

POLICY REVIEW TOOL
Criteria for BOT Policy Review
Academic Year 2020-2021

Policy No 155
Title of Policy GCC Protocol Guide
Category _____
Date of Policy Amended and Adopted 4/2/14
Age of policy (in years) 4 yrs 10 mos

REVIEW CRITERIA

1. **Currency or Timeliness**
 - a. Does the existing policy use references to current practice in the field? ☒ yes
☐ no
 - b. Does the existing policy as written reflect verbiage that is consistent with current usage? ☒ yes
☐ no
2. **Institutional Need and Direction**
 - a. Does the existing policy reflect the needs and direction of the institution as it now enters its 44th year of existence? ☒ yes
☐ no
 - b. Does the existing policy take the current structure of the college's programs and services into account? ☐ yes
☒ no
3. **Changing Institutional and Societal Context**
 - a. Does the existing policy reflect the changing context of industry needs on the island? ☒ yes
☐ no
 - b. Does the existing policy reflect the way GCC has changed to accommodate the demands of the community through the years? ☒ yes
☐ no

Total YES _____
Total NO _____

RECOMMENDATION: ☒ Revise/update ☐ Delete ☐ Remain

REASON: Assistant Directors - replace "Apprenticeship on Training" w/ "Continuing Education and Workforce Development"; Delete "Development and Alumni Relations"; Replace "Assessment + Institutional Effectiveness" w/ "Assessment, Institutional Effectiveness + Research"

Reviewed by

Aina Tuleja
(Print name)

(Signature)

ADD
(Dept/School)

GUAM COMMUNITY COLLEGE
Board of Trustees

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Former Governors (in order of seniority)
Consulates (in order of the presentation of their credentials)
Widows of Former Governors (in order of deceased husbands' seniority)
Senators of the Guam Legislature
President, Mayor's Council
Military: Admiral/General, Active (by date of rank)
Bishops (led by the Archbishop of the Diocese of Agaña)
Judge of the District Court of Guam (Federal)
Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Mayors of Guam

Governor's Cabinet (by line of succession, unless otherwise specified by Governor)----Note: check with Governor's Office for desired arrangements, if any.

Former Lt. Governors (in order of seniority)

Former Speakers (in order of seniority)

Retired Presiding Judges (in order of seniority)

Former Delegates to the U.S. Congress (in order of seniority)

Former Senators

Former Judges

Former Mayors

Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson

Board of Trustees Vice Chairperson

Foundation Board of Governors Chairman

Foundation Board of Governors Vice Chairman

Members, Board of Trustees

Members, Foundation Board of Governors

President

Vice President of Academic Affairs

Vice President of Finance and Administration

Former Board of Trustees Members

Former Foundation Board of Governors Members

Former Presidents

Deans

Assistant Directors (Apprenticeship and Training, Planning and Development, Communications & Promotions, Development & Alumni Relations, and Assessment & Institutional Effectiveness)

Associate Deans

Faculty Senate President

Faculty Emeritus

CEAD - Continuing Education and Workforce Development -

*Assessing and Measuring Quality Assurance
Assessment, Institutional Effectiveness Research*

BE IT FURTHER RESOLVED, that title shall be used as follows: "The Honorable" should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

VP	VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
13	11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: April 8, 2016

Resolution No. 5-2016

Amended & Adopted: September 5, 2008

Resolution No. 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998

GUAM COMMUNITY COLLEGE
Board of Trustees

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Former Governors (in order of seniority)
Consulates (in order of the presentation of their credentials)
Widows of Former Governors (in order of deceased husbands' seniority)
Senators of the Guam Legislature
President, Mayor's Council
Military: Admiral/General, Active (by date of rank)
Bishops (led by the Archbishop of the Diocese of Agaña)
Judge of the District Court of Guam (Federal)
Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Mayors of Guam

Governor's Cabinet (by line of succession, unless otherwise specified by Governor)---Note: check with Governor's Office for desired arrangements, if any.

Former Lt. Governors (in order of seniority)

Former Speakers (in order of seniority)

Retired Presiding Judges (in order of seniority)

Former Delegates to the U.S. Congress (in order of seniority)

Former Senators

Former Judges

Former Mayors

Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson

Board of Trustees Vice Chairperson

Foundation Board of Governors Chairperson

Foundation Board of Governors Vice Chairperson

Members, Board of Trustees

Members, Foundation Board of Governors

President

Vice President of Academic Affairs

Vice President of Finance and Administration

Former Board of Trustees Members

Former Foundation Board of Governors Members

Former Presidents

Deans

Assistant Directors (~~Apprenticeship and Training~~, Planning and Development, Communications & Promotions, ~~Development & Alumni Relations~~, and Assessment & Institutional Effectiveness)

Associate Deans

Faculty Senate President

Faculty Emeritus

BE IT FURTHER RESOLVED, that title shall be used as follows: "The Honorable" should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

VP	VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
13	11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: April 8, 2016

Resolution No. 5-2016

Amended & Adopted: September 5, 2008

Resolution No. 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998

GUAM COMMUNITY COLLEGE
Board of Trustees

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Former Governors (in order of seniority)
Consulates (in order of the presentation of their credentials)
Widows of Former Governors (in order of deceased husbands' seniority)
Senators of the Guam Legislature
President, Mayor's Council
Military: Admiral/General, Active (by date of rank)
Bishops (led by the Archbishop of the Diocese of Agaña)
Judge of the District Court of Guam (Federal)
Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Mayors of Guam

Governor's Cabinet (by line of succession, unless otherwise specified by Governor)----Note: check with Governor's Office for desired arrangements, if any.

Former Lt. Governors (in order of seniority)

Former Speakers (in order of seniority)

Retired Presiding Judges (in order of seniority)

Former Delegates to the U.S. Congress (in order of seniority)

Former Senators

Former Judges

Former Mayors

Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson

Board of Trustees Vice Chairperson

Foundation Board of Governors Chairman

Foundation Board of Governors Vice Chairman

Members, Board of Trustees

Members, Foundation Board of Governors

President

Vice President of Academic Affairs

Vice President of Finance and Administration

Former Board of Trustees Members

Former Foundation Board of Governors Members

Former Presidents

Deans

Assistant Directors (~~Apprenticeship and Training~~, Planning and Development, Communications & Promotions, ~~Development & Alumni Relations~~, and Assessment ~~& Institutional Effectiveness~~ *Continuing Education & Workforce Development* *& Research.*)

Associate Deans

Faculty Senate President

Faculty Emeritus

BE IT FURTHER RESOLVED, that title shall be used as follows: "The Honorable" should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

3	VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
	11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: April 8, 2016

Resolution No. 5-2016

Amended & Adopted: September 5, 2008

Resolution No. 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Presiding Judge, Superior Court of Guam

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Delegate to the U.S. Congress
Former Governors (in order of seniority)
Consulates (in order of the presentation of their credentials)
Widows of Former Governors (in order of deceased husbands' seniority)
Senators of the Guam Legislature
President, Mayor's Council
Military: Admiral/General, Active (by date of rank)
Bishops (led by the Archbishop of the Diocese of Agaña)
Judge of the District Court of Guam (Federal)
Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Mayors of Guam
Governor's Cabinet (by line of succession, unless otherwise specified by Governor)---Note:
check with Governor's Office for desired arrangements, if any.
Former Lt. Governors (in order of seniority)
Former Speakers (in order of seniority)
Retired Presiding Judges (in order of seniority)
Former Delegates to the U.S. Congress (in order of seniority)
Former Senators
Former Judges
Former Mayors
Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Chairman
Foundation Board of Governors Vice Chairman
Members, Board of Trustees
Members, Foundation Board of Governors
President
Vice President of Academic Affairs
Vice President of Finance and Administration
Former Board of Trustees Members
Former Foundation Board of Governors Members
Former Presidents
Deans
Assistant Directors (~~Apprenticeship and Training~~[Continuing Education & Workforce Development](#), Planning and Development, Communications & Promotions, [Nursing and Allied Administrator, Development & Alumni Relations](#), and Assessment & Institutional Effectiveness & Research)
Associate Deans
Faculty Senate President
Faculty Emeritus

Page 3: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

BE IT FURTHER RESOLVED, that title shall be used as follows: "The Honorable" should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

VP	VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
13	11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: (Date)

Resolution No. 5-2021

Amended & Adopted: April 8, 2016

Resolution No. 5-2016

Amended & Adopted: September 5, 2008

Resolution No. 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998

Formatted: Font: 12 pt

**GUAM COMMUNITY COLLEGE
Board of Trustees**

GCC PROTOCOL GUIDE

WHEREAS, Guam Community College holds a number of graduation ceremonies and other institutional special events; and

WHEREAS, Government officials, local and off-island dignitaries, heads of organizations, and the College's Board of Trustees and administrative heads at various times attend these events, some as participants. These public events require protocol considerations. This guide is to be used as a basis for such considerations. But, in the absence of the written word, common sense and tactfulness shall be the basis of protocol and good manners. Regarding recommendations and references to acceptable international, national and territorial social usage and local customs see the Official Protocol Guide for the Territory of Guam (copy available in the President's Office and the Library).

NOW, THEREFORE, BE IT RESOLVED, that at any official GCC event, those listed in the Order of Precedence, when present, shall always be officially recognized. When the situation warrants, other protocol considerations should be given based on the Orders of Precedence.

BE IT FURTHER RESOLVED, that the orders of preference are:

Graduation Order of Precedence

Governor
Lieutenant Governor
Speaker of the Guam Legislature
Chief Justice, District Court of Guam
Chief Justice, Supreme Court of Guam
Presiding Judge, Superior Court of Guam
Delegate to the U.S. Congress
Senators of the Guam Legislature
Board of Trustees Chairperson
Foundation Board of Governors Chairperson
Board of Trustees Vice Chairperson
Foundation Board of Governors Vice Chairperson
Members, Board of Trustees
Members, Board of Governors
President

Territorial Order of Precedence (Source: Official Protocol Guide, Territory of Guam)

Governor
Lieutenant Governor
Speaker of the Guam Legislature

Page 2: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

Presiding Judge, Superior Court of Guam

Delegate to the U.S. Congress

Former Governors (in order of seniority)

Consulates (in order of the presentation of their credentials)

Widows of Former Governors (in order of deceased husbands' seniority)

Senators of the Guam Legislature

President, Mayor's Council

Military: Admiral/General, Active (by date of rank)

Bishops (led by the Archbishop of the Diocese of Agaña)

Judge of the District Court of Guam (Federal)

Judges of the Superior Court of Guam (in order of seniority, concluded by Traffic Court Judge)

Mayors of Guam

Governor's Cabinet (by line of succession, unless otherwise specified by Governor)----Note: check with Governor's Office for desired arrangements, if any.

Former Lt. Governors (in order of seniority)

Former Speakers (in order of seniority)

Retired Presiding Judges (in order of seniority)

Former Delegates to the U.S. Congress (in order of seniority)

Former Senators

Former Judges

Former Mayors

Boards, Commissions, and Councils

GCC Order of Precedence

Board of Trustees Chairperson

Board of Trustees Vice Chairperson

Foundation Board of Governors Chairman

Foundation Board of Governors Vice Chairman

Members, Board of Trustees

Members, Foundation Board of Governors

President

Vice President of Academic Affairs

Vice President of Finance and Administration

Former Board of Trustees Members

Former Foundation Board of Governors Members

Former Presidents

Deans

Assistant Directors (Continuing Education & Workforce Development, Planning and Development, Communications & Promotions, Nursing and Allied Administrator, and Assessment, Institutional Effectiveness & Research)

Associate Deans

Faculty Senate President

Faculty Emeritus

Page 3: GCC Board of Trustees Policy 155 – GCC PROTOCOL GUIDE

BE IT FURTHER RESOLVED, that title shall be used as follows: “The Honorable” should be conferred on the following positions: Governor, Lt. Governor, Speaker, Presiding Judge, Delegate to Congress, heads of consular missions, other judges and senators. It is used in platform introductions and in correspondence when written out in full.

Honorific titles should be used before an individual's name in platform introductions and correspondence. Such titles are: Doctor, Professor, Reverend, Mr., Mrs., Miss, etc.

BE IT FURTHER RESOLVED, that seating precedent, based on official position, shall be the determining factor of seating arrangements for all official functions.

Following is an example of a platform seating arrangement.

VP	VP	FBOG VChair	FBOG Chair	President	Gov	BOT Chair	BOT VChair	Dean	Dean	Dean	Faculty Senate President
11	9	7	5	3	1	2	4	6	8	10	12

Amended & Adopted: (Date)

Resolution ____-2021

Amended & Adopted: April 8, 2016

Resolution 5-2016

Amended & Adopted: September 5, 2008

Resolution 25-2008

Adopted: March 16, 1994

Resolution 10-94

Amended: May 6, 1998