official Ballots** received with Ballot Box: (A) \_\_\_\_\_(B) Enter Total Number of **Absentee Ballots** received with Ballot Box: (B) \_\_\_\_\_(C) Enter Total Number of **Absentee Ballots** received on Election Day: (C) \_\_\_\_\_**TOTAL PART I:** \_\_\_\_\_

#### PART II:

(D) Enter Total Number of **Spoiled Ballots**: (D): \_\_\_\_\_(E) Enter Total Number of **Unused Ballots**: (E): \_\_\_\_\_**TOTAL PART II:** \_\_\_\_\_

#### PART III:

(F) Enter Total Number of **ExpressVote Ballots** in Ballot Box: (F) \_\_\_\_\_(G) Enter Total Number of **Traditional Ballots** in Ballot Box: (G) \_\_\_\_\_Enter Total Number of **Cast Ballots** in Ballot Box: **TOTAL PART III:** \_\_\_\_\_

#### PART IV:

Enter Total Number of **Voters** who signed the Signature  
Roster, including those who voted **Absentee & Accessible** **TOTAL PART IV:** \_\_\_\_\_

*We, the precinct officials affirm that the inventory of ballots as noted above is true and correct.*

\_\_\_\_\_  
Precinct Leader (Print/Sign)\_\_\_\_\_  
Precinct Clerk (Print/Sign)\_\_\_\_\_  
Precinct Clerk (Print/Sign)\_\_\_\_\_  
Precinct Clerk (Print/Sign)\_\_\_\_\_  
Precinct Clerk (Print/Sign)





# GUAM ELECTION COMMISSION

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### BALLOT INVENTORY SHEET (PROVISIONAL)

EC-13P

ELECTION: \_\_\_\_\_ DATE: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

#### PART I:

(A) Enter Total Number of **Official Provisional Partisan Ballots** received with Supply Box: (A) \_\_\_\_\_

#### PART II:

(B) Enter Total Number of **Spoiled Provisional Ballots**: (B) \_\_\_\_\_

(C) Enter Total Number of **Unused Provisional Ballots**: (C) \_\_\_\_\_

#### PART V:

(G) Enter Total Number of **Completed Provisional Ballots/Envelopes** submitted at tabulation center: (G) \_\_\_\_\_

#### PART VI:

(H) Enter Total Number of **Voters** who signed the Signature Roster who voted **Provisional**: (H) \_\_\_\_\_

*We the precinct officials affirm that the inventory of ballots as noted above is true and correct.*

\_\_\_\_\_  
Precinct Leader (Print/Sign)

\_\_\_\_\_  
Precinct Clerk (Print/Sign)

\_\_\_\_\_  
Precinct Clerk (Print/Sign)

\_\_\_\_\_  
Precinct Clerk (Print/Sign)

\_\_\_\_\_  
Precinct Clerk (Print/Sign)

EC-13P Rev. 5/14



# I VOTED TODAY!

The bearer of this note voted in the:

20 \_\_\_\_\_ Election  
(year) (Primary or General)

In \_\_\_\_\_ at \_\_\_\_\_ am/pm.  
(District or Precinct) (Time)

\_\_\_\_\_  
**Precinct Official**  
(Print name and Initial)

\_\_\_\_\_  
(Date)





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

Your **VOTE** is your voice. ✓ **BOTA** ya un ma kuenta.



### ENTRY OF CHALLENGE

#### EC-14

### BEFORE THE GUAM ELECTION COMMISSION

Election: \_\_\_\_\_ Date: \_\_\_\_\_ Precinct: \_\_\_\_\_

GUAM

Municipality of: \_\_\_\_\_

### Entry of Challenge

I do solemnly swear that my name is \_\_\_\_\_.

I am a duly registered and qualified elector of the above-stated precinct.

I am a resident of the municipality of \_\_\_\_\_.

My date of birth is \_\_\_\_\_ I.D.# \_\_\_\_\_.

I have reason to believe that \_\_\_\_\_

is attempting to vote illegally. The reason(s) for my belief is as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Challenger: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Precinct Official's Signature: \_\_\_\_\_

Second Precinct Official's Signature: \_\_\_\_\_

Third Precinct Official's Signature: \_\_\_\_\_

Third Precinct Official's Signature: \_\_\_\_\_

EC-14

Rev 4/14



# GUAM ELECTION COMMISSION

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EC-14A

### BEFORE THE GUAM ELECTION COMMISSION

Election: \_\_\_\_\_ Date: \_\_\_\_\_ Precinct: \_\_\_\_\_

GUAM

Municipality of: \_\_\_\_\_

### Challenge Rebuttal

I do solemnly swear that my name is \_\_\_\_\_.

I am a resident of the municipality of \_\_\_\_\_.

My date of birth is \_\_\_\_\_ I.D.# \_\_\_\_\_.

I am duly registered and qualified voter of the above stated precinct. I have not already voted in this election either in person or by absentee ballot. I am not registered to vote in any precinct other than the one I am presently seeking to vote in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Challenged: \_\_\_\_\_

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Precinct Official's Signature: \_\_\_\_\_

Second Precinct Official's Signature: \_\_\_\_\_

Third Precinct Official's Signature: \_\_\_\_\_

EC-14A Rev 4/14





# GUAM ELECTION COMMISSION

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### ABSENTEE BALLOT TRANSFER/RECEIPT FORM EC-15

Election: \_\_\_\_\_ Date: \_\_\_\_\_ Precinct: \_\_\_\_\_

GEC	Precinct	#	Reg #	Name	DOB	Absentee Type
		1				
		2				
		3				
		4				
		5				
		6				
		7				
		8				
		9				
		10				
		11				
		12				
		13				
		14				
		15				

Delivered By: \_\_\_\_\_ Received By: \_\_\_\_\_

EC-15 Rev. 4/14



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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### PROVISIONAL BALLOT TRANSFER/RECEIPT FORM EC-15P

Election: \_\_\_\_\_ Date: \_\_\_\_\_ Precinct: \_\_\_\_\_

GEC	Precinct	#	Reg #	Name	DOB	Absentee Type
		1				
		2				
		3				
		4				
		5				
		6				
		7				
		8				
		9				
		10				
		11				
		12				
		13				
		14				
		15				

Delivered By: \_\_\_\_\_ Received By: \_\_\_\_\_

EC-15P Rev. 4/14





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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### BALLOT BOX/SUPPLY BOX AND BALLOT TRANSFER RECORD

EC-16

Election: \_\_\_\_\_ Date: \_\_\_\_\_ Prec. No. \_\_\_\_\_

#### 1. Transfer Record from Guam Election Commission (GEC) to Transportation Officer.

A. Number of Official Ballots Transferred: \_\_\_\_\_

B. Number of Ballot Boxes Transferred: \_\_\_\_\_

C. Number of Supply Boxes Transferred: \_\_\_\_\_

D. Other: \_\_\_\_\_

**GEC Official:**

#### 2. Transportation Officer Affidavit of Receipt

*I hereby acknowledge receipt of the above stated official ballots, ballot boxes, supply boxes, etc., from the Guam Election Commission.*

**Transportation Officer:**

#### 3. Precinct Leader Affidavit of Receipt:

*I hereby acknowledge receipt of the above stated official ballots, ballot boxes, supply boxes, etc., from the Transportation Officer.*

**Precinct Leader:**

#### 4. Transfer Record of ballot and Supply Boxes, etc.

A. Number of Ballot Boxes Transferred: \_\_\_\_\_

B. Number of Supply Boxes Transferred: \_\_\_\_\_

C. Number of Voting Booths Transferred: \_\_\_\_\_

D. Other: \_\_\_\_\_

**GEC Official:**

EC-16 Rev 04/14



# GUAM ELECTION COMMISSION

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### RECORD OF POLL STATUS / PRECINCT OFFICIAL REPORT

EC-18

Election: \_\_\_\_\_

Date: \_\_\_\_\_

Precinct No.: \_\_\_\_\_

Time Poll Opened: \_\_\_\_\_

Time Poll Closed: \_\_\_\_\_

Reason(s) for Delay (if any):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following changes were made in the appointment of Precinct Officials due to the absence of the original appointee:

From:

\_\_\_\_\_  
Name of Absent Precinct Official\_\_\_\_\_  
SSN# (Payroll Purposes Only)\_\_\_\_\_  
Position\_\_\_\_\_  
Reason for Absence

To:

\_\_\_\_\_  
Name of Substitute Precinct Official\_\_\_\_\_  
SSN# (Payroll Purposes Only)\_\_\_\_\_  
Position\_\_\_\_\_  
Address

From:

\_\_\_\_\_  
Name of Absent Precinct Official\_\_\_\_\_  
SSN# (Payroll Purposes Only)\_\_\_\_\_  
Position\_\_\_\_\_  
Reason for Absence

To:

\_\_\_\_\_  
Name of Substitute Precinct Official\_\_\_\_\_  
SSN# (Payroll Purposes Only)\_\_\_\_\_  
Position\_\_\_\_\_  
Address

**NOTE: Attach Oath of Office (EC-11) with this form if applicable.**

Signature of Precinct Leader: \_\_\_\_\_





# GUAM ELECTION COMMISSION

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### RECORD OF POLL STATUS / PRECINCT OFFICIAL REPORT, EC-18 (Con't.)

Election: \_\_\_\_\_ Date: \_\_\_\_\_ Precinct: \_\_\_\_\_

The following are significant occurrences in the precinct:

Time: \_\_\_\_\_ Occurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_ Occurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_ Occurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_ Occurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_ Occurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time: \_\_\_\_\_ Occurrence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Precinct Leader: \_\_\_\_\_



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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### PRECINCT OFFICIAL CLEARANCE SHEET

EC-42

Time of Arrival: \_\_\_\_\_

Precinct No: \_\_\_\_\_

#### STATION #1 – PRECINCT OFFICIAL CLEARANCE

PRECINCT LEADER: \_\_\_\_\_

CLERK: \_\_\_\_\_

CLERK: \_\_\_\_\_

**GEC**

#### STATION #2 – BALLOT BOX OPENING

**GEC**

#### STATION #3 – BALLOT INVENTORY CLEARANCE (EC-13)

Number of signatures on Voter Signature Roster: \_\_\_\_\_

Number of cast ballots to tabulate: **Express vote** \_\_\_\_\_ **Traditional** \_\_\_\_\_

Number of provisional ballots to review: \_\_\_\_\_

**GEC**

#### STATION #4 – SUPPLY CLEARANCE (EC-12)

##### CUSTODY TRANSFER OF BALLOT BOX AND SUPPLY INVENTORY

I, the undersigned Precinct Official, do hereby transfer custody of all ballot boxes and supplies in my possession to the Guam Election Commission.

PRECINCT LEADER/PRECINCT OFFICIAL: \_\_\_\_\_

**GEC**

EC -42 Rev 4/15

241 Farenholt Ave. • Oka Bldg. Ste. 202 • Tamuning, Guam 96913

671. 477.9791 (tel) • 671. 477.1895 (fax)

vote@gec.guam.gov (e-mail) • <http://gec.guam.gov> (website)





# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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### Administrative Complaint Form

Please Type or Print all of the information on this form.

#### Section 1 – Your Personal Information

Last name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Fax No: \_\_\_\_\_

#### Section 2 – Subject of your Complaint

Your complaint may be a Guam or Federal law violation. Common complaints are listed below. Please check off the subject of your complaint and explain in detail in Section 3 on the reverse side.

##### Guam Law Violations

☐ I was not allowed to vote in private.

☐ I did not observe a sample ballot at the polls.

☐ I was not allowed to turn in my absentee ballot.

☐ I observed the casting of a fraudulent vote.

☐ I was not allowed to ask questions or ask for assistance.

☐ My polling place was not open on time, or not at all.

☐ I was not allowed to vote, even though I was standing in line before the polls closed.

☐ I observed pollworkers acting or saying something discriminatory.

☐ I was not able to vote because I was not given assistance to accommodate my disability.

☐ I observed inappropriate electioneering or campaigning too close to the polls.

☐ I was not able to vote because I was not given assistance in my own language.

☐ I was not allowed to re-vote after I made a mistake.

☐ I was not provided election materials in my own language.

☐ I observed precinct officials neglecting to perform their duties.

☐ My voter registration information was altered.

☐ Other Guam Law violation: \_\_\_\_\_

##### Federal Law Violations

Note: All allegations of Federal law violations must be notarized (see reverse side). The Help America Vote Act (P.L. 107-252) allows individuals to file a complaint if a violation has occurred, is occurring, or is about to occur.

☐ I was not allowed to vote using a provisional ballot.

☐ Provisions regarding verification of new voter registration were not followed.

☐ Required voting information was not publicly posted in a polling place on Election Day.

☐ I was not able to determine whether my provisional ballot was counted.

☐ Other Federal Law Violation: \_\_\_\_\_

241 Farenholt Ave. • Oka Bldg. Ste. 202 • Tamuning, Guam 96913

671. 477.9791 (tel) • 671. 477.1895 (fax)

vote@gec.guam.gov (e-mail) • <http://gec.guam.gov> (website)

**Section 3 – Details of the Complaint.**

Explain the details of your complaint. Include names (such as names of any witnesses), addresses (including the address of the polling place), dates, and any other information to fully describe what happened. If you need additional space, please attach a separate sheet.

**Section 4 – Sign and Attest.**

I declare under penalty of perjury under the laws of Guam that the foregoing is true and correct.

Executed on: \_\_\_\_\_ at: \_\_\_\_\_  
(Date) (City / State or Territory)

Signature of Person Filing Complaint: \_\_\_\_\_

**If your complaint is a Federal Law Violation, a notary public must  
complete the following certificate of acknowledgment.**

**CERTIFICATE OF ACKNOWLEDGMENT**

\_\_\_\_\_)  
\_\_\_\_\_) )  
Guam ) SS  
\_\_\_\_\_) )  
\_\_\_\_\_) )

On: \_\_\_\_\_ before me, \_\_\_\_\_  
(Date) (Name of Notary)

personally appeared \_\_\_\_\_  
(Name of Complainant)

personally known to me, or proved to me on the basis of satisfactory evidence, to be the person whose name is subscribed above and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity, and that by his/her/their signature the person, or the entity upon behalf of which the person acted, executed this instrument.

WITNESS my hand and official seal.  
(Notary Seal)

\_\_\_\_\_  
(Notary Signature)

EC-49

**Return this form to:**

Executive Director, Guam Election Commission  
414 West Soledad Avenue  
Hagatna, Guam 96910

241 Frenholt Ave. • Oka Bldg. Ste. 202 • Tamuning, Guam 96913

671. 477.9791 (tel) • 671. 477.1895 (fax)

vote@gec.guam.gov (e-mail) • <http://gec.guam.gov> (website)



# PROVISIONAL BALLOT AFFIDAVIT

\_\_\_\_\_  
 )  
 Guam ) **Affidavit of Eligibility to Vote**  
 )  
 \_\_\_\_\_

I, \_\_\_\_\_ hereby declare my desire to vote in this election. Accordingly, I swear and affirm that I am a citizen of the United States of America; a resident of \_\_\_\_\_ (District/Village), Guam, for at least thirty (30) days; at least eighteen (18) years of age; not confined to a mental institution or judicially declared insane; not committed under sentence of imprisonment; duly registered to vote within ten (10) days of the election and therefore eligible to vote.

My current residential address is:

My current mailing address is:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Former residential address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Signature of Affiant:

Date:

**3 GCA § 8203 Unlawful Registration as a Crime.** Every person who willfully causes, procures or allows himself or any person to be registered as a voter, knowing himself or that other person not be entitled to registration is guilty of felony of the third degree.

**3 GCA § 8216. Fraudulent Voting.** Any person who:

- (a) not being entitled to vote at an election, votes or fraudulently attempts to vote at that election is guilty of a felony of the third degree;
- (b) being entitled to vote, attempts to vote more than once at the same election is guilty of a felony of the third degree;
- (c) impersonates or attempts to impersonate a voter is guilty of a felony of the third degree; or
- (d) votes or attempts to vote while knowing that the person is registered to vote in a jurisdiction other than Guam, is guilty of a felony of the third degree.

## STATEMENT OF ELECTION // PRECINCT OFFICIAL

The conditions applicable in the affiant voter's right to vote by provisional ballot are as follows:  
 (Check all appropriate conditions)

- \_\_\_ The affiant voter's name does not appear on the precinct signature roster which lists all registered voters within the polling area;
- \_\_\_ There is an indication in the precinct signature roster that the person has requested an absentee ballot, but wishes to vote at the polling place;
- \_\_\_ A GEC official determined that the affiant voter is not an eligible voter.
- \_\_\_ The affiant is voting during polling hours that have been extended by court order; or
- \_\_\_ Any other reason outlined in statute: \_\_\_\_\_

SUBSCRIBED AND SWORN TO ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

Election and Year

Name of Precinct Official: \_\_\_\_\_

☐ Primary 20\_\_\_\_

☐ General 20\_\_\_\_

☐ Special 20\_\_\_\_

☐ Run-off 20\_\_\_\_

Signature: \_\_\_\_\_

Polling Location: \_\_\_\_\_ Precinct No. \_\_\_\_\_



Received Provisional Voting Explanation Sheet \_\_\_\_\_

Signature of Provisional Voter \_\_\_\_\_



# PROVISIONAL BALLOT RECORD OF DISPOSITION

PROVISIONAL BALLOT # \_\_\_\_\_

\_\_\_\_\_  
 Guam )  
 \_\_\_\_\_ ) **Record of Disposition**  
 \_\_\_\_\_ )

## STATEMENT OF DISPOSITION OF PROVISIONAL BALLOT

The provisional ballot contained in this Provisional Ballot Affidavit Envelope is disposed as follows:

- \_\_\_\_\_ The affiant voter is determined by the GEC Executive Director to be an eligible voter and registered to vote. Therefore, the envelope was opened and the ballot was counted. The final vote for each candidate was adjusted to include the votes in this provisional ballot before the official results were issued.
- \_\_\_\_\_ The affiant voter is determined by the GEC Executive Director to be an eligible voter and registered to vote however voted in the wrong precinct. Therefore, the envelope was opened and the ballot was counted for every race the voter would be entitled to vote if he or she had been in the correct precinct. The final vote for each candidate was adjusted to include the votes in this provisional ballot before the official results were issued.
- \_\_\_\_\_ The affiant voter has remedied his or her Incomplete Provisional Ballot, within or on the seventh (7<sup>th</sup>) day period as prescribed by 3GCA §14105(b), and is determined by the GEC Executive Director to be an eligible voter. Therefore, the envelope was opened and the ballot was counted. The final vote for each candidate was adjusted to include the votes in this provisional ballot before the official results were issued.
- \_\_\_\_\_ The affiant voter has remedied his or her Incomplete or Deficient Registration Application as prescribed by 3GCA §14105(c) and is determined by the GEC Executive Director to be an eligible voter. Therefore, the envelope was opened and the ballot was counted. The final vote for each candidate was adjusted to include the votes in this provisional ballot before the official results were issued.
- \_\_\_\_\_ The affiant voter is determined by the GEC Executive Director to be eligible to register, but not currently registered to vote. Therefore, the envelope was not opened and the voter's ballot was not counted. The GEC Executive Director has directed the information supplied by the affiant voter, shall be used in the GEC Voter Registration Program to ensure that the affiant voter is registered to vote in the next election.
- \_\_\_\_\_ The affiant voter is determined by the GEC Executive Director not to be an eligible voter, nor registered to vote. Therefore, the envelope was not opened and the voter's ballot was not counted.

Remarks: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
 Executive Director



**GUAM ELECTION COMMISSION**

20\_\_ PRIMARY/GENERAL ELECTION

Precinct:

**Accessible and Provisional Voter Signature Roster Control**

No.	Print Name (Last, First MI)	DOB	Mailing Address	Signature	SEX (Circle One)		BALLOT ISSUED Accessible or Provisional (Circle One)	
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P
					M	F	C	P

414 W. Soledad Ave. • GCIC Bldg. Ste. 200 • Hagåtña, Guam 96910

671. 477.9791 (tel) • 671. 477.1895 (fax)

vote@gcc.guam.gov (e-mail) • <http://gcc.guam.gov> (website)

# Certificate of Election

The Guam Election Commission, by virtue of  
Section 11128 of the Guam Code Annotated Title 3 Elections; AND  
Based on the tabulation of returns of the General Election on DATC,

hereby certifies that

**NAME**

has been duly elected to the office of

**OFFICE**

In Witness Whereof, the Commission has hereunto set its hand and seal this X day of MONTH, YEAR.

\_\_\_\_\_  
*Name, Chairman*

\_\_\_\_\_  
*Name, Vice-Chairperson*

\_\_\_\_\_  
*Name, GEC Board Member*

\_\_\_\_\_  
*Name, GEC Board Member*

\_\_\_\_\_  
*Name, GEC Board Member*

\_\_\_\_\_  
*Name, GEC Board Member*

\_\_\_\_\_  
*Name, GEC Board Member*

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