

**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)

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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 Administrative Services

Vice President of Business and Finance

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

**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: September 5, 2008**

**Resolution No. 25-2008**

**Adopted: March 16, 1994**

**Resolution 10-94**

**Amended: May 6, 1998**

