



# Third Northern Mariana Islands Constitutional Convention Pre-Convention Committee

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## MEMORANDUM

DATE: June 4, 1995

TO : Pre-Convention Committee  
FROM : The Administrative Support Subcommittee  
SUBJECT : Final Report

The Administrative Subcommittee consisted of the following delegates who served on the Pre-Convention Committee: Chair Victor B. Hocog, Esther S. Fleming, Herman T. Guerrero, Henry U. Hofschneider, James M. Mendiola, Justo S. Quitugua, and Bernadita Seman. The Subcommittee was charged with making the necessary administrative arrangements for the Convention.

Pursuant to its assignment, the Administrative Subcommittee has made the following decisions, which have been approved by the Pre-Convention Committee:

(1) **The Budget:** From the initial appropriation of \$300,000, the Administrative Subcommittee has authorized and expended \$60,989.00 on the activities of the Pre-Convention Committee for the period April 6, 1995 through June 4, 1995. The Administrative Subcommittee has also authorized \$65,000 for the subsistence allowances and related expenses of the legal team. The remaining \$174,011.00 is available for authorization and expenditure by the Convention.

The Administrative Subcommittee prepared and submitted a request for a supplemental appropriation from the legislature of \$325,000. As of this time, that appropriation has been passed by the legislature but not signed by the Governor. If supplemental funding of \$325,000 becomes available, the Administrative Subcommittee recommends that \$150,000 be allocated to the legal team for costs for supporting lawyers and experts, support staff, court reporters, and post-convention legal work. The remaining \$150,000 would be available for authorization and expenditure by the Convention.

The Subcommittee recommends that these budget allocations be confirmed by the Convention.

(2) **The Convention Site:** The Administrative Subcommittee with assistance from other delegates has arranged to hold the Convention in the Chamber of the House of Representatives, with the support of an audio technician from the Legislature, and with the use of certain staff offices together with associated telephone, fax, and computer equipment for the duration of the convention.

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The Subcommittee recommends that the Convention pass a resolution, as one of the first orders of business, thanking the House of Representatives for this assistance.

(3) **The Support Offices:** The Administrative Subcommittee has established support office space at the Joeten Commercial Center in Dandan, and has obtained the use of furniture, copying equipment, telephones, and fax machines at that site.

The Subcommittee recommends that these support arrangements be confirmed by the Convention.

(4) **Computer Support:** The Administrative Subcommittee approved a contract with White Coconut Computer Service, Inc. for computer equipment and support during the Convention for use in creating the record of the Convention, providing legal services, and for other purposes. The amount of this contract is \$9,000.

The Subcommittee recommends that this contract be confirmed by the Convention.

(5) **Personnel:** The Administrative Subcommittee has hired two support personnel: Alicia Guerrero to serve as Constitutional Convention Clerk and Joe Cruz to serve as Assistant Administrative Officer. These appointments are for the duration of the Convention. The amount of these salaries is \$18,474.28.

The Subcommittee recommends that these appointments be confirmed by the Convention.

(6) **Court Reporters:** The Administrative Subcommittee has hired two professional court reporters, Mr. Les Martin and Ms. Sonia Blake, to record the proceedings of the Convention's plenary sessions. These reporters will produce a daily transcript that will become the verbatim Daily Journal of the Convention, after approval by the delegates, and that will be the basis for the daily Summary Journal. The amount of these contracts is \$20,000.

The Subcommittee recommends that these contracts be confirmed by the Convention.

(7) **Audio Taping and Transcribing:** The Administrative Subcommittee has arranged for the audio technician who works for the Legislature and is familiar with the audio taping system installed in the House chamber where the Convention will meet. The audio technician will record meetings of the Committee of the Whole. These will be transcribed by secretarial personnel under the supervision of the Journal Clerk. The Subcommittee has agreed to pay overtime for the audio technician as necessary, has arranged for the bulk purchase of tapes, and has contracted to pay for secretarial salaries for transcription of the tapes. In addition, it may be necessary to contract for outside transcription services to supplement the Convention's staff in order to stay current. The amount of these expenditures is estimated to be \$15,000.

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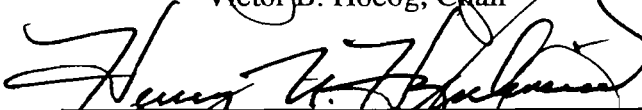
The Subcommittee recommends that these commitments be confirmed by the Convention.


(8) **Archives:** The enabling legislation requires that the Convention's documents and records be deposited in the Commonwealth Archives. In order to carry out this mandate in the most efficient manner possible, the Administrative Subcommittee has appointed Herbert Del Rosario, the Commonwealth Archivist, as the Convention Archivist. Mr. Del Rosario is responsible for preparing the guidelines under which Convention documents will be retained, and for supervising the collection and delivery of documents and records to the Commonwealth Archives. Mr. Del Rosario will have access to all Convention files for this purpose, and the Convention's staff will assist as required.

The Subcommittee recommends that the appointment be confirmed by the Convention.


  
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Victor B. Hocog, Chair


  
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Esther S. Fleming, Vice Chair

  
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Henry U. Hofschneider

  
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Herman T. Guerrero

  
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James M. Mendola

  
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Justo S. Quitugua

  
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Bernadita T. Seman

## ADDENDUM

1. Interim Rules: The interim rules adopted by the Convention are the same as the interim rules attached to the report of the Rules Subcommittee to the Pre-Convention Committee that are attached to the Daily Journal for this day.

2. Rules of Procedure: The Rules of Procedure adopted by the Convention are the same as the Rules of Procedure attached to the report of the Rules Subcommittee to the Pre-Convention Committee that are attached to the Daily Journal for this day.