



Mayor's Council of Guam

P.O. Box 786

Hagatna, Guam 96932

STANDARD OPERATING PROCEDURE

SOP#: 11-001

Reference(s): Bill No. 106-31 passed on May 10, 2011 Public Law No. 31-64 passed on May 24, 2011

Action(s): Amendment to Sections 3202 (j) and (k) of Article 2 of Chapter 3, Title 19, GCA

Objective(s): Relative to the payment for solemnization of Marriage by a Mayor or Vice Mayor.

PROCEDURE

1. **START:** Applicants elect to have their marriage solemnized by a village mayor or vice-mayor.
2. Applicants shall (at least 3 days before marriage ceremony) pay to the Mayors' Council of Guam Revolving Fund the sum of Fifty Dollars (\$50.00) to the Treasurer, Officiating Municipality, or MCOG Administration Office.
3. Offices receiving payment (cash or check) must issue a receipt to applicants.
4. Offices shall turn in funds with supporting documents to the Treasurer for deposit to the MCOG . Offices may drop off payment at the MCOG Administration for pickup by the Treasurer.
5. Officiating mayor or vice-mayor shall certify performance of solemnization to the Treasurer who in turn shall transfer (pay to) the amount to the appropriate officiating municipality's non-appropriated (NAF) village account. Copies of Marriage License should support certification.
Note: Should the applicant(s) decide to cancel their marriage and that their payment have been deposited to the Fund, a cancellation notice must be submitted to the Treasurer for proper reimbursement. Hence, issued receipts must be noted by the district.
6. Every month, each officiating municipalities shall submit a monthly report to the MCOG Administration Office to include, but not limited to, the name of the mayor or vice-mayor performing the civil wedding, the total number of civil weddings each mayor or vice-mayor performed each month, the names of the individuals for which the ceremony was performed, the date of the wedding, and the amount of money collected for all civil weddings performed.
7. Item 6 above shall be posted monthly on the Mayors' Council of Guam website.
8. **END:** The Mayors' Council of Guam shall submit a quarterly report in writing to the Speaker of I Liheslaturan Guam.

(Above steps may be adjusted/change to provide for a more effective processes.)

APPROVED/ADOPTED ON: (MCOG Meeting of: 8/3/11)

Certified by: /S/MAYOR MELISSA B. SAVARES
(President, MCOG)