

Puerto Rico Federal Affairs Administration

Regulation
Puerto Rico Shadow Delegation

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Article I. General Dispositions

Section 1.01 Title

The Delegation will be known as the Puerto Rico Congressional Shadow Delegation (the “Delegation”).

Section 1.02 Legal Authority

This Regulation is adopted under the provisions of Article 5 (d) of Act Number 77 of June 19, 1979, as amended, 3 L.P.R.A. 1705 (d). The Delegation is constituted under the authority of Act. No. 67-2020, as may be amended from time to time (the “Enabling Act”).

It is based on good governance, fiscal and public administration principles for elected officials.

Section 1.03 Applicability

This Regulation shall be applicable to the Senators and Representatives serving in the Puerto Rico Federal Affairs Administration as Puerto Rico’s Congressional Shadow Delegation.

Section 1.04 Purpose

The purpose of the Delegation is to constitute a shadow congressional delegation to represent the U.S. citizens of Puerto Rico in the U.S. House of Representatives and the U.S. Senate, to demand that the U.S. Congress and the Executive Branch act on the electoral mandates resulting from the political status plebiscites held in 2012, 2017, and 2020, and to implement the public policy of the Government of Puerto Rico as established in the Enabling Act.

Section 1.05 Languages

English and Spanish will be the official languages of the Delegation.

Section 1.06 Interpretation

The Executive Director of PRFAA may, through means of regulation or normative letters, clarify and interpret the dispositions of this document, if necessary.

Section 1.07 Definition

The terminology used in this Regulation, not otherwise defined herein, shall have the meaning ascribed to such terms in the Enabling Act.

Article II. Members & Powers

Section 2.01 Composition

The activities of the Delegation shall be carried out by members elected by the people of Puerto Rico, in accordance with Article 2 of the Enabling Act. The time commitment of the Delegates shall be equal to that of a full-time job in accordance with Article 8 of the Enabling Act.

Section 2.02 Duties

The duties of the Shadow Delegation include, but are not limited to: (a) appearing before Congress, the White House, federal agencies and courts to express themselves in relation to the admission of Puerto Rico as a state of the Union, (b) to educate, advocate, and promote the admission of Puerto Rico as a state of the United States and the attainment of full equality of rights and duties for U.S. citizens residing in Puerto Rico, (c) to study, encourage and facilitate the development of initiatives to promote the admission of Puerto Rico as a state of the United States of America and the attainment of equal rights and duties for all American citizens residing in Puerto Rico.

Section 2.03 Code of Conduct

The Shadow Delegation shall abide by all laws and regulations applicable to public officers of the Government of Puerto Rico including, but not limited to, the Act 1 of 2012, as amended, also known as the Puerto Rico Governmental Ethics Act of 2011 and the Puerto Rico Political Code of 1902, as amended.

Article III. Salaries

The salaries of the Delegation shall be fixed at \$90,000.00 on an annual basis. Each Delegate may use up to an amount of \$30,000.00 for official expenses.

If a delegate declines the salary assigned under this Article, he or she may do so by informing said determination in writing to the Executive Director of PRFAA. In such case, any compensable work of that delegate must be in compliance with the Act of the Ethic Governmental Office of Puerto Rico (Articles 4.3 and 4.4 of Act 1 of 2012, as amended) and will not affect his duty of a full-time job with the Shadow Delegation.

Article IV. Travel Expenses

Section 4.01 In General

PRFAA shall cover the travel expenses of the Delegation in accordance with the laws and regulations of the Government of Puerto Rico and to internal regulations as set out by the Executive Director of PRFAA.

Section 4.02 Request for Travel Authorization

(a) Travel Authorization

The shadow delegate shall complete a Request for Travel Authorization, using the form prepared for this purpose by PRFAA. The request for travel authorization, shall indicate the following:

1. Location or place of official travel
2. Duration of the trip
3. Purpose
4. Costs incurred during the course of official business
5. Additional information as required by the Executive Director of PRFAA or her representative.

(b) Use of Personal Funds

The shadow delegate may cover the expenses from personal funds and then request reimbursement, provided that he or she has obtained a travel authorization. To request such reimbursement, the shadow delegate shall provide receipts and other reliable methods of proof to PRFAA .

Section 4.03 Trip Report

Shadow delegates engaged in official travel shall submit a report to the Executive Director of PRFAA or her authorized representative of their official activities within fifteen (15) days. These reports shall include, but not limited to, the following information:

1. Date and time of departure
2. Purpose and activities
3. Outcome of the mission
4. Date and time of return

Section 4.04 Non-compliance

If any shadow delegate receives a reimbursement and fails to submit a travel report as provided in this Regulation, the Executive Director of PRFAA or her authorized representative may take the following administrative actions:

1. Withhold any other outstanding payments from the delegate.
2. Not reimburse funds to the delegate.
3. File a collection action.

Section 4.05 Reimbursable and Non-Reimbursable Expenses

(a) Lodging

Lodging shall be only construed as a temporary dwelling place such as a hotel or short-term rental.

The determination of the place of lodging shall be guided by the standards of austerity and modesty that should prevail in the use of public funds. When the shadow delegate is required to select among several hotels, he/she shall choose the hotel that offers the most economical and convenient rate for the Government.

(b) Non-Reimbursable Expenses

Expenses incurred in connection with personal matters, except as set forth in Article 9 of these Regulations, shall be considered non-reimbursable.

As examples, personal expenses such as long-term rental, radio and television rentals, movies, loss of or damage to personal property and parties for the benefit of public officers during official travel are not reimbursable.

Article V. Support from Puerto Rico Federal Affairs Administration (PRFAA) and Other Government Entities

Section 5.01 Support

Support may include, but is not limited to, access to office equipment for the delegates including printers, computers and access to the PRFAA's broadband and information technology support services, preparation and distribution of briefing materials, handouts and other documents as well as support in the planning and execution of Delegation meetings, events and activities. The Executive Director of PRFAA may, at his or her own discretion and as the existing budget may allow, designate PRFAA staff members to support the Delegation either on specific tasks or an ongoing basis.

Section 5.02 Use of Facilities

The members of the Delegation may have access to and enjoy the usage of specially designated office space within PRFAA. The members of the Delegation may have physical access to the common areas of the office but will not interfere with or direct the work of PRFAA employees in any way regarding its internal functions and or any other functions, except as may have been previously agreed with PRFAA's Executive Director with respect to the provision of support to the Delegation.

Article VI. Meetings & Hearings

Section 6.01 Meetings

The Delegation will meet in person at least once per month in coordination with the Executive Director of PRFAA. If members are unable to attend in person, they may join through teleconference, or video conference, if needed, as long as all members participating can hear each other.

Article VII. Records & Reports

Section 7.01 90-Day Reports to the Governor of Puerto Rico

After July 1, 2021, the Delegation shall submit 90-day reports to the Governor of Puerto Rico, or his designee, as provided by Article 12 of the Enabling Act. The Delegation may issue additional reports, as it may deem necessary to advance the public policy defined its Enabling Act.

Article VIII. Public Communications

Section 8.01 Verbal or Written Statements

The Shadow Delegation has been entrusted with the responsibility of advancing the public policy defined by the Enabling Act. To that effect, all, individually and collectively have a duty to communicate periodically with stakeholders, the residents of Puerto Rico, and with its target audiences in Washington, D.C. and nationwide.

Article IX. Amendments

Section 9.01 Amendments

This Regulation may be amended or revised from time to time by the Executive Director of PRFAA, at his or her discretion.

Article X. Parliamentary Process

Section 10.01 Rules of Order

In all matters of parliamentary procedure not specifically governed by this Regulation or otherwise required by law, the current edition of Robert's Rules of Order (Newly Revised) shall apply.

Article XI. Effectiveness

Section 11.01 Effective Date

This regulation shall become effective upon its approval.