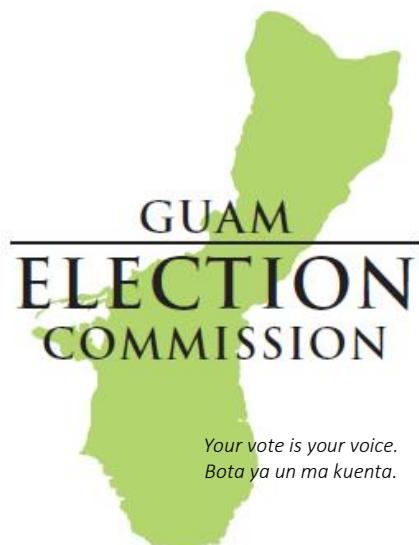




# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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



## 2022 National Clearinghouse Award Submission

### A Win-Win for the Election Commission and the University -- Poll Workers

The Guam Election Commission (GEC) partnered with the University of Guam (UOG) Public Administration Degree Program to offer an academic credit bearing class on Elections Administration in an effort to recruit poll workers for the 2022 General Election. The course for two credits included twelve (12) hours of lecture at the University, an exam, and a practicum: working as a Precinct Official or Election Assistant on Tuesday, November 8, 2022 at island polling sites. The course was also offered for CEUs (Continuing Education Units) and as a professional development course for teachers. Twenty-six students enrolled: Four students paid \$402 each to earn 2 credits toward their Public Administration degree program; one teacher signed up for professional development toward recertification and twenty-one students earned three CEUs. The HAVA Security Grant funded the recordation fee for all twenty-six students at \$25.00 each. The HAVA Security Grant also infused \$150 for each precinct official to increase the stipend to \$500. Election Assistants' stipend was \$200. The GEC Director has been invited to teach a three-credit class on Elections Administration for the 2023 Fall Semester!

**Biba HAVA! Biba UOG! Biba GEC!**

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>



# GUAM ELECTION COMMISSION

## Kumision Ileksion Guåhan

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



An academic credit bearing course: **Special Studies: Elections Administration** for the 2022 General Election



Precinct officials are sworn in for the 2022 General Election. Precinct officials report to their designated polling sites at 5:30 am, secure their precinct after 8:00 pm closing, and hop on a government bus to go to Election Return Center to account for the ballots received in the morning and then transfer custody of the ballots to Guam Election Commission.



Election Assistants are sworn in for the 2022 General Election. Election Assistants report to their designated polling sites at 6:30 am and retire after the polls closed at 8:00 pm AND after the last voter was served.



# **GUAM ELECTION COMMISSION**

## Kumision Ileksion Guåhan

Your **VOTE** is your voice. ✓ **BO TA** ya un ma kuenta.



## **PA 494: Special Studies: Elections Administration Roster**

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

Tel: 671-477-9791 • Fax: 671-477-1895

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



**UNIVERSITY OF GUAM**  
**UNIBETSEDÅT GUAHAN**

**Global Learning and Engagement**  
**Office of the President**

COURSE NAME	START DATE	END DATE
<b>22/FA PA 294/494 70 (CEU): SPECIAL STUDIES: ELECTIONS ADMINISTRATION</b>	<b>09/30/2022</b>	<b>11/26/2022</b>
INSTRUCTOR	CEU(S)	COST
<b>DR. JUDITH P. GUTHERTZ / MS. MARIA PANGELINAN</b>	<b>3.0</b>	<b>\$40.00</b>

## REGISTRATION FORM

LAST NAME	FIRST NAME	MIDDLE INITIAL	GENDER
MAILING ADDRESS	CITY	ZIP CODE	
UOG ID / SOCIAL SECURITY NUMBER	DATE OF BIRTH	EMAIL	
WORK PHONE	HOME PHONE	CELL PHONE	
EMERGENCY CONTACT INFORMATION			
CONTACT NAME	PHONE	EMAIL	

REGISTRATION STATEMENT	
By proceeding with this registration process, you are verifying you meet the requirements, if any, to enroll in this course. By signing this, you are aware that the last day for registration and withdrawal is on the first day of class by 5 p.m. at the UOG GLE office. Any withdrawals thereafter will not be eligible for a refund. As the undersigned, you have signed your correct name on the signature line below and agree to all terms listed above.	
SIGNATURE	DATE

### FOR GLE OFFICE USE ONLY

PAYMENT INFORMATION	FIELD RECEIPT	REGISTERED



# OFFICIAL COURSE PERMISSION FORM

UNIVERSITY OF GUAM  
UNIBETSEDAT GUAHAN

Global Learning & Engagement  
Office of the President

Semester: Fanuchanan, Fall 2022

No graduate credits → CENS okay

Title: PA294/494/594 ED894 Special Studies: Elections Administration

Credit(s): 2.0 Contact Hours: 30 Class Limit: N/A Section: N/A

Course Length: Start Date: 9/30/2022 End Date: 11/26/2022

Course Meeting Times: 9:30 a.m. – 12:30 p.m., Fri., Sept. 30, Sat., Oct. 1, Fri., Oct. 7, and Fri., Nov. 18, 2022  
UOG SBPA Room 150

5:30 a.m. □ 11:30 p.m., Tuesday, Nov. 8, 2022 – General Election Day Polling Sites throughout Guam

Location: Fridays, UOG TBD; Tuesday, 11/8/2022 Guam Election Polling Sites

Instructors: Dr. Judith P. Guthertz Ms. Maria I.D. Pangelinan

Instructors DOB/ID: 3/4/1946 12/17/1957

Instructors Phone#: 671.488.5834 671.477.9791, 671.687.9792

Instructors Email: judithguthertz@gmail.com maria.pangelinan@gec.guam.gov

COST TO BE PAID BY: STUDENT

UOG GLE

OTHER: Guam Election Commission

Comments: Amount: \$40 Recordation Fee for 2 CEUS (if applicable), \$52 Application fee (if student is not currently enrolled at UOG, if applicable), \$442 (2)undergraduate credits

## APPROVAL

M.PANGELINAN

Dr. JUDITH P. GUTHERTZ

Instructor

Instructor

Transcripts, application, course outline and other data pertinent to this course offering have been reviewed. The signatures below assure that the University approves the course offering and that the instructor is qualified to teach the course and is in good standing with the University of Guam. The academic quality of the course content conforms to accreditation standards governing all UOG courses and adequately reflects the level identified in the coursenumber.

Amanda Francel Bias

Global Learning & Engagement

DR. ALICIA AGUON

Dean, SOE

Ron McRae

PALS Division Chair

16 Sep 22

Date

Carlos R. Taitano

Director, UOG GLE

Al

Dean, SBPA

9/20/22

Date

Dr. Anita Borja Enriquez

Anita Borja Enriquez (Sep 21, 2022 18:21 GMT+10)

Senior Vice President/Provost, ASA

UOG Station, Mangilao, Guam 96923

Telephone: (671) 735-2600/1 Fax: (671) 734-1233

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Last Updated 06/08/2020 AFB

**Fanuchånan 2022**  
**Fall Semester**

**Course Syllabus and Calendar**

**PA294/494/594 ED894 Elections Administration**

**Instruction Information**

**Dr. Judith T. Gutherford**  
Email: [gutherfordj@triton.uog.edu](mailto:gutherfordj@triton.uog.edu)  
Telephone 671.488.5834  
Office: UOG SBPA

**Maria I.D. Pangelinan**  
[maria.pangelinan@gec.guam.gov](mailto:maria.pangelinan@gec.guam.gov)  
671.477.9791 / 671.687.9792  
241 Farenholt Ave., Ste. 202  
Tamuning, GU 96913

**DSS Accommodation Services**

*If you are a student with a disability who will require an accommodation(s) to participate in this course, please contact the Student Counseling and Advising Service Disability Support Services office to discuss your specific accommodation needs confidentially. A Faculty Notification letter will be emailed to me specifying your approved accommodations. If you are not registered, you should do so immediately at the Student Center, Rotunda office #5, [sssablan@triton.uog.edu](mailto:sssablan@triton.uog.edu) or ph/TTY: 735-2460, to coordinate your accommodation request.*

**COURSE CONTENT**

This course will examine and provide real world experience in the conduct of elections on Guam with the Election Code of Guam, Title 3, Guam Code Annotated, The Election Manual and The Precinct Official Handbook. The central theme that will be emphasized throughout the course: the importance of participating in the fundamental right to vote and how it affects the daily lives of Guam residents.

**COURSE REQUIREMENTS**

Students must be registered to vote in their respective jurisdictions. Students are expected to come to class prepared to discuss readings assigned and participate in discussions. There will be two chapters presented by a group of students using information technology at each class meeting.

**Required Texts**

Election Code of Guam, Guam Code Annotated  
The Election Manual  
Guam Administrative Rules and Regulations Title 6  
2022 General Election Precinct Official Handbook

**Supplemental Resources**

Guam Election Comparative Analysis Reports, 1976-2020

**Supplemental Resources (cont'd.)**

Hale, Kathleen, Brown, Robert, Brown, Mitchell. (2015)...*Administering Elections: How American Elections Work*. Palgrave Macmillan.

Brown, Mitchell, Hale, Kathleen, King, Bridgett A. (2019). *The Future of Election Administration: Cases and Conversations*. Palgrave Macmillan.

gec.guam.gov  
eac.gov

**Final Grades**

<b>A:</b>	90-100
<b>B:</b>	80-89
<b>C:</b>	70-79
<b>D:</b>	60-69
<b>F:</b>	0-59

**UW:** Unofficial withdrawal assigned by Registrar—Student stopped attending classes and did not submit/file required documents.

**W:** Withdrawal assigned by Registrar—Student stopped attending classes and submits files required documents.

**Grade Categories/Assignments and Percentages**

Attendance/Participation	20% (ILO-1,3,4,7, PLO-1,2,3,4,5,9)
Exam 1	15% (ILO-3,4,5, PLO-2,3,4,5,7)
Exam 2	15% (ILO-3,4,6,7, PLO-4,5,6)
Exam 3	15% (ILO-1,3,4,7, PLO-3,4,5,6)
Precinct Official Practicum	<u>25%</u> (ILO-1,3,5, PLO-2,3,5,6)
TOTAL	100%

**Assignment Descriptions**

**Exams are to be completed outside the classroom and turned in via email to  
[maria.pangelinan@gec.guam.gov](mailto:maria.pangelinan@gec.guam.gov) abiding by the following schedule:**

	<b>Due Dates</b>
<b>Exam 1</b>	<b>October 14, 2022</b>
<b>Exam 2</b>	<b>October 28, 2022</b>
<b>Exam 3</b>	<b>November 26, 2022</b>

Please note that there will be three different versions of each exam: one for those registered for PA294. The second version will be for those registered for PA494 and the third version will be for those registered for PA594.

**COURSE SYLLABUS**

**Class presentation and leading discussion**--To stimulate class participation, a group of students will select a chapter/topic of interest to make a brief presentation (PowerPoint would be good, but not required) and lead a discussion. Interactive presentations are highly recommended.

**Class practicum:** Students will be required to work as precinct officials in their voting districts on Tuesday, November 8, 2022. They will report to their polling sites at 5:30 a.m., prepare and open the precinct at 7:00 a.m. They will close the precinct at 8:00 p.m. After the last voter has been served, students/precinct officials will prepare to go to the Election Return Center (University of Guam fieldhouse). Students will be dismissed upon clearing the five stations setup at Election Return Center. Students/precincts officials will receive a stipend of three hundred fifty dollars (\$350).

**Policies and Other Information**

**PLAGIARISM**

In line with our School's program intent in developing ethical professionals, students must adhere to honesty and giving credit (where applicable) to cited sources on exams and assignments, respectively. Note that when referring to published works (secondary data, etc.), you must provide appropriate credit to your sources. Use the APA manual as a reference to how citations and how your reports are to be prepared. Absolutely no credit/points will be granted for works where cheating (exams) and plagiarism are observed. Plagiarism will result in automatic failure of the course.

**LISTING OF STUDENT LEARNING OBJECTIVES**

**ILOs (UOG SLOs)**

ILO1 Mastery of critical thinking and problem solving

ILO2 Mastery of quantitative analysis

ILO3 Effective oral and written communication

ILO4 Understanding and appreciation of culturally diverse people, ideas and values in a democratic context

ILO5 Responsible use of knowledge, natural resources, and technology

ILO6 An appreciation of the arts and sciences

ILO7 An interest personal development and lifelong learning

**Public Administration and Legal Studies successful students will able to demonstrate:**

A general understanding of the various roles of professional managers in the public and nonprofit sectors:

Leadership and teamwork skills

Critical thinking and analytical skills in solving real world problems in public administration

A sufficient real-world understanding of public policy processes;

Proficiency in information technology and communication skills, etc.

An understanding of local, regional, and global environments and their relevance to public administration

An understanding of ethical, professional, and socially responsible behavior.

**Course Meeting Dates and Times**

9:30 a.m. – 12:30 p.m., Friday, Sept. 23, 30, Oct. 7, and Nov. 18, 2022  
 5:30 a.m. – 11:30 p.m., Tuesday, Nov. 8, 2022 – General Election Day

UOG SBPA Room TBD  
 Polling Sites throughout Guam

**Activities and Assignments\***

Friday, Sept. 23	Introduction, distribution of syllabus Election Code of Guam Chapter 1 General Provisions <b>Chapter 2 Election Commission</b> Chapter 3 Voter Registration <b>Chapter 4 Precincts and Precinct Boards</b> Chapter 5 Election Day and Dates Chapter 6 Candidates for Office Precinct Officials: Recruitment and Training EXAM 1.
Friday, Sept. 30	Precinct Officials: Training continued Chapter 7 Ballots Chapter 8 Election Campaign and Campaign Offenses <b>Chapter 9 Conduct of Elections</b> <b>Chapter 10 Absent Voting</b> EXAM 2.
Friday, Oct. 7	Election Return Center <b>Chapter 11 Vote Tabulation &amp; Declaration of Results</b> Chapter 12 Election Contests Chapter 13 Special Elections <b>Chapter 14 Provisional Voting</b> Chapter 15 Conduct of Primary Elections Chapter 16 Initiative, Referendum and Legislative Submission Chapter 17 Election Campaign Contributions & Expenditures Chapter 18 Chamorro Registry Chapter 21 Guam Decolonization Registry EXAM 3.
Tuesday, Nov. 8, 2022	Practicum: 2022 General Election Precinct Officials*
Friday, Nov. 18, 2022	Election Recap

**Class practicum:** Students will be required to work as precinct officials in their voting districts on Tuesday, November 8, 2022. They will report to their polling sites at 5:30 a.m., prepare and open the precinct at 7:00 a.m. They will close the precinct at 8:00 p.m. After the last voter has been served, students/precinct officials will prepare to go to the Election Return Center (University of Guam fieldhouse). Students will be dismissed upon clearing the five stations setup at Election Return Center. Students/precincts officials will receive a stipend of three hundred fifty dollars (\$350).

Upper division and graduate students (and teachers) will be required to turn in a paper.

\* Highlighted chapters are for student team presentations. Students will be notified of any changes.

## Student Internship Summary Form

Name of Organization: **Guam Election Commission**

Date: **9/15/2022**

<b>Internship position title</b>  Precinct Officials	<b>How many students will be chosen for this position?</b>  TBD will provide update 9/19
<b>Location:</b> Twenty-one polling sites throughout Guam	
<b>Area(s) of interest: (e.g. Accounting, IT, Mathematics)</b> Public Administration, Business Administration, Political Science, General Education	
<b>Duties and responsibilities/Qualifications and preferred skills:</b> Completed lecture series on Elections Administration; At least 18 years of age and registered to vote on Guam.	
<b>Duration of internship:</b> Tuesday, November 8, 2022, 5:30 am to 11:30 pm (estimate)	
<b>Paid?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>For course credit?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>NOTES:</b>	

<b>Internship position title</b>  Precinct Officials	<b>How many students will be chosen for this position?</b>  TBD will provide update 9/19
<b>Location:</b> Twenty-one polling sites throughout Guam	
<b>Area(s) of interest: (e.g. Accounting, IT, Mathematics)</b> Public Administration, Business Administration, Political Science, General Education	
<b>Duties and responsibilities/Qualifications and preferred skills:</b> Completed lecture series on Elections Administration; At least 18 years of age and registered voter on Guam.	
<b>Duration of internship:</b> Tuesday, November 8, 2022, 5:30 am to 11:30 pm (estimate)	
<b>Paid?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>For course credit?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>NOTES:</b>	

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered between the University of Guam, (hereafter "University") a public corporation and educational institutional and Guam Election Commission (hereafter "Organization").

### Brief Description of Organization:

The Guam Election Commission is an independent and autonomous agency of the Government of Guam that has direct supervision over the municipal and district officials designated in accordance with the laws of Guam to perform duties relative to the conduct of elections. 3 GCA § 2103. (a)

### I. STATEMENTS OF PURPOSE

- a. The University and the Organization recognize the importance of creating positive learning experiences and fostering community relationships.
- b. The University's mission is, in part, Ina, Deskubre, Setbe—to enlighten, to discover, to serve. In the spirit of Ina, Deskubre, Setbe, the University and the Organization now establish their partnership commitment to give a University of Guam student with an experiential learning opportunity. The University and the Organization will provide an internship with mentorship, advising, and hands on job experience.
- c. The following understandings will guide this effort, until modified or amended.

### II. ROLES AND RESPONSIBILITIES OF UNIVERSITY

The University shall:

- a. Establish a contact person (hereinafter "University Internship Coordinator") for activities related to the performance of this MOU. Others may be designated by the University at any time. The University Internship Coordinator is identified as: Name. They can be reached at Phone Number and/or E-mail Address.
- b. Provide the name of the University of Guam student ("Student") who will participate in an internship with the Organization.
- c. Provide to the Organization the Student's relevant course information and/or scope of study and course internship objectives.
- d. Make reasonable efforts to ensure the Student is aware of the student responsibilities outlined in Section IV.
- e. Work with student to arrange an internship schedule.
- f. Provide an Internship Assessment Form to be completed by the Organization Internship Coordinator about the Student's performance.
- g. Advise the Student about a program and/or a field of study related to the internship experience.
- h. Provide an administrative framework adequate to carry forward its responsibilities herein.
- i. University Internship Coordinator will reasonably strive to maintain continuous contact with the Organization; provide information about the specifics and expectations of the internship with the Student and Organization; and monitor the Student's progress with the Student and Organization.

T: 671-735-2290 W: [www.uog.edu](http://www.uog.edu)

Address: 303 University Drive UOG Station Mangilao, Guam 96913

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MOU created by: EMSS/Triton Advising Center | Last modified March 2022

### **III. ROLES AND RESPONSIBILITIES OF ORGANIZATION**

The Organization shall:

- a. Coordinate with the University and the Student an internship opportunity within the Organization to provide the Student with hands-on experience related to the Student's field of study.
- b. Provide a contact person (hereinafter "Organization Internship Coordinator") for activities related to the performance of this MOU. Others may be designated by the Organization at any time. The Organization Internship Coordinator is identified as.
- c. Orient the Student to Organization's policies, procedures, rules, methods, and operations.
- d. Assess the Student's performance using an Internship Assessment Form provided by the University and notify the University of any cause of dissatisfaction with the Student's performance.
- e. Notify the University of any known misconduct on the part of the student.
- f. Complete the provided Internship Evaluation Form as it relates to the Student's performance during the internship period.
- g. Comply with all applicable national and local laws, ordinances, and codes.
- h. Accept the primary responsibility for supervision and control of the Student during the internship period.
- i. If applicable, compensate Student in accordance with an agreed upon rate to be paid in line with an agreed upon pay schedule for Student's work completed during the internship period in accordance with the Organization's existing payroll policies and procedures.

### **IV. TIMEFRAME**

This MOU will commence on Start Date and will dissolve on End Date.

This MOU may be terminated by University or Organization at any time and for any reason upon the terminating party giving the other party thirty (30) days notice of such termination. This Memorandum of Understanding between the University of Guam and Name of Organization and may be amended only by written agreement signed by each of the parties involved.

### **V. EXECUTION**

By signing below, each of the following represent that they have authority to execute this understanding and to bind the party on whose behalf their signature is made.

This MOU will take effect on the date the signatures of the university officials are affixed to this document.

The following authorized individuals have signed the present MOU on behalf of their respective University and Organization:

**Organization:**

**Maria I.D. Pangelinan**

Name (Authorized Personnel)

**Executive Director**

Title



9/15/2022

Date

**University of Guam Authorized Official:**

T: 671-735-2290 W: [www.uog.edu](http://www.uog.edu)

Address: 303 University Drive UOG Station Mangilao, Guam 96913

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MOU created by: EMSS/Triton Advising Center | Last modified March 2022

## Executive Director

Name (Authorized Personnel)	Title	Signature	Date
	Executive Director		
Name (Authorized Personnel)	Title	Signature	Date
	Executive Director		

T: 671-735-2290 W: [www.uog.edu](http://www.uog.edu)

Address: 303 University Drive UOG Station Mangilao, Guam 96913

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MOU created by: EMSS/Triton Advising Center | Last modified March 2022

# CPF - PA294 AND 494 SPECIAL STUDIES ELECTIONS ADMINISTRATION

Final Audit Report

2022-09-21

Created:	2022-09-21
By:	Global Learning & Engagement (uog.gle@triton.uog.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAAvqbVgkMRy19Q3RLZwp__zjuRywQoIZMs

## "CPF - PA294 AND 494 SPECIAL STUDIES ELECTIONS ADMINISTRATION" History

-  Document created by Global Learning & Engagement (uog.gle@triton.uog.edu)  
2022-09-21 - 5:48:38 AM GMT
-  Document emailed to abe@triton.uog.edu for signature  
2022-09-21 - 5:49:02 AM GMT
-  Email viewed by abe@triton.uog.edu  
2022-09-21 - 5:49:06 AM GMT
-  Signer abe@triton.uog.edu entered name at signing as Anita Borja Enriquez  
2022-09-21 - 8:21:15 AM GMT
-  Document e-signed by Anita Borja Enriquez (abe@triton.uog.edu)  
Signature Date: 2022-09-21 - 8:21:17 AM GMT - Time Source: server
-  Agreement completed.  
2022-09-21 - 8:21:17 AM GMT



Adobe Acrobat Sign