



- Meeting Procedures, Public Notices, & Decision-Making Process
  - “The Commission *shall* meet regularly on the first Tuesday of every month at 3 p.m or more often as determined by the Chairperson of the Commission” (1 GCA Ch. 21 §2115).
  - Meeting notices are sent out five (5) working days and forty-eight (48) hours in advance of any Regular or Special Meeting. The respective agenda for each meeting is linked in each meeting notice. For meetings held via video conference platform, the Zoom meeting link is included in the notice. COD meetings are also live streamed via Facebook Live in accordance with PL 36-34. The Commission on Decolonization’s Facebook page can be found at [www.facebook.com/DecolGuam](http://www.facebook.com/DecolGuam)
  - COD Regular and Special Meetings require quorum. Quorum is met with a minimum of six (6) board members present. In the event that quorum is not met, “minutes *shall* be prepared by the Executive Director of the Commission indicating the lack of a quorum, the date, and the members in attendance” (1 GCA Ch. 21 §2115).
  - Individuals requiring special accommodations, auxiliary aids, and/or services may contact Melvin Won Pat-Borja at [guamcod@guam.gov](mailto:guamcod@guam.gov) or +1 (671) 475-9545.
    - COD meetings are conducted using the Robert’s Rules of Order parliamentary procedure. For matters requiring the Commission’s approval, a simple majority vote of members is required.
- Out-of-office Protocols
  - In the event of off-site meetings, outreach activities, educational material deliveries, or other official business requiring temporary office closure, COD shall implement the following out-of-office protocols:
    - Out-of-office notice shall be posted at the COD office indicating the temporary office closure and providing alternate contact information.
    - Office phone lines shall be forwarded to employee cell phone lines.
- Employing Staff Procedures
  - Job Descriptions
    - Executive Director: The Executive Director serves as the Board Secretary to the Commission on Decolonization and executes the mission of the COD in accordance with the official decisions of the Board.
      - Ensuring COD’s fulfillment of all public mandates according to 1 GCA Ch. 21.

- Providing regular updates to the Board at each Regular and Special Meeting.
  - Assisting in the draft, review, and approval of materials relevant to the COD's public education mandate.
  - Representing the Board in official correspondence, communications, and public relations.
  - Executing daily operations of the COD and managing COD staff.
  - Performing other duties as assigned in line with the mission of the COD and *I Ufisinan I Maga'hågan Guåhan yan I Sigundon Maga'låhen Guåhan*.
- Staff Assistant: The Staff Assistant conducts work related to various administrative and office tasks.
    - Assisting in the planning, organization, and execution of COD programs and events.
    - Providing administrative, clerical, and executive support to the Executive Director and COD Staff.
    - Performing various office tasks related to COD's work, including but not limited to procurement, correspondence, etc.
    - Participating in the development, implementation, and coordination of federally-funded and locally-funded programs.
    - Assisting in the review of provisions of various federal grants and aid programs to ensure compliance.
    - Performing other duties as assigned in line with the mission of the COD and *I Ufisinan I Maga'hågan Guåhan yan I Sigundon Maga'låhen Guåhan*.
- Program Coordinator: The Program Coordinator conducts work related to planning, developing, implementing or coordinating existing federally-funded and locally-funded programs and projects. The roles and duties of the Program Coordinator include, but are not limited to:
    - Conducting research and analysis of Guam's political status journey and creating relevant educational content for COD's community education campaign and education curriculum.
    - Organizing community engagement and public outreach events and/or service projects related to COD's community education campaign.
    - Providing assistance to the Political Status Task Forces.

- Participating in the development, implementation, and coordination of federally-funded and locally-funded programs.
  - Assisting in the review of provisions of various federal grants and aid programs to ensure compliance.
  - Performing other duties as assigned in line with the mission of the COD and *I Ufisinan I Maga'hågan Guåhan yan I Sigundon Maga'låhen Guåhan*.
- Research Assistant: The Research Assistant conducts work related to research, analysis, and synthesis of information and resources related to the COD's public education mandate. The roles and duties of the Research Assistant include, but are not limited to:
- Researching and drafting materials relevant to COD's public education mandate to include curriculum, programming, and multimedia content.
  - Providing research and writing assistance to COD staff for various documents including official correspondence, public communications, etc.
  - Participating in the organization, planning, and execution of community engagement and public outreach events.
  - Performing other duties as assigned in line with the mission of the COD and *I Ufisinan I Maga'hågan Guåhan yan I Sigundon Maga'låhen Guåhan*.