



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF SANTOL, LA UNION HELD AT ITS SESSION HALL ON JULY 9, 2019.

Hon. Monico O. Oriente, Jr. **Municipal Vice Mayor/Presiding Officer**

PRESENT:

Hon. Claudio O. Galos, Jr.	Sangguniang Bayan Member
Hon. Editha R. Millares	Sangguniang Bayan Member
Hon. William O. Agtarap	Sangguniang Bayan Member
Hon. Olympio O. Millares	Sangguniang Bayan Member
Hon. Loreto A. Wailan	Sangguniang Bayan Member
Hon. Roxanne M. Dangle	Sangguniang Bayan Member
Hon. Tirso A. Ledda	Sangguniang Bayan Member
Hon. Mario R. Directo	ABC President
Hon. Ronald Jake O. Rodriguez	SK Federation President
Hon. Pablito T. Puclay	IP Mandatory Representative

ABSENT:

Hon. Jojo O. Ominga Sangguniang Bayan Member(SL)

RESOLUTION NO. 2019-049

RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN OF SANTOL, LA UNION FOR LEGISLATIVE YEARS 2019 – 2022.

WHEREAS, pursuant to the provisions of Republic Act No. 7160 otherwise known as the Local Government Code of 1991, Article 103 of its implementing Rules and Regulations, the Sangguniang Bayan shall update its existing rules of procedure and adopt the same on the first regular session following the election of its members and within ninety (90) days thereafter;

WHEREAS, in the interest of effective legislation and orderly proceedings and to achieve the highest degree of efficiency during deliberations in the Sangguniang Bayan, it is necessary that specific rules be adopted and observed;

WHEREAS, in order to achieve the highest degree of efficiency during deliberations of the Sangguniang Bayan

WHEREFORE, on motion of SBM William O. Agtarap duly seconded unanimously, be it;

THE SANGGUNIANG BAYAN OF SANTOL, LA UNION IN SESSION DULY ASSEMBLED:

RESOLVED AS IT IS HEREBY RESOLVED, to adopt the Internal Rules of Procedure of the Sangguniang Bayan, this municipality, to wit;

**RULE I
TITLE**

Section 1. These rules shall be known and cited as **“THE 2019-2022 INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN OF SANTOL, LA UNION.”**

**RULE II
COMPOSITION**

Section 2. The Sangguniang Bayan of Santol, La Union, hereinafter called “Sanggunian”, the legislative body of the municipality, shall be composed of the following:

										JOO			
PTP	RJOR	MRD	TAL	RMD	LAW	OOM	WOA	ERM	COG	JOO	MOO	MAW	ENA



1. Vice Mayor who shall act as the Presiding Officer;
2. Eight (8) Sangguniang Bayan Members elected at large;
3. President of the Municipal Liga ng Barangay,
4. President of the Pederasyon ng mga Sangguniang Kabataan; and;
5. Indigenous Peoples Mandatory Representative

Section 3. Regular and Ex-Officio members of the Sanggunian shall be elected in the manner as may be provided by law.

Section 4. Term of Office – All members of the Sangguniang Bayan shall serve for a term of three (3) years which shall commence at noon of June 30, 2016 and expire at noon of June 30, 2019, unless otherwise provided by law. The term of office of ex-officio members shall be governed by their respective Constitution and By-laws, R.A. 7160 and other pertinent laws, rules and regulations.

Section 5. Oath of Office – All members of the Sangguniang Bayan shall, upon assumption to office, take an oath of office or affirmation in the prescribed form, duly subscribed before an authorized authority to administer oath. Copies of oath shall be filed and preserved in the Office of the Secretary to the Sangguniang Bayan and a copy thereof shall also be furnished the Personnel Office.

RULE III

POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN

Section 6. The powers, duties and functions of this Sanggunian shall be as provided for under Section 447 of the Local Government Code of 1991 and Art. 100, Rule XVII of its Implementing Rules and Regulations.

RULE IV

DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBER

Section 7. Every member shall make a full disclosure of his/her financial and business interests as required of him/her under Art. 104, Rule XVII of the Implementing Rules and Regulations of the Local Government Code of 1991.

Section 8. Every member shall attend all the sessions of the Sanggunian unless he/she is expressly excused by it or prevented from doing so by reason of sickness or other unavoidable circumstances provided that, as a general rule, previous notice thereto shall be sent to the Sanggunian through the Presiding Officer or the Secretary.

Section 9. Every member shall participate in the exercise of the powers vested in him/her and in performing the duties imposed upon the Sanggunian, as a body, and shall represent the interest of the people of the municipality.

Section 10. As a general rule, every member is required to vote on every question or proposed measures being voted by the Sanggunian. Abstention may be allowed if it can be shown that the member concerned has a personal or pecuniary interest, either directly or indirectly, on the matter being acted upon by the body.

Section 11. Every member shall observe proper deportment and decorum during sessions. That he/she shall be barong tagalong attire when attending the sessions of the Sanggunian. While during special occasions, the members may wear attire upon the determination of the Presiding Officer. During natural calamities, dress code may not be imposed upon the determination of the Presiding Officer.

Section 12. The Sangguniang Bayan Members may punish its members for disorderly behavior and absence without justifiable cause for four (4) consecutive sessions, with the concurrence of two-thirds (2/3) of all its members, suspend or exclude from the session any member; but if the penalty is suspension, this shall not exceed sixty (60) days. Provided further, that a member convicted by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the Sangguniang Bayan.

RULE V

THE PRESIDING OFFICER

PTP RJOR MRD TAL RMD LAW OOM WOA ERM COG JOO MOO MAW ENA



Section 13. The Municipal Vice Mayor shall be the Presiding Officer of the Sangguniang Bayan and as such, shall have the following rights and duties:

- a. To preside over the meetings of the Sanggunian. To exact from all members and other persons present during the meeting due to respect, proper deportment and decorum. Further, to prevent disturbance and disorder, direct that the session hall be cleared of any or all persons behaving improperly.
- b. To enforce the internal rules of procedure of the Sanggunian.
- c. To decide all questions of order subject to appeal by any member to the Body for final decision.
- d. To sign all legislative documents, papers or checks requiring his signature.
- e. To declare a recess during session anytime he deems necessary.
- f. To declare the session adjourned to some other date, time and place in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable circumstances.
- g. In expediting the business of the Sanggunian, to make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body, provided that he shall not express himself either for or against the said measure or question.
- h. To vote but only to break a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it.
- i. To relinquish the chair to any member of the Sanggunian who shall act as temporary presiding officer but only if he is going out of the session hall for whatever reasons.
- j. To exercise such other powers and perform such other functions as may be provided by law, ordinance or regulation.
- k. The Regular Presiding Officer shall not be a chairman of any standing committee. He may however, be elected as chairman of any special or ad hoc committee which the Sangguniang Bayan may organize for a specific purpose.

**RULE VI
THE TEMPORARY PRESIDING OFFICER**

Section 14. In the event of the inability of the Presiding Officer to preside at the meeting of the Sanggunian, the members present and constituting a quorum shall elect from among themselves a temporary presiding officer. When the Presiding Officer is late, any member can bang the gavel and call the session to order and elect from among themselves who will be the Temporary Presiding Officer.

Section 15. The Temporary Presiding Officer shall certify to the passage of ordinances and resolutions within ten (10) days from the enactment or adoption thereof at the session over which he/she temporarily presided.

Section 16. While presiding, the Temporary Presiding Officer shall have no right to vote even if there is a tie.

Section 17. The Temporary Presiding Officer may, motu proprio, relinquish the Chair temporarily to any member of the Sanggunian if he/she would like to go down the floor and participate in the deliberation in his capacity as regular and constituent member.

**RULE VII
THE SECRETARY TO THE SANGGUNIANG BAYAN**

Section 18. Appointment, Qualifications and Compensation – The Secretary to the Sangguniang Bayan shall be a career official with the rank and salary equal to a head of office or department. He/she must be a resident of Santol, La Union, of good moral character, a holder of a college degree, preferably

PTP RJOR MRD TAL RMD LAW OOM WOA ERM COG JOO MOO MAW ENA



in law, commerce or public administration from a recognized college or university, and a holder of a first grade civil service eligibility or its equivalent.

Section 19. Powers and Duties of the Secretary – The Secretary shall take charge of the Office of the Secretary to the Sangguniang Bayan and shall:

- a. Attend meetings of the Sanggunian and keep a journal of its proceedings.
- b. Keep the seal of the municipality and affix the same with its signature to all ordinances, resolutions and other official acts of the Sanggunian and present the same to the presiding officer for his signature.
- c. Forward to the Mayor copies of ordinances and resolutions passed by the Sanggunian and duly certified by the presiding officer.
- d. Furnish, upon request of any interested party, certified copies of records of public character in his custody, upon payment to the treasurer of such fee as maybe prescribed by ordinances.
- e. Record in a book kept for the purpose, all ordinances and resolutions enacted or adopted by the Sanggunian, with the dates of passage and publication thereof.
- f. Keep his office and all non-confidential records therein open to the public during the usual business hours.
- g. Translate into dialect used by the majority of the inhabitants all ordinances and resolutions immediately after their approval, and cause the publication of the same together with the original version in the manner provided for by law.
- h. Assume custody of the local archives and where applicable, the local library and annually account for the same.
- i. Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinance relative to his/her position.

Section 20. If the secretary is absent or hindered by physical reasons to perform some of her duties such as reading the minutes, resolutions, ordinances, and other documents or papers, the same may be performed by some other person who may be designated for the purpose by the Presiding Officer.

**RULE VIII
REGULAR AND SPECIAL SESSIONS**

Section 21. The regular session of the Sangguniang Bayan shall be once a week to be held at the Sanggunian Session Hall every first Monday and following Tuesdays of the month starting at 9:00 a.m. to 11:00 a.m.

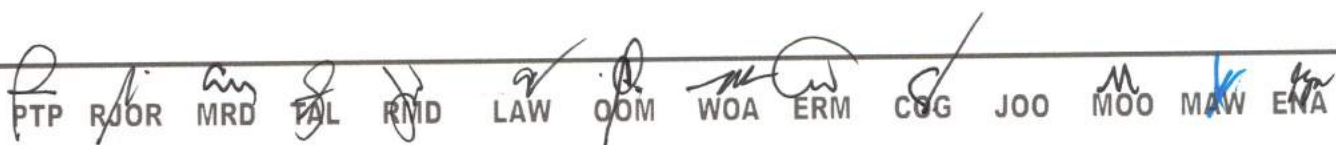
Section 22. Special Sessions may be called by the Municipal Mayor or by the majority of the Sangguniang Bayan Members.

Section 23. A written notice to the Sangguniang Bayan Members stating the date, time and purpose of the meeting 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.

Section 24. 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 25. All sessions shall be open to the public unless a closed door session is ordered by an affirmative vote of a majority of the members present, there being a quorum, for reasons of security, decency, or morality and public interest.

When the motion to hold a closed-door session is duly approved, the Presiding Officer shall direct the Session Hall cleared and its doors closed. Only the Secretary and such other persons specifically authorized by the Sangguniang Bayan shall be allowed. The officials and authorized persons shall preserve the secrecy of whatever maybe read or stated at the said session.



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Section 26. No two (2) sessions, whether regular or special, may hold in a single day.

Section 27. An adjourned session may be held through the initiative of the Chair by using the "assumed motion" or by a majority of the members present in a session where there is no quorum, wherein they may decide to adjourn from hour to hour, or day to day, and compel the attendance of absent members in order to obtain the necessary quorum.

Section 28. At the inaugural meeting of the Sanggunian and at the opening of its regular session of every calendar year, through the Presiding Officer, it shall invite the Municipal Mayor to address it and present his/her program of government, proposed policies and projects for its consideration.

**RULE IX
ROLL CALL AND DECORUM**

Section 29. A majority of the members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact official business.

Section 30. 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 of the Sanggunian.

Section 31. In computing the presence of a quorum, the term "majority" shall be based on the actual membership in the Sanggunian which shall exclude the following:

- a. Presiding Officer (regular)
- b. A member who is abroad
- c. A member who is on official leave of absence
- d. A deceased member
- e. A member who has resigned
- f. A member who has been suspended
- g. A member who was expelled or removed upon conviction by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude.

Section 32. At the appointed time to start the regular/special session, the Presiding Officer, regular or temporary, shall call the session to order, with or without quorum.

Section 33. During a session which started with a quorum and a question on the lack of quorum is raised by any member, 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.

Section 34. **Determination of Quorum** – Quorum shall mean, one-half plus one (1) of the total membership, that is the eight (8) regular members, two (2) ex-officio members and the Vice Mayor.

Section 35. **Absence of Quorum** – where there is no quorum, the Presiding Officer may declare a recess until such time a quorum is constituted, or a majority of the members present may adjourn from day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sangguniang Bayan, to be assisted by a member or members of the Philippine National Police (PNP) to arrest the absent member and present him at the session. If there is still no quorum despite of the foregoing, no business shall be transacted. The Presiding Officer, upon motion duly approved by the members present, shall then declare the session adjourned for lack of quorum.

Section 36. **Motion to adjourn, vacates call.** At any time after roll call has been completed, a motion to adjourn shall be in order and, if approved by a majority of those present, all proceedings shall be vacated.

**RULE X
ORDER AND CALENDAR OF BUSINESS**

Section 37. The Order and Calendar of Business of the Sanggunian shall be as follows:

I. ORDER OF BUSINESS

- 1. Call to Order
- 2. Invocation
- 3. Singing of the National Anthem

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- 4. Singing of the PCL Hymn
- 5. Roll Call
- 6. Reading and consideration of the minutes of the previous session
- 7. Privilege Hour – a member is allotted a period of ten (10) minutes to deliver his/her speech. However, he/she may seek an extension of five (5) minutes from the body which may approve it by a majority vote of the members present
- 8. Question Hour
- 9. Reading and referral of proposed measures or communications
 - a. Proposed Ordinance
 - b. Proposed Resolution
 - c. Requests and Petitions
 - d. Messages and other communications
- 10. Committee Reports

II. CALENDAR OF BUSINESS

- a. **Unfinished business** – shall cover business which are being considered by the Sangguniang Bayan before its adjournment and thereafter, the Presiding Officer shall call for the Business for the Day;
- b. **Business of the Day** – shall include proposed ordinances, resolutions and other measures presented by the committees but not calendared earlier.
- c. **Unassigned Business**- Shall include all proposed ordinances, resolutions, issues and other measures presented but not calendared earlier for referrals.

III. OTHER MATTERS (announcements if any)

IV. ADJOURNMENT

Section 38. The Committee on Laws, Rules and Privileges shall prepare the calendar of business of every session and shall cause the secretary to furnish a copy thereof to every member of the Sanggunian not less than one (1) day before the date of the regular session.

Section 39. Call to Order – The Presiding Officer shall open the session by calling the Sangguniang Bayan in order, followed by an Invocation or Prayer.

Section 40. Attendance in Session – Every Member of the Sangguniang Bayan shall be present in all sessions, unless expressly excluded by it or because of an unavoidable circumstance duly reported to the Sangguniang Bayan through the Secretary in a written notice or text message.

Unjustified absences or absence of approved leave during regular sessions or special sessions shall be subjected to the following:

Unjustified absences during regular and special sessions shall mean a fine of Php 500.00 and Php300.00 for the Presiding Officer and Members, respectively.

A member who comes after the Roll Call shall be considered late and shall be fined the amount of Php100.00.

Section 41. Suspension and adjournment of session – Sessions of the SB shall not be suspended or adjourned except by direction of the SB itself, but the Presiding Officer may, in his discretion, declare a recess of short intervals.

Section 42. Opening and Adjournment to be entered in Minutes – The exact hour of opening and adjournment of every session shall be entered in the Minutes.

Section 43. Distribution of Calendar – The Secretary shall prepare the calendar of business of every meeting and furnish a copy thereof to every member of the Sanggunian at least one (1) day before every regular session.

Section 44. Approval of Minutes – the Journal/Minutes of each session shall be submitted to the Sangguniang Bayan for approval.


















**RULE XI
COMMITTEES**

Section 45. Regular Standing Committees. There shall be a total of twenty-six (26) regular standing committees in the Sangguniang Bayan to perform legislative works on a particular field or issues brought to its attention and for the purpose of ordinance or resolution sponsorship, undertaking public hearings on proposed measures and legislative review and referrals;

COMMITTEE ON BUDGET, FINANCE & APPROPRIATIONS - Shall take charge of all matters related to the approval of budgets; appropriation of funds or payment of obligations; determination of compensation of personnel; reorganization of local offices; allocation of funds for projects and other services.

COMMITTEE ON BARANGAY AFFAIRS & BOUNDARY DISPUTE - Shall take charge of all matters affecting municipalities, their acts, powers and functions, including their relationship to one another and their component barangays and province, including boundary disputes as provided for in the Local Government Code of 1991.

COMMITTEE ON BEAUTIFICATION, HEALTH & SANITATION AND POPULATION CONTROL – Shall take charge over all matters pertaining to health, sanitation or hygiene, cleanliness and beautification of the community; proposed measures related to hospitals, health centers and health programs, including programs on population control; and all matters related to health.

COMMITTEE ON EDUCATION & CULTURE – Shall take charge of all matters pertaining to formal and non-formal education; educational facilities; promotion of culture and arts; operation of private and public educational institutions; and all matters related to education and culture.

COMMITTEE ON FOOD & AGRICULTURE - Shall take charge of all matters related to agriculture, food production and agri-business; agricultural economic research, soil survey and conservation; agricultural education and extension services; animal industry and livestock quarantine, farm credits; fisheries and aquatic resource preservation and development of fishing grounds; construction of fish ponds, and regulatory measure therefore.

COMMITTEE ON HOUSING, LAND USE AND RELOCATION - Shall take charge of all matters related to housing program; measures pertaining to land uses; squatter and relocation problems; and all matters related to housing and land utilization.

COMMITTEE ON ENVIRONMENTAL PROTECTION, HUMAN ECOLOGY AND SECURITY - Shall take charge of all matters related to environmental protection; air and water pollution, wanton destruction of the environment and its natural resources; and all matters or measures affecting the environment.

COMMITTEE ON DISASTER PREPAREDNESS AND MANAGEMENT RELIEF SERVICES - Shall take charge of all matters related to the management and control of disaster including relief services to calamity victims.

COMMITTEE ON LABOR & EMPLOYMENT - Shall take charge of all matters related to labor disputes and conciliation; labor employment and manpower development; maintenance of industrial cooperation; labor education, standards and statistics; organization of labor market, including recruitment, training and placement of workers and employment, manpower promotion; and development of labor-intensive technology.

COMMITTEE ON CIVIL SERVICE AND HUMAN RESOURCE DEVELOPMENT - Shall take charge of all matters related to the implementation of the civil service law, rules and regulations as well as administrative issuances; protection and advancement of government employees, their welfare and benefits, compensation, skills development, staffing pattern, organization and reorganization of offices; and personnel selection and promotion.

COMMITTEE ON NGO/PO - Shall take charge of all matters related to the accreditation, protection and development of all non-government and people's organization.

COMMITTEE ON INDIGENOUS PEOPLES AND INDIGENOUS CULTURAL COMMUNITIES – shall take charge of all matters related to Indigenous Peoples and Indigenous Cultural Communities within the municipality and other related concerns thereof.

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COMMITTEE ON PEACE AND ORDER AND PUBLIC AND SAFETY - Shall take charge of all matters related to police matters, maintenance of peace and order, protective services; traffic rules and regulations; fire prevention and control measures; jail management and human rights.

COMMITTEE ON JUSTICE AND HUMAN RIGHTS - Shall take charge of all matters related to the administration of justice and protection of the natural and legal rights of every person; prevention of human rights violation; and all matters affecting human rights.

COMMITTEE ON PUBLIC WORKS AND INFRASTRUCTURE - Shall take charge of all matters related to planning, construction, maintenance, improvement and repairs of public buildings, highways, roads and bridges, parks, monuments, playgrounds, and other public edifices; drainage, sewerage and flood control and protection; and irrigation and water utilities.

COMMITTEE ON LAWS, RULES & PRIVILEGES - Shall take charge of all matters relating to enactment, revision or amendment of all kinds of ordinances; exercise of legislative powers, corporate powers and proprietary rights; legality of proposed measures to be acted upon by the Sanggunian; Internal Rules of Procedure; Order of Business and Calendar of Business; creation and reorganization of committees; privileges of members; and matters relating to the legal aspects of action taken by, submitted to the Sanggunian.

COMMITTEE ON SOCIAL SERVICES, WOMEN AND FAMILY WELFARE & COMMUNITY DEVELOPMENT AND RESPONSIBLE PARENTHOOD AND POVERTY ALLEVIATION – with the general jurisdiction over all matters pertaining to social welfare services; poverty alleviation; women's welfare, rights and privileges; women's organizations; family welfare; and all other matters related to social welfare, poverty alleviation, women and family.

COMMITTEE ON TOURISM AND SISTERHOOD AND INTERNATIONAL RELATIONS – with general jurisdiction over all matters pertaining to tourists; tourism; and tourism development; establishment of sisterhood ties with other municipalities and cities here and abroad; and on matters related to international relationship.

COMMITTEE ON TRADE, COMMERCE, AND INDUSTRY - Shall take charge of all matters related to or connected with the promotion, establishment and operation of all kinds of trade and industry, including cooperatives.

COMMITTEE ON HANDICAPPED AND ELDERLY - Shall take charge of all matters concerning the welfare and protection of the physically challenged/differently-abled and senior citizens.

COMMITTEE ON TRANSPORTATION & COMMUNICATION - Shall take charge of all matters related to planning, modernization, installation and construction of transportation and telecommunications facilities, including franchising thereof.

COMMITTEE ON WAYS AND MEANS - Shall take charge of all matters related to taxes, fees, charges, loans; study and revision of tax measures; and generation of other sources and forms of revenue from both public and private sectors, including codification of revenue ordinances.

COMMITTEE ON INFORMATION AND TECHNOLOGY - Shall take charge of all matters relating to information technology, the modernization of existing systems, the creation and maintenance of the municipal websites, and the interconnection of the different departments and municipal offices with the provincial government through network systems.

COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT - Shall take charge of all matters related to the promotion and protection of the youth's physical, moral, spiritual, intellectual, and social well-being; inculcation of patriotism and nationalism among the youth and their involvement in public and civic affairs; promotion and development of sports program, and amateur sports and competitions; and all other related matters.

COMMITTEE ON GOOD GOVERNMENT, PUBLIC ETHICS & ACCOUNTABILITY - Shall take charge of issues and concerns related to civil service, public ethics, public employees concerns and other related matters related to good governance.

COMMITTEE ON CULTURE AND HERITAGE - Shall take charge of all matters related to the promotion, preservation and development of the culture and heritage of the municipality and other related matters.

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Section 46. Limitations – No Sangguniang Bayan Member shall be a Chairman/Chairperson of more than four (4) Standing Committees

Section 47. Role of the Vice Mayor in Committee Meetings – the Vice Mayor shall be member of all standing committees of the Sangguniang Bayan. He can participate in committee deliberations with the right to vote to break a tie.

Section 48. Special Committees – The Sangguniang Bayan may organize such Special Committees, as it may deem necessary. The officers and members of the Special Committees shall be appointed by the Sangguniang Bayan.

Section 49. Vacancy – Whenever a vacancy occurs or is declared to exist in any of the committees, the same shall be filled by election of the Sangguniang Bayan Members.

Section 50. Committee Meetings – Each Standing Committee shall have a regular meeting every quarter of the day, time and place agreed upon by the members of the committee to deliberate on issues brought before its attention or other issues calling for its attention. To deliberate on matters referred, hearings may be scheduled by the chairman as the need arises.

Section 51. Committee/public hearings – no ordinance or measure shall be enacted by this Sanggunian in the absence of a public hearing duly conducted by the concerned committee.

Unexcused absences of the Committee Chair and members during committee/public hearings and meetings shall be fined an amount of Php300.00 and Php200.00, respectively.

Section 52. Legislative Agenda – A Committee Legislative Agenda shall be prepared by each committee through its chairman within the first quarter or ninety (90) days following the first regular session of the Sangguniang Bayan. The said Committee Legislative Agenda shall be the basis for the Legislative Agenda to be duly adopted by the Sangguniang Bayan through a resolution.

Section 53. Committee Reports – The committee shall submit a report on any matter referred to its attention within thirty (30) days after it has been referred to it.

The committee report shall bear a number assigned to it and calendared in accordance with these rules.

**RULE XII
OFFICER OF THE DAY**

Section 54. Responsibility. A Sangguniang Bayan Member shall serve as an Officer of the Day once a week in the Office of the Sangguniang Bayan on a day as may be agreed by the Sanggunian.

Section 55. The following shall serve as the Officer of the Day:

OFFICER-IN CHARGE	SCHEDULE
SBM JOJO O. OMINGA & SBM EDITHA R. MILLARES	Monday
SBM CLAUDIO O. GALOS, JR. & SBM WILLIAM O. AGTARAP	Tuesday
SBM OLYMPIO O. MILLARES & SBM ROXANNE M. DANGLE	Wednesday
SBM LORETO A. WAILAN & SBM TIRSO A. LEDDA	Thursday
ABCP MARIO R. DIRECTO, SKFP RONALD JAKE O. RODRIGUEZ & IPMR PABLITO T. PUCLAY	Friday

**RULE XIII
ORDINANCES, RESOLUTIONS, REQUESTS AND OTHER LEGISLATIVE MEASURE**

Section 56. Submission of Agenda. All proposed measures / resolutions / ordinances / petitions & requests shall be submitted to the Office of the Secretary to the Sangguniang Bayan not later than 3:00 p.m. of every Monday by a member, office, barangay, organizations or any other entities.

All proposed measures/resolutions/ordinances submitted later than the above-mentioned cut-off time shall be treated under unassigned business or the next following session, except those duly certified by the Municipal Mayor as urgent.

PTP RJOR MRD TAL RMD LAW ODM WOA ERM COG JOO MOO MAW ENA



Section 57. Distribution of Calendar – The calendar shall be distributed to each member before any regular session (Tuesday), unless there be no addition to the one previously distributed; in which case, a note to this effect on the Order of Business shall be sufficient.

Section 58. Essential Parts – Proposed ordinances and resolutions shall be in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause, and the date of its proposed effectivity. In addition, every proposed ordinance shall be accompanied by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors and submitted to the Secretary to the Sangguniang Bayan who shall report the same to the Sangguniang Bayan at its next session.

Section 59. First Reading – The First Reading shall only be the title and thereafter, the same shall be referred to the appropriate committee.

An erroneous referral of a proposed ordinance or resolution maybe corrected any day after the approval of the minutes.

Only the Chairman of the committee to which a proposed ordinance or resolution was erroneously referred as well as the Chairman of the committee claiming jurisdiction over the proposed ordinance or resolution may move that the referral be declared erroneous, and ask for its correction. However, the Presiding Officer may motu proprio rectify an erroneous referral.

Section 60. Period of Report – The committee shall submit a report on the proposed ordinance or resolution within thirty (30) days after it has been referred to it. If the Committee Report on a proposed ordinance or resolution is favorable, it shall be concluded in the Calendar of Business. If the committee action on a proposed ordinance or resolution is unfavorable, it shall be laid on the table and within ten (10) days notice of the action taken will be furnished the author or authors concerned stating the reasons for such action; Provided, that within five (5) days after receipt of the notice, the Sangguniang Bayan may consider the committee recommendation.

When a committee submits a report, the member thereof shall be presumed to have concurred to the report and shall be precluded from opposing the same, unless the objection/s thereto were entered during the committee meeting.

**RULE XIV
DEBATES AND DECORUM**

Section 61. Parliamentary Rules of Procedure – In all SB deliberations, Parliamentary Procedures should always be followed.

Section 62. Manner of Addressing the Chair – when a member desires to speak he shall rise and respectfully address the Chair, Mr. Presiding Officer.

Section 63. Recognition of Member to Speak – When two (2) or more members rise at the same time, the Presiding Officer shall determine and recognize the member who is to speak first.

Section 64. Sponsor to Open and Close Debate – The member reporting a measure under consideration from a committee may open and close the debate thereon.

Section 65. Decorum to Open and Close Debate – The member in all cases who have obtained the floor shall confine himself to the question under debate, avoiding personalities.

Section 66. Period of Debate – Each subject under debate shall be confined to 6 speakers only (3 positive and 3 negative). Each speaker is given a maximum of 3 minutes to speak.

Section 67. Discipline of Members – The Sangguniang Bayan Members may punish its members for disorderly behavior and, with the concurrence of two-thirds (2/3) of all its members, suspend or exclude from the session any member; but if the penalty is suspension, this shall not exceed sixty (60) days. Provided further, that a member convicted by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the Sangguniang Bayan.



**RULE XV
VOTING AND MOTION**

Section 68. Tie on an Appeal – A tie vote on an appeal from the ruling of the Chair sustains the decision of the Chair.

Section 69. Who may Move – When a motion, report or proposed measure is adopted or lost, it shall be in order for a member who moves with the majority to move for reconsideration thereof on the same succeeding session day. Such motion shall take precedence over all other questions, except a motion to adjourn or to raise question of privilege and a call to order.

Section 70. Recording of Motions – Every motion shall be entered in the minutes with the name of the member making it, unless it is withdrawn on the same day.

Section 71. Reading and Withdrawal of Motions – When a motion is made, the Presiding Officer shall state it before being debated. Except as herein otherwise provided, a motion may be withdrawn any time before its approval or amendment.

Section 72. Precedence of Motions – When a question is under debate, no motion shall be entertained except to adjourn, raise a question of privilege, declare a recess, a lay on the table, or postpone to a certain day (which motions shall be decided without debate), refer, amend or postpone indefinitely. Said motions shall have precedence in the foregoing order. No motion to postpone to any certain day, or refer or postpone indefinitely having failed passage, shall again be allowed on the same day.

Section 73. Amendment – When a motion or proposition is under consideration, a motion to amend, and a motion to amend that amendment shall be in order. It shall also be in order to offer further amendment by substitution, but it shall be voted upon until the original motion or proposition is perfected. Any of said amendment may be withdrawn before a decision is had thereon.

Section 74. Rider Prohibited – No motion or proposition on a subject different from that under consideration shall be allowed under color of amendment.

Section 75. Motion to Cover One Subject Matter – No motion shall cover more than one subject matter.

Section 76. Amendment of Title – Amendments to the title of a proposed ordinance or resolution shall not be in order after the text thereof has been perfected. Amendments to the title shall be decided without debate.

Section 77. Call to Order – a motion to read any part of the Rules is equivalent to a call to order and takes precedence over any motion other than to adjourn.

Section 78. Question of Privilege – Questions of Privileges are:

- a. Those affecting the rights of the Sangguniang Bayan: its safety, dignity, and the integrity of its members;
- b. Those affecting the rights, reputation and conduct of the members individually, in their capacity as such members.















Questions of privilege shall have precedence over all other questions except a motion to adjourn.

Section 79. Privileged Questions – Privileged questions are those motions or subject matter which under, the Rules, takes precedence over other motions and subject matters.

**RULE XVI
SUSPENSION OF THE RULES**

Section 80. Who Can Move – Any member can move for the suspension of the Rules.

Section 81. Vote Required – No rule shall be suspended except by a vote of two-thirds (2/3) of the members, there being a quorum.



Section 82. Interruption of Motion – When a motion to suspend the Rules is pending, one motion to adjourn may be entertained. If it is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

Section 83. Effect of Suspension – If the Sangguniang Bayan votes to suspend the Rules, it shall forthwith proceed to consider the measures. A two-thirds (2/3) vote of the members present shall be necessary for the passage of said measure, a quorum being present.

**RULE XVII
MISCELLANEOUS**

Section 84. Saranay Assistance – Every member is entitled to a Saranay Assistance (Death Aid) from member in the amount of Php1, 000.00 each. The Saranay Assistance shall only include the immediate family of the member or himself (i.e. father, mother, spouse, children, and grandchildren), provided, they are living in one roof.

Section 85. Hospitalization Assistance – Every member is entitled to a Hospitalization Assistance in the amount of Php1,000.00 from each member. The Hospitalization Assistance shall only include the immediate family of the member or himself (i.e. father, mother, spouse, children, and grandchildren), provided, they are living in one roof. Each member is only allowed to collect the Hospitalization Assistance once year.

Section 86. Flag Raising Ceremonies – All members shall attend the First Monday Flag Raising Ceremonies of the Municipal Government.

Unjustified absences of Members during the first Monday flag raising ceremony will be fined the amount of Php200.00.

A member who comes when the flag raising ceremony is going on shall be fined the amount of Php100.00.

Section 87. Uniforms – During sessions, be it regular or special, the SB Members shall always be in proper attire:

- a. 1ST Monday & Flag Ceremony - cream barong
- b. 2nd Tuesday - white barong
- c. 3rd Tuesday - purple barong
- d. 4th Tuesday - polo shirt (customized)
- e. 5th Tuesday - ordinary with collar
- e. For special session - ordinary with collar

Members who are not in proper uniform shall be fined the amount of Php200.00. The following shall be considered improper uniform:

- a. Wearing of denim pants when in barong
- b. Mandatory wearing of socks when in barong

**RULE XVIII
SB GENERAL FUND**

Section 88. Penalty. All penalties collected through the SB Secretary on a salary deduction basis as provided for in the preceding Rules shall accrue to the Fund of the Sangguniang Bayan for administrative purposes.

**RULE XIX
AMENDMENTS**

Section 89. Amendments – Any portion of these Rules may be deemed amended by a majority vote of all the Sangguniang Bayan Members.

Section 90. Effectivity – These Rules shall take effect on the date of their adoption.

1. RULE I - TITLE

PTP RJOR MRD TAL RND LAW OOM WOA ERM COG JOO MOO MAW ENA



- 2. RULE II - COMPOSITION
- 3. RULE III - POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN
- 4. RULE IV - DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBER
- 5. RULE V - PRESIDING OFFICER
- 6. RULE VI - TEMPORARY PRESIDING OFFICER
- 7. RULE VII - THE SECRETARY TO THE SANGGUNIAN
- 8. RULE VIII - REGULAR AND SPECIAL SESSIONS
- 9. RULE IX - QUORUM
- 10. RULE X - ORDER AND CALENDAR OF BUSINESS
- 11. RULE XI - LEGISLATIVE PROCESS
- 12. RULE XII - VOTES AND VOTING
- 13. RULE XIII - RULES ON DEBATE AND AMENDMENTS
- 14. RULE XIV - COMMITTEES
- 15. RULE XV - COMMITTEE REPORTS
- 16. RULE XVI - JOURNAL AND RECORD OF PROCEEDINGS
- 17. RULE XVII - RULES AND MOTIONS
- 18. RULE XVIII - DISCIPLINARY ACTIONS
- 19. RULE XIX - ADMINISTRATIVE INVESTIGATION PROCEDURE FOR ELECTIVE LOCAL OFFICIALS
- 20. RULE XX - SUSPENSION OF RULES
- 21. RULE XXI - AMENDMENTS
- 22. RULE XXII - SUPPLEMENTARY RULES
- 23. RULE XXIII - EFFECTIVITY

RESOLVED FURTHER, to furnish copies of this resolution to all local & national offices and the different barangays, this municipality, for their information.

APPROVED UNANIMOUSLY.

*JOJO O. OMINGA
Sangguniang Bayan Member

EDITHA R. MILLARES
Sangguniang Bayan Member

OLYMPIO O. MILLARES
Sangguniang Bayan Member

ROXANNE M. DANGLE
Sangguniang Bayan Member

MARIO R. DIRECTO
ABC President

CLAUDIO O. GALOS, JR.
Sangguniang Bayan Member

WILLIAM O. AGTARAP
Sangguniang Bayan Member

LORETO A. WAILAN
Sangguniang Bayan Member

TIRSO A. LEDDA
Sangguniang Bayan Member

PABLITO T. PUGLAY
Indigenous Peoples Mandatory Rep.

RONALD JAKE O. RODRIGUEZ
Sk Federation President

CERTIFIED TO BE DULY ADOPTED:

MONICO O. ORIENTE, JR.
Municipal Vice Mayor/Presiding Officer

*- Sick Leave



ATTESTED:

Ellan
ERLINDA N. ARELLANO
Secretary to the Sangguniang Bayan

NOTED:

[Signature]
ENGR. MAGNO A. WAILAN
Municipal Mayor



[Signatures]
PTP RJOR MRD TAL RND LAW OOM WOA ERM COG JOO MOO MAW ENA