



Republic of the Philippines
Province of Bukidnon
MUNICIPALITY OF MANOLO FORTICH
OFFICE OF THE SANGGUNIANG BAYAN
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EXCERPT FROM THE MINUTES OF THE 11th REGULAR SESSION OF THE 20TH SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON WHICH WAS HELD AT SANGGUNIANG BAYAN SESSION HALL ON SEPTEMBER 29, 2022.

PRESENT:

HON. REYNALDO L. BAGAYAS, JR.	Presiding Officer
HON. MIGUEL D. DEMATA	Municipal Vice Mayor
HON. JAY S. ALBARECE	Sangguniang Bayan Member
HON. RINA E. QUIÑO	Majority Floor Leader
HON. ELZEVIR A. DAGUNLAY	Sangguniang Bayan Member
HON. JOY L. CORDOVEZ	Sangguniang Bayan Member
HON. CHRISTY L. SALABE	Sangguniang Bayan Member
HON. JUNIDINI J. ARTAJO	Sangguniang Bayan Member
HON. ALEX D. PAYANGGA	IP Mandatory Rep.
HON. FLORAMAE D. PENASO	Liga ng mga Barangay Rep.
HON. JOHN ANTHONY G. LEYSON	SK Federation Rep.

ABSENT:

HON. RAQUEL A. BAYACAG	Sangguniang Bayan Member
	- On Sick Leave

RESOLUTION NO. 2022-145B 001
(12th Regular Session)

RESOLUTION APPROVING THE INTERNAL RULES OF PROCEDURES OF THE 20TH SANGGUNIANG BAYAN OF MANOLO FORTICH, BUKIDNON.

WHEREAS, the Internal Rules of Procedures of the 20th Sangguniang Bayan of Manolo Fortich, Bukidnon is hereby approved, as follows;

Statement of Policy. It shall be the policy of this Sangguniang Bayan, the legislative arm of the Municipal Government, to provide quality legislation responsive to the needs of the constituency, through the enactment and adoption of ordinances and resolutions, conducive to the general welfare of the municipality, and to adopt measures that will strengthen regulatory powers of the municipal offices and agencies to promote effective and efficient governance. Pursuant to Section 50 of RA 7160, the Sanggunian shall adopt and update the Internal Rules of Procedures within 90 days from its first regular session.

ARTICLE I COMPOSITION

SECTION 1. The composition of this Sanggunian shall be those provided in existing laws, specifically by RA 7160 otherwise known as the Local Government Code of 1991;

SECTION 2. The members of the Sanggunian shall take their Oath of Affirmation collectively or individually, before they enter into the exercise of their powers and the performance of their functions and duties. The Presiding Officer shall take his Oath of Affirmation before the Secretary to the Sangguniang Bayan and the Oath of Affirmation of the Members of the Sangguniang Bayan shall be administered by the Presiding Officer.

ARTICLE 2 POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIANG BAYAN

SECTION 3. Every member of this Sanggunian upon assumption to office, shall make a full disclosure of his financial and business interest as required by him, under Art. 104, Rule XVII of the Rules and Regulations Implementing The Local Government Code of 1991.

SECTION 4. Every member shall attend all the sessions of this Sanggunian unless he is prevented from doing so by reason of sickness or other unavoidable circumstances, provided that, as a general rule, for special sessions, previous notice thereto shall be sent to the Sanggunian thru the Presiding Officer or the Secretary to the Sanggunian.

Unless otherwise agreed upon by two- thirds (2/3) vote of the members present, there being a quorum, no other matter maybe considered at a special session except those stated in the notice.

Among the guidelines to determine excused and unexcused absences are as follows;

A. Excused Absences:

1. Absences in connection with official business
2. Absences due to natural calamities and fortuitous events
3. Absences due to emergency cases of Sangguniang Bayan Members or direct members up to 3rd degree of the family.

In the event of the above circumstances, an excuse letter would be sent to the Presiding Officer through the Sangguniang Bayan Secretary. A medical certificate signed by a government physician or duly registered physician would be submitted to support

absence due to illness. Moreover, attendance to funeral rites would be considered excused only up to the third degree of consanguinity and affinity.

B. Unexcused Absences

1. Absence due to personal reasons.
2. All other absences not in the list of excused absences.

C. A fine of P 500.00 shall be imposed for unexcused absence to be deducted from the salary of the member immediately after proper notification by the Presiding Officer.

SECTION 5. Every member is required to vote on every question or proposed measure being voted upon by the Sanggunian. Abstention may only be allowed on grounds of conflict of interest either directly or indirectly on the matter being acted upon by the body.

SECTION 6. Every member shall observe proper deportment and decorum during sessions. He shall be in proper attire, a coat and tie, barong, polo barong or long sleeves for men and any formal or filipiniana attire for the women. Members may agree to wear ethnic or other attire on certain occasions but such attire must conform to the common norms of decency and propriety.

The Dress Code of the August Body are as follows;

- | | |
|----------------------|--------------------------------|
| 1 st Week | - Business Attire (Blazer) |
| 2 nd Week | - Barong Tagalog & Filipiniana |
| 3 rd Week | - Business Attire (Blazer) |
| 4 th Week | - Bukidnon Inspired |
| 5 th Week | - Smart Casual |

During session, no member shall engage in conversation with another member nor do things not in connection with what is being deliberated upon like reading newspaper, magazines, sleeping, playing with cellphones or other electronic gadgets etc.

**ARTICLE 3
PRESIDING OFFICER**

SECTION 7. The Vice Mayor shall be the Presiding Officer of this Sangguniang and as such, shall have the following rights and duties:

- a. To preside over the sessions of the Sanggunian.
- b. To exact from all the members present during the session proper deportment and decorum.

- c. To enforce the Internal Rules and Procedures of the Sanggunian.
- d. To maintain order during sessions and render a ruling on questions of order, subject to appeal by the member concerned to the body or final decision.
- e. To sign all the legislative documents, papers or checks requiring his signature.
- f. To declare a recess during sessions anytime he deems it necessary provided that the duration of the recess is less than fifteen (15) minutes.
- g. To declare the session adjourned to some other date, time and place in cases of extreme emergencies, seriousness and uncontrollable disorder public disturbances and other unavoidable circumstances.
- h. To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body provided that she shall not express himself either for or against the said measure.
- i. To vote only to break a tie, hence, he cannot vote in order to create a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it.

SECTION 8. In the event of the inability of the Regular Presiding Officer to preside at the Sanggunian Session, the members present constituting a quorum shall elect from among themselves a Temporary Presiding Officer. He or she shall certify to the passage of the ordinance and resolution within ten days from the enactment or adoption thereof at the session over which he or she temporarily presided. The Temporary Presiding Officer shall preside only on the session for which he or she was elected.

SECTION 9. The Regular Presiding Officer may also appoint a temporary presiding officer for the purpose of either inhibiting himself in the deliberation of a matter under consideration on grounds of conflict of interest, obtaining the floor to express his opinion for or against a pending measure, or taking a short break or attending to an urgent official matter.

ARTICLE 4 MAJORITY FLOOR LEADER

SECTION 10. The elected Sangguniang Bayan Members may elect from among themselves a Majority Floor Leader (MFL), who shall assist the Presiding Officer in the conduct of the proceedings of the session. When any member desires to deliver any remarks to the Sanggunian, he shall rise and either directly, or through the MFL, request the chair through the MFL who shall request that he be recognized. When two or more members rise at the same time, the Presiding Officer or upon the motion of the MFL shall recognize the member who is to speak first and shall alternate the floor between them who wish to speak for or against a given question.

SECTION 11. For purposes however of giving all the members of the dominant elected party members an opportunity to act as MFL, the body may at their option rotate the MFL, position among themselves for such period of time and manner they may deem appropriate.

ARTICLE 5 REGULAR AND SPECIAL SESSIONS

SECTION 12. The regular sessions of this Sangguniang shall be once a week to be held at the Sanggunian Hall every Thursday at 9:00 in the morning. The Sangguniang Bayan may likewise hold its regular or special sessions at some other day, time and place upon the majority vote of all its members.

SECTION 13. Special sessions may be called by the Municipal Mayor or majority of all the members of this Sanggunian.

SECTION 14. A written notice to the Sanggunian members stating the date, time and purpose of the special session shall be served personally or left with a member of his household at his usual place or residence at least twenty four (24) hours before the special session is held. Means of communication dissemination includes the following:

1. Messenger Group Chat,
2. Text
3. Call
4. Letter

SECTION 15. Unless otherwise agreed upon by two-thirds (2/3) vote of the members present there being a quorum, no other matter may be considered at a special session except those stated in the notice.

SECTION 16. All sessions shall be open to the public and may be covered by the press or shown live on social media unless a closed door session is ordered by an affirmative vote of the majority of the members present there being a quorum, in the public interest or for reasons of security, decency, or morality.

SECTION 17. No two (2) sessions, whether regular or special maybe held in one day.

ARTICLE 6 QUORUM

SECTION 18. A majority of the members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact official business.



SECTION 19. Other interpretations to the contrary notwithstanding, the term "elected and qualified" shall be construed to include not only the regular members but also the "ex-officio" members and the sectoral representatives of this Sanggunian.

SECTION 20. In computing the presence of a "quorum" the term "majority" shall be based on the actual membership or incumbents in the Sanggunian which shall exclude the following:

- Regular Presiding Officer
- A member who is on abroad or on official leave of absence.
- A deceased member.
- A member who has resigned.
- A member who has been suspended or expelled or removed by final judgment.

SECTION 21. When a question of quorum is raised by any member during a session which was started with a quorum, the Presiding Officer shall immediately cause the reading of the roll of members and announce the result thereof and then declare whether or not there exists a quorum. A request or motion to determine the presence of a quorum is not debatable.

SECTION 22. If still no quorum exists after calling the roll, a recess of not more than one (1) hour maybe declared to wait for other members to come, or, a majority of the members present may adjourn from time to time and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sanggunian, to be assisted by a member or members of the police force to arrest the absent member and present him at the Session Hall.

If there is still no quorum despite the enforcement of the above remedial measures, the Presiding Officer may, *motu proprio*, or upon proper motion from the floor duly adopted by the body, declare the session adjourned for lack of quorum.

SECTION 23. When the appointed time has come to start the regular session, the regular Presiding Officer or in his absence the Pro-Tempore Presiding Officer elected to temporarily preside therein, shall call the session to order, with or without quorum.

Should there be no quorum after calling the session to order, the majority of the members present or the Presiding Officer "*motu proprio*" may perform any of the following:

- a. Adjourn from hour to hour
- b. Adjourn the session for lack of quorum



Should there be no quorum after calling the session to order, the majority of the members present or the Presiding Officer "motu proprio" shall adjourn and reconvene from hour to hour to wait for more members to arrive. Thereafter, the session may be adjourned for lack of quorum when it becomes apparent that the quorum is already impossible or impractical.

ARTICLE 7

ORDER OF BUSINESS

SECTION 24. The Order of Business of this Sanggunian shall be as follows:

- a. Call to Order
- b. Invocation
- c. Singing the National Anthem
- d. Vice Mayor's Creed
- e. PCL Creed
- f. Roll Call
- g. Approval of the Order of Business
- h. Privilege Hour
- i. Question Hour
- j. Entertainment of Visitors
- k. Reading and Approval of the Minutes of the Previous Session.
- l. First reading and referral of proposed measures (Ordinances, resolutions), petitions, letters and other communications
- m. Committee Reports
- n. Calendar of Business for the Day
 1. Unfinished Business
 2. Business of the Day
 - i. Third Reading
 - ii. Second Reading
 3. Unassigned Business/Transferred Items considered urgent
 4. Adjournment

SECTION 25. The Calendar of Business shall be prepared by the Committee on Laws, Rules and Regulations and a copy thereof shall be furnished to every member of this Sanggunian not less than one (1) day before the date of the regular session via e-mail or other electronic means. The Presiding Officer shall cause the Office of the Secretary to the Sanggunian to provide the necessary administrative support or secretarial services to the Committee on Rules and other standing or special committees.

SECTION 26. The Calendar of Business shall contain the following:

- a. Unfinished Business - refers to the proposals or measures that have been left unacted upon, postponed, tabled, deferred, or left unfinished or unacted upon the end of term of the previous administration.

b. Business of the Day.

1. Proposed Ordinances for Third and Final Reading.
2. Proposed Ordinances for Second Reading

- c. Unassigned Business - refers to pending matters or measures including new ones arising out during the deliberation, but not yet assigned or referred to any committee for appropriate action, as well as new measures certified by the Local Chief Executive as urgent.

SECTION 27. The Calendar of Business shall contain brief description of the item of business to be taken up during the regular session including, but not limited to the following:

- The title of the proposed ordinance or resolutions, name of the sponsor or authors and committee to which was referred or the committee sponsoring it.
- In the case of petitions, endorsements and other communications, the source or the name of senders.

SECTION 28. In rendering committee reports, priority shall be given to the regular committees (a.k.a. standing committees) to be followed by special or *ad hoc* committees.

SECTION 29. As a general rule, committee reports shall be rendered by its Chairman, unless he dissents with the majority decision. In his absence, the Vice-Chairman shall take his place, or any member of the committee who have signed the report if the Vice-Chairman also dissents or is absent.

SECTION 30. If the reporting committee recommends a favorable action of the measure referred to it or if the reporting committee recommends the proposed measure for appropriate action by the Sanggunian, the Committee on Rules shall calendar it for "second reading". If the reporting committee's recommendation is for the Sanggunian not to take action and that recommendation has been adopted by the body, the proposed measure remains shelved in the committee. If the reporting committee's recommendation is for the Sanggunian to file the proposed measure away and that recommendation has been adopted, then it is filed away to the archive of the Sanggunian for future reference.

SECTION 31. As a general rule, no member of a committee shall oppose or object to the report of his committee unless he submits his dissenting opinion to the majority decision in writing or orally in open session before the said committee renders its reports. Otherwise, he shall be precluded to oppose it on the floor.

SECTION 32. Deviations from the prescribed Order of Business maybe done only under the following circumstances:

- a. When the Sanggunian has decided to suspend the rules thru an "assumed motion" by the Chair or thru a motion to suspend the rules by a member supported by a general consent or a unanimous vote of at least a two-thirds (2/3) of the members present.
- a. When the measure to be acted upon by the Sanggunian is certified by the Local Chief Executive as urgent, which shall have the priority over all other items of business, and shall be considered without need of suspending the rules or even if it is not included in the Calendar of Business.
- b. In case of expediency and urgency, any member of the Sanggunian may propose to the Majority Floor Leader the inclusion in the agenda of a specific subject matter which may be taken as part of the business of the day.

ARTICLE 8 LEGISLATIVE PROCESS

SECTION 33. Rules in the enactment of the ordinance and adoption of resolutions in the enactment of ordinance and adoption of resolution including other matters requiring legislative actions, the following rules shall be observed:

- a. Legislative actions of general and permanent character shall be enacted in the form of ordinances, while those which are of temporary character shall be passed in the form of resolutions. Matters relating to proprietary functions and to private concerns shall also be acted upon by resolutions.
- b. Proposed Ordinances shall be in writing and shall contain a title, an enacting or ordaining clause and the date of its proposed effectivity. In addition, every proposed ordinance shall be accompanied by a brief explanatory clause on the justification for its approval. It shall be signed by the author or authors and submitted to the Secretary to the Sanggunian at its next session. It shall then bear its number on the date of its enactment.

- c. A resolution shall be enacted in the same manner prescribed for an ordinance except that it need not go through a third reading for its final consideration unless decided otherwise by a majority of all the Sanggunian Members.
- d. No ordinance or resolution shall be considered on second reading in any regular meeting unless it has been reported out by proper committee to which it was referred or certified as urgent by the Local Chief Executive.
- e. Any legislative matter duly certified by the Local Chief Executive as urgent whether or not it is included in the Calendar of Business maybe presented and considered by the body at the same meeting without need of suspending the rules.
- f. The Secretary to the Sanggunian shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading and shall distribute to each Sanggunian Member a copy thereof, except that a measure certified by the Local Chief Executive concerned as urgent maybe submitted for the final voting immediately after debate or amendment during the second reading.
- g. No ordinance or resolution passed by the Sanggunian in a regular or special session duly called for the purpose shall be valid unless approved by the required majority there being a quorum.
- h. Upon the passage of all ordinances and resolutions directing the payment of money or creating a liability, and at the request of any members of any resolution or motion, the Sangguniang shall record the ayes and the nays.
- i. Each approved ordinance or resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purpose.

SECTION 34. Approval of ordinance and veto power of the Local Chief Executive. The approval of the ordinance by the Mayor as the case maybe and the exercise of the veto power shall be governed by the following rules.

- a. Every ordinance enacted by the Sanggunian shall be presented to the Mayor for his approval. If he approves the same he shall affix his signature on each page thereof, otherwise, he shall veto it and return the same with his objections to the Sanggunian which may proceed to reconsider the same. The Sanggunian may override the said veto by two-thirds (2/3) vote of all its members thereby making the ordinance or resolution effective for all legal intents and purposes.

- b. The veto shall be communicated by the Mayor to the Sanggunian within ten (10) days, otherwise, the ordinance shall be deemed approved as if he had signed it.
- c. The Mayor may veto any ordinance of the Sangguniang on the ground that it is ultra vires or prejudicial to the public welfare stating his reasons thereof in writing.
- d. The Mayor shall have the power to veto any particular item or items of an appropriation ordinance, an ordinance or resolution adopting a Local Development Plan and public investment program or an ordinance directing the payment of money or creating liabilities. In such case, the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sangguniang overrides the veto in the manner as provided in this section, otherwise, the item or items on the appropriation ordinance of the previous year corresponding to those vetoed, if any shall be deemed re-enacted.

SECTION 35. Three-Reading Principle. The three-reading principle shall be observed. Hence, as a general rule, before an ordinance is finally enacted, it shall undergo the following stages:

- a. First reading. At this stage, the Secretary shall read the number of the proposed draft ordinance (e.g. Draft Ordinance No. _____); its title; name of author or authors or the name of the members sponsoring it. Thereafter the Presiding Officer shall refer it to the appropriate committee with or without instructions. At this stage, no debate shall be allowed.
- b. Second reading. At this stage, the proposed ordinance is either read in its entirety by the Secretary or, if copies thereof have already been furnished to the members present, reported out by the concerned committee. A sponsorship speech may be delivered after the reading. Thereafter, the proposed ordinance shall go through the following:
 - Period of debate
 - Period of amendment
 - Approval on "Second Reading"
- c. Third (final) Reading. At this stage, the Secretary shall read the proposed draft ordinance by its number, title and the name of its sponsor or co-sponsor if any. Immediately, the Presiding Officer takes the "Ayes" and "Nayes" on the proposed ordinance then formally announce the result thereof and directs the Secretary to enter it in the record.

For Ordinances requiring Public Hearing, it maybe dispensed upon the motion of the sponsor.

SECTION 36. Methods of Voting. Unless a different method is prescribed by the Sanggunian for a particular measure, voting shall be by raising of hand unless the body decides otherwise.

SECTION 37. Putting the question to a vote. The Presiding Officer shall rise whenever he is putting a question to a vote. In taking the vote, the Presiding Officer shall take first the affirmative votes and then the negative votes. While still in standing position, the Presiding Officer shall announce the result thereof.

ARTICLE 9 VOTES AND VOTING

SECTION 38. Voting on the question. Whenever a nominal voting (or roll call voting) is being applied, the Secretary shall call the members either in alphabetical order or by rank. As each name is called, the members shall announce his vote by stating "Yes" or "No", as the case maybe. As a general rule, a member may explain his vote but not to exceed three (3) minutes.

A second roll call may be requested by any member from the chair but this time only the names of those who failed to vote shall be called. This is to give another opportunity to those who failed to cast their vote to exercise their rights and also to determine the number of members who might have violated the "rule on abstention". After this second roll call, no other request of the same kind shall be entertained by the chair.

SECTION 39. Voting Restriction. No member can vote on any measure in which he or any of his relatives within the third degree of consanguinity or affinity has a direct or personal pecuniary interest. This rule, however, does not apply in voting for elective position in the Sanggunian where a member, as a matter of right, can vote for himself.

SECTION 40. Change of Vote. A member may change his vote but only when the result of the voting has not yet been announced by the Chair. Otherwise, he can only change his vote upon a unanimous consent of the members present, provided that this rules shall not be applied if voting is by ballot.

SECTION 41. Vote by Late-Comer. A member who comes-in late during the session but who happens to arrive while voting is in progress shall be allowed to vote, provided that the result of the voting has not yet been announced by the chair.

SECTION 42. Allowable Motion During Voting. Except for a motion pertaining to a question of quorum, no other motion shall be entertained by the Chair while voting is in progress.



SECTION 43. Tie Vote. A tie vote means the motion, measure or proposal is defeated. However, the Chair may vote to break the tie. When a motion to appeal from the decision of the Chair or to reconsider an approved matter is put to a vote and the votation results to a tie, the tie vote shall be ruled as sustaining the challenged decision or matter.

SECTION 44. Majority Vote of All The Members. As provided for under RA 7160 and its implementing rules and regulations, "a majority vote of all members of the Sanggunian" is required in the following circumstances:

For: Sangguniang Bayan -

- a. Enactment of ordinances levying taxes, fees or changes prescribing the rates thereof of general and specific purposes and granting tax exemptions, incentives or reliefs. (Sec. 447. RA 7160 par. 2-ii).
- b. Adoption of resolution authorizing the floating of bonds or other instruments of indebtedness for the purpose of raising funds to finance development projects. (par. 2-iv, Ibid.).
- c. Adoption of resolution authorizing the Mayor to lease to private parties such as buildings held in proprietary capacity subject to existing laws, rules and regulations. (par. 2-v, Ibid.).
- d. Enactment of ordinance granting a franchise to any person, partnership, corporation or cooperation, construct, operate and maintain ferries, wharves, markets or slaughterhouse, or such other similar activities within the municipality as maybe allowed by applicable laws; provided that cooperatives shall be given preference in the grant if such franchise. (par. 30vii, Ibid.).
- e. Adoption of resolution concurring with the appointments issued by the Mayor to heads or departments and offices as required under RA 7160. (Sec 443. RA 7160, par. d.).

SECTION 45. Majority of the Members Present thereby constituting a Quorum. Except as provided in Section 8 hereof, all other legislative matters or measures shall require only a "majority vote of the members present therein having a quorum" for its passage, adoption or enactment, as the case maybe.

SECTION 46. Plurality Votes. No legislative proposal or measure of whatever nature shall be passed, adopted or enacted by this Sanggunian thru a mere plurality votes, except in the election of its officers or members of its committees.

SECTION 47. Percentage Vote. For purposes of this Section, a percentage vote shall be construed to mean as a "proportion of a certain whole". Percentage vote shall be applied in the following:

- a. A two-thirds (2/3) vote of all the members of this Sanggunian shall be required in overriding the veto of the LCE for any ordinances or resolution, thereby making the particular ordinance or resolution effective for all intents and purposes. (Sec. 54, RA 7160).
- b. Unless otherwise concurred in by two-thirds (2/3) vote of the Sangguniang Members present, there being a quorum, no other matters may be considered at a special session except those stated in the notice. (Sec. 52 (d), RA 7160).
- c. The penalty of suspension or expulsion that may be imposed or meted out by the Sanggunian to an erring member shall require the concurrence of at least two-thirds (2/3) vote of all the Sanggunian members. "(Sec. 50, b-5, RA 7160).
- d. With the concurrence of at least two-thirds (2/3) of all the members of the Sanggunian, grant tax exemptions, incentives or reliefs to entitle those engaged in community growth-inducing industries.
- e. At least two-thirds (2/3) affirmative vote of the members present, there being a quorum, shall be required for the adoption of the following motions:
 1. Motion to suspend the rules.
 2. Motion to expunge.
 3. Motion to extend or limit debate.
 4. Motion to call for the previous question.
- f. At least a two-thirds negative vote of the members present, there being a quorum, shall be required in order to sustain the "motion to object to the consideration of a question".

SECTION 48. Abstentions. A member of this Sanggunian is representing the people and not necessarily his own self and, as such, he should be required to take a stand, one way or the other, on every issue or measure submitted for decision of this August Body. Hence, the general rule is that no member of this Sanggunian shall abstain from voting, except as provided under Section 4. Art. 2 of the Internal Rules of Procedures, or when electing its officers or members of its committees.

Abstention, if ever allowed to a member, shall not be considered in computing the majority vote. Since abstention is not the equivalence of an affirmative votes nor of negative vote.

SECTION 49. Simple Majority. Except as otherwise provided in the Internal Rules of Procedure and existing laws, rules and regulations, a vote by a "simple majority" shall prevail on other measures, motions or propositions provided there is a quorum. In parliamentary parlance, the term "simple majority" means one-half plus one ($1/2 + 1$) of the total votes cast by the members present there being a quorum, it might be less than the majority of the entire membership.

ARTICLE 10
RULES ON DEBATES AND AMENDMENTS

SECTION 50. As a general rule, no member shall speak before this Sanggunian without first "obtaining the floor". A member who has obtained the floor shall address all his remarks to the chair. He shall conduct himself with proper decorum by confining his remarks or arguments to the question under debate and by avoiding personalities. When a member desires to speak, he should arise and specifically address the chair, "Mr. Chairman" or "Mr. Presiding Officer".

SECTION 51. No member rendering a committee report or delivering the sponsorship speech shall speak for more than thirty (30) minutes unless allowed by a majority of the members present.

SECTION 52. No member shall speak for more than twenty (20) minutes on a particular issue or question being debated upon unless he is allowed to do so by a majority of the members present.

SECTION 53. During the period of amendments, every member shall observe the so-called "five-minute rule", i.e. remarks or argumentation by any member on each proposed amendment shall not exceed five (5) minutes.

Section 54. The member rendering a committee report or delivering the sponsorship speech of a proposed measure may move to open or close the debate within the thirty-minute period allowed to him. If he fails to exercise his option, the Chair may formally move for it. In any case, after a member has rendered a committee report or has finished his sponsorship speech of a proposed measure it shall be considered open to debate.

SECTION 55. While having the floor, a member may be interrupted on his speech or talk by the Presiding Officer to state a point of order, to respond to questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his privilege.

SECTION 56. The speaker may also be interrupted by another member if the latter desires to ask questions thru his privilege to interpolate and by proposing the following motions:

- Point of order
- Point of information
- Point of parliamentary inquiry
- Call for Orders of the Day
- Divide the assembly
- Raise a question of privilege
- Reconsider
- Appeal from the Decision of the Chair.

SECTION 57. All questions addressed to the speaker or the member having the floor must always be coured thru the Presiding Officer.

SECTION 58. The speaker being interpolated may decline to answer questions, if he so desires.

SECTION 59. No member shall speak against his own motion or proposition. He may, however, be permitted to withdraw his motion or proposition and if his request to withdraw is denied he may vote against it.

SECTION 60. While the period of debate is in progress, no member shall roam around the session hall or leave the premises without the permission of the chair.

SECTION 61. A motion to close the debate is in order if three (3) members have already spoken in the affirmative side and two (2) in the negative side; or only one (1) member has spoken in favor but none against it.

SECTION 62. Subject to the requirement of the preceding section, if no member moves to close the period of debate, the chair, motu proprio, may close the period of debate.

SECTION 63. When a motion "to call for the previous question" is proposed by a member which would result in the closing of debate on a pending question, a two-thirds affirmative vote shall be required.

SECTION 64. Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his seat nor interrupt the former in his talk.

SECTION 65. After the period of debate has been closed, the period of amendment shall immediately follow.

SECTION 66. Unless a different method is adopted by the members present in a particular session, amendments to any proposed measures, or parts thereof, shall be in seriatim. Under this seriatim method, the proposed measure is read by paragraph or section by section and after each one is read, amendments can be proposed and debated upon. Thereafter, a vote is taken on the proposed amendment. Eventually this process will reach its conclusion and the original measure or proposition is said to have passed the "second reading".

ARTICLE 11 COMMITTEES

SECTION 67. Creation of Committees. The following rules shall be observed in the creation of committees:

- a. A regular or standing committees maybe created or reorganized by a majority vote of all, the members of the Sanggunian. Should the Sanggunian opt to re-organize the Chairmanship, Vice Chairmanship or membership of the committee, the term shall be for 1 year for every re-organization thereof.
- b. The Presiding Officer may recommend the creation or reorganization of any regular or standing committee. The Sanggunian shall act on his recommendation without debate and vote on it immediately.

b.1 Further, creation will be by division of the body.

c. Special or Ad Hoc Committee maybe created upon the initiative of the chair or any member subject to the affirmative votes of a majority of the members present, there being a quorum.

SECTION 68. Composition. Every regular committee to be created shall be composed of not more than seven (7) members including the Chairman and Vice-Chairman.

SECTION 69. Restrictions.

- a. The Regular Presiding Officer may be designated by the body as Chairman of an Ad Hoc or Special Committee, provided that the purpose of task for which the committee is created does not involve legislative matters or policy-making.

- b. No person other than members of the Sanggunian shall be made a member of any regular committee.
- c. No member of the Sanggunian shall be made a Chairman or Vice-Chairman of more than three (3) regular committees.
- d. No member of the Sanggunian shall be made a member of more than five (5) regular committees except for the Minority Floor Leader and the Liga ng mga Barangay Representatives who shall automatically become a members of all the standing committees.
- e. No member shall participate in the committee's deliberations if he has direct or indirect personal or pecuniary interest on the matter being handled by that Committee.

SECTION 70. Committee Hearings or Public Hearings. No tax ordinance or revenue measure, or an ordinance imposing penalty for the violation thereof shall be enacted by this Sanggunian in the absence of a public hearing duly conducted by the committee concerned.

SECTION 71. Committee Meetings. As a general rule, a committee meeting shall be attended only by committee members unless the majority members thereof decide to allow other persons to be present specially invited resource persons or consultants.

Committee Hearing distinguished from Committee Meeting. For purposes of this Internal rules, a committee hearing is an activity of the Sanggunian, thru its committees wherein the general public particularly those representing different sectors that may be interested or to be affected by a proposed measure are invited to hear and be heard on what matter. This is synonymous to the term "public hearing". On the other hand, a committee meeting, as the term implies, is a "meeting" of the members of the committee with the primary purpose of decision-making. Since decision-making is a different task, the committee is not precluded from inviting and seeking advice from technical persons.

SECTION 72. Quorum. A majority of all the members of the committee shall constitute a quorum to do business.

SECTION 73. Calling of Committee Meeting. The Committee meeting shall be done once a week, preferably every Monday at 9 a.m. to 12 high noon or as maybe deemed necessary by the majority members of the committee concerned. Committee meetings or hearings shall be held only in public buildings.

SECTION 74. Vacancy. Vacancy in a committee shall be filled:

- a. By a majority vote of all the members of the Sanggunian; or
- b. By the Presiding Officer, by general consent (Unanimous assent) of the members present, there being a quorum.

SECTION 75. Appearance of Head of Department/Offices in Committee Meetings. The following rules shall be observed for the appearance of heads of department or offices;

- a. Official invitation or request by any committee to appear before it any head of Department or Offices, whether local or national, shall be coured thru the Presiding Officer who would then endorse it to the Local Head of national offices of this locality;
- b. The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.

PRIVILEGE HOUR

SECTION 75.1.A. PRIVILEGE HOUR. –After the reading of the Order of Business, there shall be a privilege hour. Any member may speak FOR NOT MORE THAN TEN (10) MINUTES on any matter of general interest. If more than one member desires to make use of this privilege, the first to apply, either in writing in the office of the Secretary to the Sanggunian or verbally in open session, shall be given precedence. Any member who avails of the privilege hour may be interpellated at the end of his/her speech by the other members but he/she may or may not answer the questions propounded if he/she so desires; provided that the period of interpellation shall not exceed ten minutes to give time to the other speaker/s. If, after a member has finished, sufficient time is left of the hour, the second member who has asked to speak may do so, and so on successively until the full hour is consumed. If requests to make use of the one-hour privilege remain recorded at the expiration of the hour, they shall be recorded in the same order for the next session.

SECTION 75.1.B. REFERRAL. – On motion of any member *after the privilege hour*, the privilege speech may be referred to the appropriate Committee. Once the motion to refer has been approved, it cannot be discussed any further on the floor.

QUESTION HOUR

SECTION 75.2.A. APPEARANCE UPON INITIATIVE OF DEPARTMENT HEAD. - When a department head desires to appear before the Sanggunian on any matter pertaining to his/her department, he/she may, with the consent of the Municipal Mayor, notify the Sanggunian through the Presiding Officer who, with the concurrence of the Sanggunian, may set the date and hour for his/her appearance.

SECTION 75.2.B. APPEARANCE UPON REQUEST OF THE SANGGUNIAN. - A department head or any person may by majority vote of the members present there being a quorum, be requested to appear before the Sanggunian and be heard by it on any matter pertaining to his/her department or on any issue of general interest. The request shall state specifically the questions to be answered and the date and hour for his/her appearance. His/her appearance shall be scheduled at least three days from receipt of the request. The Sanggunian may also conduct inquiries in aid of legislation on any matter of general interest in accordance with these Rules and/or Rules of Procedure it may adopt governing the conduct of said inquiries.

The order of business shall specify the subject of the question, the Department Head requested to answer them and the proponent thereof.

SECTION 75.2.C. DAY OF APPEARANCE. - The appearance of Department Heads shall be scheduled on any session and on such other day as may be determined by the Presiding Officer or a majority of the members of the Sanggunian after the reading of the Order of Business. The Department Head may answer the questions directed to him/her either orally or in writing. Interpellations of members shall not be limited to the written questions but may cover matters related thereto. Such interpellations shall conform to the standards for questions herein provided. The questions and answers shall be recorded in the Journal.

SECTION 75.2.D. APPEARANCE IN EXECUTIVE SESSION. The Appearance of a Department Head shall be conducted in an executive session when public interest requires and the Municipal Mayor so states in writing.

SECTION 75.2.E. QUESTIONS. - Written questions shall be submitted to the Presiding Officer in triplicate. Questions of an urgent nature or those relating to current issues shall be given priority.

Questions may be withdrawn by the proponent: *Provided*, that no answer has yet been made. The withdrawal shall be in writing, addressed to the Presiding Officer, and submitted before the day of the scheduled appearance.

SECTION 75.2.F. STANDARDS SET FOR QUESTIONS. – Questions shall be based on facts, asked to obtain information or press for action. No questions shall:

- (a) Contain arguments;
- (b) Suggest its own answer;
- (c) Include offensive or unparliamentary language or expressions;
- (d) Pertain to *subjudice* matters;
- (e) Seek an opinion on a question of law;
- (f) Include names or statements other than what is strictly necessary to make the question intelligible;
- (g) Relate to matters falling directly under the responsibility of another Department Head;
- (h) Refer to an item of the agenda of the current month's session or to proceedings of a committee not yet reported, or suggest amendments to proposed ordinances or resolutions; or
- (i) Repeat a question previously asked and answered.

SECTION 75.2.G. FORM OF QUESTIONS AND ANSWERS. – In form, questions and answers of excessive length are not in order and shall not be allowed.

SECTION 75.2.H. WRITTEN QUESTIONS NOT CONFORMING WITH STANDARDS. If the question does not conform with the foregoing standards, the Presiding Officer may return the question to the member concerned and the latter may modify or restate the question to make it conform with the said standards or appeal the action of the Presiding Officer to the Sanggunian. Said appeal shall be resolved like all other appeals from the ruling of the Presiding Officer.

SECTION 75.2.I. CLASSIFICATION AND DISPOSITION OF QUESTIONS. – Questions may be classified according to the order of priority laid down in Section 50 hereof and grouped together by subject matter by the Presiding Officer who shall decide the order in which the said questions are to be dealt with.

During the appearance of the Department Head, the Presiding Officer shall direct the Secretary to the Sanggunian to read the questions according to their precedence, the name of the proponent and the Department Head to whom the question is directed.

SECTION 75.2.J. STANDARDS SET FOR ANSWER. – Answers shall immediately relate to the questions propounded, without need for discussing general policies or programs. They shall be concise and responsive, and shall avoid argumentation. They shall conform to the standards set for questions, where these are applicable.

SECTION 75.2.K. INTERPELLATIONS AND COMMENTS OF PROPONENTS OF ORIGINAL QUESTIONS. – At the end of each question hour, it shall be in order for any proponent of the original questions to interpellate the Department Head concerned and make comments, observations and statements relative to the answers given and to be interpellated by the Department Head concerned. Immediately thereafter, the Department Head concerned may make

a reply. The interpellations and comments of the proponent and the reply of the Department Head shall be subject to the ten-minute rule.

No interpellation from other members shall be allowed on the reply of the Department Head. Only the proponent of the question shall have the right to debate thereon with the Department Head.

The order of interpellations and comments shall be in the same order the original questions were asked.

SECTION 76. Mandatory Standing Committees. The Sanggunian shall, create the following standing (a.k.a. regular) committees;

a. COMMITTEE ON LAWS, RULES AND REGULATIONS

To which would take charge on the matters related to:

- Sangguniang Internal Rules and violations thereof
- Order of business and Calendar of Business
- Disorderly conduct of members and investigation thereof.
- Privileges of members
- All other matters relating to laws

b. COMMITTEE ON FINANCE, BUDGET AND APPROPRIATIONS

To which shall be referred all matters or questions pertaining to or connected with the following;

- Local taxes
- Loans and other sources of local revenues
- Annual and supplemental budgets
- Appropriation ordinances
- All other matters related to local taxation and fiscal administration


c. COMMITTEE ON WAYS AND MEANS

To which would be referred matters relating to:

- Sourcing out funds for undertakings not specified under the Municipal Annual or Supplemental Budget.

d. COMMITTEE ON CIVIL SERVICE, AUDIT, REVIEW AND GOOD GOVERNANCE

Which would look into matters or concerns related to:



- Formulation of ethical standard for local officials and employees
- Public accountability of local officials and employees
- All other matters related to good governance
- All matters relating to Civil Service

e. COMMITTEE ON PEACE & ORDER, PUBLIC SAFETY AND HUMAN RIGHTS

To which shall be referred all matters or questions related to:

- Police matters
- Maintenance of peace and order
- Protective services
- Fire Prevention and control measures
- Public morals
- Peace and order and public safety

f. COMMITTEE ON ECONOMIC ENTERPRISE

To which shall be referred all matters pertaining to:

- Administration/operation of the public market and slaughterhouse
- Measure pertaining to market rental fees and slaughterhouse charges
- Improvement of market facilities and its premises
- Enactment/revision of the market code
- All other matters related to market and slaughterhouse administration.

g. COMMITTEE ON LABOR AND EMPLOYMENT

To which would be referred matters related to:

- Possible means to cater job opportunities for the unemployed/underemployed constituents of the municipality.
- Enforcement of labor rights and promotion of humane and decent work conditions.

h. COMMITTEE ON AGRICULTURE/ AGRARIAN REFORM

To which shall be referred all matters or questions related to:

- Agricultural production
- Agricultural inputs
- Agricultural facilities
- Development of agri-business enterprises
- Anything related to agriculture



- Reclassification of agricultural lands and provide for the manner of the utilization and disposition.

i. COMMITTEE ON FARMERS

To which shall be referred all matters or questions related to:

- Safeguarding the farmers' rights and interests, enhancing farmers' knowledge and skills, boosting the modernization of agriculture, increasing crop yields, improving farmers' livelihood and developing rural economy.

j. COMMITTEE ON TOURISM AND DEVELOPMENT

To which would be referred matters related to:

- Tourism industry in the municipality.
- Strategies in achieving Sustainable Tourism which would foster economic and social growth of the municipality, through the achievement of development imperatives, while minimizing negative social, cultural and environmental impacts.

k. COMMITTEE ON ENVIRONMENTAL PROTECTION & ECOLOGY

To which would be referred matters related to:

- Environmental protection
- Air and water pollution
- All other matters/measures affecting the environment.

l. COMMITTEE ON DISASTER RESILIENCE

To which would be referred matters related to:

- Disaster preparedness
- Climate change
- All other matters/measures affecting the environment.

m. COMMITTEE ON EDUCATION

To which shall be referred all matters or questions pertaining to or connected with the following:

- Formal and non-formal education
- Education facilities
- Promotion of culture and the arts
- Operation of educational institutions, both private and public
- All matters related to education and culture



- Children with special needs

n. COMMITTEE ON PUBLIC WORKS AND ENGINEERING

Primarily to which would be referred items that related to:

- Construction, maintenance and repair of roads, bridges and other government infrastructure projects
- Measures that pertain to drainage and sewerage systems and similar projects
- All other matters related to public works and infrastructure projects.

**o. COMMITTEE ON TRANSPORTATION & FRANCHISING/
PUBLIC UTILITIES (Transportation, Communication, Water and Power,
Information and Communication Technology)**

To which would be referred matters related to:

- Traffic rules and regulations
- All items pertaining to communication services/system

p. COMMITTEE ON HOUSING AND LAND USE

The committee which shall look into matters related to:

- Housing program
- Subdivision development
- Measure pertaining to land use
- Zonification or zoning code enactment
- Squatting problems
- All matters relative to housing and land utilization

q. COMMITTEE ON GAMES AND AMUSEMENT

Whose function would include items related to:

- Establishment and operation of games and amusement
- Measures that affect the regulations of games and amusements including, but not limited to, the promotion or holding of cockfights, boxing, basketball tournaments and other kinds of games and amusements.
- All other matters related to games and amusements.

r. COMMITTEE ON WOMEN, CHILDREN, FAMILY RELATIONS & GENDER EQUALITY

To which shall be referred all matters related to:

- Women's welfare, rights and privileges
- Women's organizations
- Family welfare
- Family planning
- Nutrition
- All other matters related to women and family

s. COMMITTEE ON HEALTH, SANITATION AND NUTRITION

To which shall be referred all matters or questions related to:

- Health, sanitation or hygiene
- Cleanliness and beautification of the community
- Proposed measures relative to hospitals, health centers and health programs.
- Health and social welfare services.

t. COMMITTEE ON TRADE, COMMERCE AND INDUSTRY/ LIVELIHOOD/ COOPERATIVE

To which shall be referred matters related to:

- Establishment/operation of all kinds of trade and industry
- Measures that affect trade, commerce and industry
- Incentives to promote trade, commerce and industry
- All other matters related to trade, commerce and industry
- Cooperative organizations and development
- Incentive to cooperatives
- All matters affecting the cooperative development program of the government
- Strategies on how to improve the source of income of the constituents particularly the most underprivileged group and those suffering from severe poverty.

ii. COMMITTEE ON INDIGENOUS CULTURAL COMMUNITIES

To which would be referred matters related to:

- Representation of the collective interest of the Indigenous Cultural Communities/ Indigenous Peoples (ICCs/ IPs) within the municipality.



- Support for the sustained constitution and operations of the Indigenous Peoples Community Base (IPCB) in their respective areas of jurisdiction, and maintain the development and practice of ICCs/IPs traditional leadership titles and structures, justice systems, conflict resolution institutions, and peace building mechanisms and processes that are compatible with the national legal system and with internationally recognized human rights.

v. COMMITTEE ON BARANGAY AFFAIRS

The Committee which takes charge on matters related to:

- Naming or renaming of barangays
- Naming or renaming of barangays roads
- Review of Barangay ordinances enacted by the Barangay council and
- Executive orders issued by the Punong Barangay
- Barangay government affairs.

w. COMMITTEE ON YOUTH DEVELOPMENT AND SPORTS

To which would take charge on matters related to:

- Sports Development
- Youth welfare and development

x. COMMITTEE ON SENIOR CITIZENS AND PERSONS WITH DISABILITY

To which would be referred matters related to:

- Rights and Benefits of Senior Citizens and Persons with disabilities

SPECIAL COMMITTEES

- Professional Sector
- Religious Sector
- Reforestation
- Response Quickly Rescue Team (RQRT)
- I Love Manolo Fortich
- Real Quality Public Service (RQPS)
- Utanang Sa Tugkaran
- Organic Farming
- Animal Dispersal
- Serbisyo Tunghaan/ Scholarship
- Cultural Integration
- Botika ng Bayan
- Feeding Program
- Waste Recycling

- O. Revitalized Quest Towards Total Community Development (RQTTCD)
/External Affairs/ Assemblies Sa Zona
- P. Hataw Manolo Fortich

ARTICLE 12 COMMITTEE REPORTS

SECTION 77. Submission of Committee Report. Every committee to which a particular measure is referred to by the Presiding Officer shall submit its report in writing to the Sanggunian, thru the Secretary, after finishing its task.

SECTION 78. Joint Committee or Multiple Committee Report. When a measure is referred to two or more committee, the committees concerned may submit a "joint committee report" or multi committee reports" as the case maybe, or a separate report thereon.

SECTION 79. Contents of Committee Report. The Committee report shall contain the following information:

- a. Name of the reporting committee or committees
- b. Brief statement of the subject matter referred to it and the action thereon including information gathered during the conduct of committee hearings or meetings and other relevant information.
- c. Findings or Conclusions
- d. Recommendations (preferably in the form of resolution)
- e. Names and signature of concurring members
- f. Appendixes (Minutes of the committee hearings or committee meetings as the case may be.)

SECTION 80. Discharge of committee. A committee which failed to submit a committee report within the time required may be discharged by the Sanggunian from further considering the measure or question referred to it. Upon motion by any member, the unacted measure can be re-assigned to another committee or submitted to the body for proper disposition.

SECTION 81. Recommitting A Measure. When the Sanggunian is not satisfied with the report of a particular committee on a measure or question referred to it, the same day may be re-committed or returned back to that committee for further study.

SECTION 82. Calendaring a Measure for Second Reading. After the committee has rendered its report and is recommending favorably the enactment of a proposed ordinance it has reported out, a copy of proposed ordinance shall be furnished the Committee on Rules which shall calendar it for "second reading". Before the said proposed ordinance is sponsored on the floor, a copy thereof shall be furnished every Sanggunian member by the committee chairman concerned.

ARTICLE 13 JOURNAL AND RECORD OF PROCEEDINGS

SECTION 83. Records of proceedings. The Sanggunian shall keep a journal and record of its proceedings which may be published upon resolution of the majority of the members thereof.

SECTION 84. Minutes. In addition to the journal of proceedings which is required by law (RA 7160) to be kept, the Sanggunian thru its Secretary, the Sanggunian shall also record its proceedings in the form of minutes which shall be submitted by the Secretary to the Sanggunian for appropriate action.

SECTION 85. Reading and Consideration of Minutes. The Minutes of the previous sessions shall be submitted by the Secretary to the Sanggunian during the succeeding regular session. The Sanggunian shall first determine if there are corrections to be made on the minutes and act on it accordingly before the same is adopted by the body and becomes its property. Consideration of the minutes shall not be dispensed with. Reading of the minutes "verbatim" may be dispensed with if the members were already furnished a copy thereof beforehand. Being all responsible men and women, the members are presumed to have read the minutes submitted by the Secretary which shall be acted upon by the members present during session.

SECTION 86. Contents of Minutes. The minutes shall contain the following information:

- a. Place, date and time of the session.
- b. Whether it is special or regular
- c. Names of members present therein and those who were absent.
- d. Action taken on the minutes of the previous session including the correction, if any: names of those who voted for its adoption (or approved) the minutes under consideration and those who did not.
- e. Text of every measure (resolution or ordinance, etc.) adopted or enacted.
- f. Brief resume of the minority opinion, if any.
- g. The "Ayes" and "Nayes" or "Yes" or "No" votes on every question (measure) and if voting is done thru nominal or roll call vote: the names of those who voted on either side.

- h. All motions presented or proposed, whether lost or carried, except those withdrawn.
- i. Full text of the veto message of the Local Chief Executive, if any.
- j. Time of adjournment.

SECTION 87. Signing of Minutes. The original copy of the minutes shall be signed on each and every page by the Secretary, the Presiding Officer and all the Sangguniang Bayan members of the particular session where in it was adopted or approved at the appropriate spaces therein.

SECTION 88. Excerpts. Excerpts to be taken out of the minutes shall be certified as correct by the Secretary. The Presiding Officer on that particular session shall attest that such ordinance and resolution has been duly enacted on the date reflected.

ARTICLE 14 RULES ON MOTIONS

SECTION 89. All motions relating to a committee report, if presented or proposed by the reporting committee Chairman, or the reporting committee member, shall need NO second.

SECTION 90. If someone "has the floor", whether or not he is speaking, "a motion to adjourn" shall be ruled "out of order"

SECTION 91. All "privilege motions" may be proposed even if there is a pending motion or question before the body.

SECTION 92. The following motions can be presented or proposed even if someone has the floor, viz:

- a. Appeal from the decision of the chair
- b. Call for orders of the Day
- c. Divide the August Body
- d. Divide the question
- e. Object to the consideration of a question
- f. Point of order
- g. Point of Information
- h. Point of parliamentary inquiry
- i. Reconsider
- j. Reconsider what have been entered on the minutes
- k. Raise a question of privilege

In other words, the foregoing enumerated motions can interrupt the speaker.

SECTION 93. When there is no quorum, a motion to adjourn or to take a recess is "in order" provided, that nobody else has the floor.

SECTION 94. Motions or questions which are laid on the table maybe taken up thru a motion to that effect during that particular session or during the next regular session but not beyond.

SECTION 95. The following motions require a SECOND, viz:

- a. Adjourn
- b. Adopt a report or resolution, except when proposed by the reporting committee Chairman or member
- c. Amend
- d. Appeal from the decision of the chair
- e. Commit or refer to a committee
- f. Expunge
- g. Extend or limit the time for debate
- h. Fix the time to adjourn
- i. Lay on the table
- j. Postpone definitely
- k. Postpone indefinitely
- l. Call for the previous question
- m. Recess
- n. Reconsider
- o. Reconsider and have entered on the minutes
- p. Rescind or repeal
- q. Suspend the rules
- r. Take from the table
- s. All main motions

SECTION 96. A motion to amend, (amendment of the 1st degree) and motion to amend an amendment (amendment of the 2nd degree) may be withdrawn but only before a decision is made thereon.

SECTION 97. A motion to amend is in order only up to the second degree. Thus, a motion "to amend an amendment to an amendment" is out of order.

SECTION 98. A motion can be withdrawn when it is not yet being discussed or debated upon by the body. Otherwise, any request to withdraw, shall require a vote by general consent and if there is an objection raised for its withdrawal, a majority vote of the members present.

ARTICLE 15
DISCIPLINARY ACTIONS

SECTION 99. Penalty. Any member who commits an act – in violation of the foregoing Internal Rules of Procedure shall be punished with the corresponding penalties hereunder prescribed, to wit:

	SANCTION
1. For disorderly conduct or behavior during a session, committee hearing or committee meeting	1 st Offense-Reprimand 2 nd Offense – Exclusion from that particular session; expulsion from membership in the committee concerned
2. For any "justified" absence with prior notice	None
3. For any "justified" absence without prior notice	Fine of P 100.00
4. For any "unjustified" absence Without prior notice	Fine of P 300.00
5. For any "unjustified" absence For (4) consecutive sessions	Fine of P 500.00 w/o prejudice to the filing Of corresponding Administrative charges as Per Art. 124 (60, IRR of RA 7160
6. For coming 15 min. late in Any kind of sessions	Fine of P 50.00
7. Conviction by final judgment for imprisonment of at least one (1) year of any crime involving moral turpitude.	Automatic expulsion.
8. For refusal without valid Reason to perform the task assigned to him by the Sanggunian of the Committee of which he is a member	Fifteen (15) days suspension without remuneration

9. For "unjustified absence" in committee hearing or meetings of which he is a composite member

Expulsion from membership in that committee after four (4) absences and a fine of P 500.00 without prejudice to the filing of corresponding adm.

Charge for neglect of duty

10. For violation of any provision of this Internal Rules of Procedure not specified Herein (Silent provision)

Penalty must be decided through a division of the body

SECTION 100. Requisites. The penalty of suspension or expulsion to the Sanggunian shall require the concurrence of at least two-thirds (2/3) vote of all the members of this Sanggunian. For other kinds of sanctions, only a majority vote of all the members of the Sanggunian shall suffice.

SECTION 101. Collection of Fines and Disposition. The Secretary to the Sanggunian shall collect the fines as may be imposed by this Sanggunian and shall take custody thereof as a contingent fund. In the disposition or disbursement of the said fund, the Sanggunian shall convert itself into a "Committee of the Whole" and then decide upon a majority vote of all its members on how and for what purpose the said fund would be spent.

ARTICLE 16 AMENDMENTS

SECTION 102. This "Internal Rules of Procedure" may be amended at any regular session by two-thirds (2/3) vote of all the members of the Sanggunian at any regular session, provided that prior notice of such proposed amendment is given to all the members of the Sanggunian, and provided that no provision herein which is based on or prescribed by existing laws shall be amended.

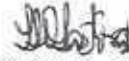
ARTICLE 17 SUPPLEMENTARY RULES

SECTION 103. The rules, procedures and parliamentary practices of the Philippine Congress and books dealing on this subject written by Filipino Authors, particularly by Dr. Antonio Orendain, Prof. Reynaldo T. Fajardo and Reverendo M. Dihan, shall serve as supplementary authorities of this Sanggunian but only in so far as they are not incompatible with the rules of procedures adopted herein.




APPROVED: September 29, 2022.

CERTIFIED CORRECT:



LYDIA O. LASTIMOSA
Secretary to the Sanggunian

APPROVED:



REYNALDO L. BAGAYAS, JR.
Presiding Officer
Municipal Vice Mayor