



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 2nd REGULAR SESSION OF THE SANGGUNIANG BAYAN (2022-2025) OF CAVINTI, LAGUNA, HELD AT ITS SESSION HALL ON JULY 11, 2022

PRESENT: HON. MILBERT L. OLIVEROS, VICE MAYOR;
Hon. Charles Clifford Matta, SB Member;
Hon. Jimmy Jose V. Oliveros, SB Member;
Hon. Romel J. Villanueva, SB Member;
Hon. Stephanie Princess P. De Guzman, SB Member;
Hon. Godfrey L. Lubuguin, SB Member;
Hon. Elma P. Flores, SB Member;
Hon. Glenn Haze M. Cabuhat, SB Member;
Hon. Habshan D. Blastique, SB Member; and
Hon. Manuel A. Dela Roca, ABC-President;

ABSENT : Hon. Adrian O. Lope, SKF President (*Official Business*)

RESOLUTION NO. 03 - 2022

A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN (2022-2025) OF THE MUNICIPALITY OF CAVINTI, LAGUNA.

WHEREAS, the Sangguniang Bayan of Cavinti, Laguna as a Legislative Body, enacts ordinances, approves resolutions and appropriate funds for the general welfare of the municipality and its inhabitants, pursuant to Section 16 of the Local Government Code of 1991;

WHEREAS, pursuant to the provisions of R.A. 7160 and its implementing rules and regulations, the Sanggunian Bodies have the inherent right and obligation to adopt its own Rules of Procedure for the proper discharge of legislative functions in order to achieve efficient and effective governance;

WHEREAS, in the maintenance of good order in the legislative processes, it is necessary that specific rules be adopted and enforced in the interest of effective discharge of legislative functions;

WHEREFORE, on motion of SB Member Romel J. Villanueva and unanimously seconded and approved by all SB Members herein present, having a quorum

RESOLVED, as it HEREBY RESOLVED BY THE SANGGUNIANG BAYAN TO ADOPT THE 2022 INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN OF THE MUNICIPALITY OF CAVINTI, LAGUNA:

RULE I – COMPOSITION

SECTION 1. The composition of the Sanggunian is specifically provided in Title II Article 3 Section 446 of R.A. 7160, otherwise known as the "Local Government Code of 1991".



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RULE II – POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN

SECTION 2. The powers, duties and functions of the Sanggunian is provided under Rule XVII (*local legislative bodies and local legislation*) of the ADMINISTRATIVE ORDER NO. 270 - PRESCRIBING THE IMPLEMENTING RULES AND REGULATIONS OF THE LOCAL GOVERNMENT CODE OF 1991;

RULE III – DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS

SECTION 3. Every member of this Sanggunian shall make a full disclosure of his financial and business interest as required under Art. 104 (*Full Disclosure of Financial and Business Interests of Sanggunian Members*), provided under Rule XVII (*local legislative bodies and local legislation*) of the ADMINISTRATIVE ORDER NO. 270 - PRESCRIBING THE IMPLEMENTING RULES AND REGULATIONS OF THE LOCAL GOVERNMENT CODE OF 1991;

SECTION 4. Every member shall attend all the sessions of the Sanggunian EXCEPT WHEN prevented from doing so by reason of sickness or other unavoidable personal or official circumstances, provided that as a general rule, previous notice shall be sent to the Sanggunian thru the Presiding Officer or the Secretary.

SECTION 5. As a GENERAL RULE, every member is required to participate in every deliberation of every issue or proposed measure/s being discussed by the sanggunian. Any member may inhibit himself/herself from the deliberation if it can be shown that the member concerned has a pecuniary interest, either directly or indirectly on the matter being discussed or deliberated upon by the sanggunian. Any member maybe asked to inhibit from the deliberation if it can be demonstrated by the one proposing or requesting for inhibition that the member concerned could not be expected to be fair or be objective in his/her appreciation of the issue or measure. Any member who proposes another member to be inhibited from the deliberation shall state the reason for his/her proposal for inhibition, orally or in writing.

SECTION 6. As a GENERAL RULE, every member is required to vote on every question or proposed measure being voted upon by the Sanggunian. Abstention may only be allowed if it can be shown that the member concerned has a pecuniary interest, either directly or indirectly on the matter being acted upon by the body. ANY MEMBER WHO SHALL ABSTAIN FROM VOTING SHALL STATE the REASON FOR HIS/HER ABSTENTION, ORALLY OR IN WRITING.

SECTION 7. Every member shall observe decorum and display exemplary conduct expected of him/her during sessions and meetings and should give due respect to any colleague who has the floor by not committing or performing any act that would disrupt the smooth flow of the session.

SECTION 8. Every member of the Sangguniang Bayan, including the Vice Mayor and the Sangguniang Secretary shall:

1. Attend all the regular and special session of the Sanggunian;
2. Attend regular activities of the Local Government Unit such as but not limited to flag raising ceremonies; seminars and meetings which are covered by memorandum, circulars, and other similar directives issued by the local chief executive and other activities requiring their attendance;



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3. Attend gatherings and similar occasions as agreed upon by the Sanggunian during sessions;
4. Officer of the Day - Two SB Member are assigned daily from Tuesdays-Fridays and will stay for not less than four (4) hours at the Office of the Sanggunian, will sign the Logbook as proof of duty, except for the ABC and SKF President who are performing specific tasks in their respective Barangays. Below are the agreed schedules:

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|-----------------|--|
| i. Tuesday : | Hon. Jimmy Jose V. Oliveros and
Hon. Stephanie P. de Guzman; |
| ii. Wednesday : | Hon. Charles Clifford F. Matta and
Hon. Romel J. Villanueva |
| iii. Thursday : | Hon. Godfrey L. Lubuguin and
Hon. Elma P. Flores |
| iv. Friday : | Hon. Glenn Haze M. Cabuhat and
Hon. Habshan Dave D. Blastique |

5. Wearing of prescribed uniforms during sessions as follows:
 - 5.1 1st Monday/Session Day of the month – (male) Barong Tagalog Long sleeves and Black Pants and (female) Barong Dress;
 - 5.2 2nd Monday/Session Day of the month – (Male/Female) “Lukot Mayaman” and Black Pants;
 - 5.3 3rd Monday/Session Day of the month - (Male/Female) “Lukot Mayaman” and Black Pants;
 - 5.4 4th Monday/Session Day of the month - (Male/Female) “Lukot Mayaman” and Black Pants;
 - 5.5 5th Monday/Session Day of the Month – (Male/Female) Uniform Poloshirt.

6. District Councilors. Except for the Vice Mayor, all other members of the Sangguniang Bayan shall be assigned with two (2) Barangays referred as District Barangays through drawlots in which urgent concerns that has to be acted upon by the Sangguniang Bayan will be coursed through them and vice versa, to wit:

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|---|
| Hon. Charles Clifford Matta – Brgys. Labayo and Udia |
| Hon. Jimmy Jose V. Oliveros – Brgys. Paowin and Mahipon |
| Hon. Romel J. Villanueva – Brgys. Duhat and West Talaongan |
| Hon. Stephanie Princess P. De Guzman – Brgys. Poblacion and Layug |
| Hon. Godfrey L. Lubuguin – Brgys. East Talaongan and Anglas |
| Hon. Elma P. Flores – Brgys. Inao-awan and Tibatib |
| Hon. Glenn Haze M. Cabuhat – Brgys. Layasin and Sumucab |
| Hon. Habshan Dave D. Blastique – Brgys. Bukal and Bangco |
| Hon. Manuel A. Dela Roca – Brgy. Bulajo |
| Hon. Adrian O. Lope – Brgys. Sisilmin and Cansuso |



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7. Anyone who violated any of the above guidelines shall pay P300.00 for each violation to be paid not later than the week each violation was committed.

RULE IV – THE PRESIDING OFFICER AND PRESIDING OFFICER PRO-TEMPORE

SECTION 9. The Municipal Vice-Mayor being the regular Presiding Officer of the Sangguniang Bayan, due unavoidable circumstances, at any point, after he has called to order a meeting or in his absence, may relinquish the chair to the Sangguniang Bayan Member present with highest in rank who shall serve as the Presiding Officer Pro-Tempore and who shall preside temporarily. The Vice-Mayor cannot relinquish the Chair in order to participate in the deliberation of the body, nor to relinquish the Chair to remain idly on the floor.

SECTION 10. The Presiding Officer "Pro-Tempore" or the "Temporary Presiding Officer" may, on his own discretion, relinquish the Chair temporarily to any member of the Sanggunian if he would like to go down the floor and participate in the deliberation in his capacity as a regular member.

SECTION 11. In the event of the inability of the Vice Mayor and Presiding Officer "Pro-Tempore" to preside a Session, the members present and constituting a quorum shall elect among themselves the Temporary Presiding Officer. He shall certify within ten (10) days from the passage of ordinances and resolutions adopted by the Sanggunian in the session over which he temporarily presided.

SECTION 12. THE POWERS AND DUTIES OF THE PRESIDING OFFICER OF THE SANGGUNIANG BAYAN:

- 12.1 To preside over the session of the Sangguniang Bayan;
- 12.2 To preserve order and decorum during the meetings/sessions, and in case of disturbance or disorderly conduct in the Hall, in the lobby, or in the corridors or rooms, within the premises, take such measures as he may deem appropriate or as the Body may direct;
- 12.3 To suspend for cause and after proper investigation, any Member of the Sangguniang Bayan, subject to appeal by the aggrieved party to the whole body within 10 days.
- 12.4 He shall announce the Business in the order in which it is to be acted upon;
- 12.5 He shall approve all matters for inclusion in the agenda prior to the scheduled meeting, regular or special, provided, however, that any proposed measure not included in the Agenda may be calendared upon request of the member of the Sangguniang Bayan;
- 12.6 He shall recognize any member who is entitled to the floor;



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- 12.7 He shall put all questions before the body and put the same into a vote, when regularly moved and seconded, and announced the result thereof.
- 12.8 To declare a recess during sessions anytime he deems it necessary or as moved and duly seconded by any member of the Sanggunian;
- 12.9 To declare the session adjourned, upon motion and scheduled to some other date, time and place in case of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable circumstances.
- 12.10 To make brief remarks, comments or clarificatory questions on any measures pending deliberation by the body.
- 12.11 The Presiding Officer shall not participate in the voting of any measure submitted for the division of the house, except in case of a tie.
- 12.12 On due cause, the Presiding Officer may designate any member of the Sangguniang Bayan to perform duties in his behalf but such designation shall not exceed one (1) session day unless otherwise extended with the consent of the majority;
- 12.13 The Presiding Officer must refrain from influencing the members from voting for or against any measure or take sides on matters under consideration except to vote in case of a tie.
- 12.14 The Presiding Officer shall be the Chairman for the "Committee of the Whole".

RULE V – THE SECRETARY TO THE SANGGUNIAN

SECTION 13. In addition to his duties prescribed by law, the Secretary to the Sanggunian, shall:

- 13.1 Carry out or enforce orders and decisions of the Sangguniang Bayan;
- 13.2 Keep the journals and minutes of each meeting. The minutes shall comprise a clear and succinct account of the business transacted and action taken by the Body.
- 13.3 Call the Roll of the Members before the opening of the meeting, read the minutes of the preceding meeting, himself or through a reader designated by him with the authorization of the Presiding Officer, read the proposed ordinances and resolutions, messages, communications, memorials, petitions and other documents which he should report to the body or where the reading is required by the Sangguniang Bayan or ordered by the Presiding Officer;
- 13.4 Retain in the library of his office for the use of the Members of the Sangguniang Bayan, copies of all books and printed documents deposited there, none to be withdrawn therefrom;



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- 13.5 Furnish each Member of the Sangguniang Bayan a copy of the Calendar of Business prior the scheduled meeting;
- 13.6 Cause the printing of and delivery to each Member of the Sangguniang Bayan before the start of each meeting, other relevant documents such as reports and reference materials that can help facilitate the deliberation of the Body.
- 13.7 Send at the close of each meeting or thereafter, printed copies of the minutes of each meeting to the Office of the Municipal Mayor and such other persons or entities as the Sangguniang Bayan that the Presiding Officer may authorize;
- 13.8 Furnish a copy to the proper committee as the Presiding Officer or, as the Body may direct, such ordinances, resolutions or other documents as may be endorsed or presented to the Sangguniang Bayan as well as other matters received from other persons or entities;
- 13.9 Attest and Affix the seal adopted by the Sangguniang Bayan to all communications issued by order of the Sangguniang Bayan and certify to the approval of all acts and resolutions duly approved;
- 13.10 Subject to the supervision of the Presiding Officer, the Secretary to the Sanggunian shall be the immediate chief of the personnel of the Sangguniang Bayan and shall be responsible for the faithful and proper performance of their duties;
- 13.11 In case of absence, the Secretary to the Sanggunian shall designate a personnel from the staff of the Sangguniang Bayan as Acting Secretary to the Sanggunian during meetings and/or sessions;
- 13.12 Any communications addressed to the Body and received by any Member should likewise be submitted to the Secretary to the Sanggunian;
- 13.13 In the interest of transparency and good governance, without prejudice to security, decency, public morals, and general welfare of the people, the secretary to the sanggunian shall cause the publication of all relevant documents decided upon by the sanggunian that the public may require from him/her or from the sangguniang bayan. The secretary, on his own initiative, may publish or release any public documents produced by the sanggunian and/or under their official custody;
- 13.14 The Secretary shall cause the publication of ordinances and resolutions duly approved by the Sanggunian five (5) working days after its adoption and /or approval.

RULE VI – SESSIONS

SECTION 14. A session refers to a regular or special meeting formally called by the Municipal Mayor or a majority of the Members of the Sangguniang Bayan and shall be conducted in the manner provided in Section 52 Chapter 3 of RA 7160 otherwise known as The Local Government Code of 1991.



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SECTION 15. The Regular Session of this Sanggunian shall be held at the Sangguniang Bayan Session Hall every Monday, 9:30 AM and members shall wear uniform (s) prescribed by the body among themselves as provided in Section 8.5 of this IRP, unless specified otherwise;

If any of the regular session falls on a non-working holiday, the session shall be conducted on the next working day or scheduled in a different date concurred by majority of the members of the Sanggunian.

SECTION 16. Special Sessions may be called by the Mayor or by majority of the members of the Sanggunian to be held at the Sangguniang Bayan Session Hall unless specified otherwise;

A special session, which has been set by the council, shall not be postponed without the concurrence of the majority of the members.

SECTION 17. A written notice to the Sanggunian members stating the date, time and purpose of the special session shall be served personally or left to any member of his/her household at is/her usual place of residence and/or thru his/her personal email at least twenty four (24) hours before the special session is held. In case any member of the Sanggunian cannot personally receive the notice or cannot be located, he shall be notified thru telephone calls, text message, messenger or any similarly accepted mode.

SECTION 18. 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 19. In the absence of a quorum, after the roll call, the members present may compel the attendance of the absent Members. A quorum shall be a simple majority of the Members of the Sangguniang Bayan.

If in spite of the foregoing, there is still absence of quorum, or that there is no prospect of constituting a quorum, no other business shall be transacted and the chairman then, declare the session adjourned for lack of quorum;

SECTION 20. Any Member who is late for thirty (30) minutes without valid excuse after the Chairman have called the meeting to order wherein the time of the start of the meeting is specified therein shall be punished as follows:

- 18.11 First Tardiness – admonition from the chairman/presiding officer;
- 18.12 Second Tardiness – written resolution of warning;
- 18.13 Third tardiness – a member shall automatically be considered absent;
- 18.14 Subsequent tardiness incurred by the member concerned shall merit a resolution condemning said practice without prejudice to allowable and appropriate sanctions as provided by the local government code and other related laws to be determined by the body. Meetings shall be open to the public unless otherwise ordered by a vote of majority of all the sangguniang bayan members.



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SECTION 21. The session shall not be suspended or adjourned except upon the direction of the members of the Sangguniang Bayan, but the presiding officer may in his discretion declare a recess of short intervals.

SECTION 22. No two (2) sessions, whether regular or special, may be held in a single day.

SECTION 23. All sessions shall be open to the public unless a closed door session is ordered by an affirmative vote of the majority of the members present, there being a quorum, if public interest so requires or for reasons of security, decency, or morality;

SECTION 24. Recess may be declared upon the concurrence of at least two-thirds vote of the members of the Sangguniang Bayan during the week of the Lenten Season, Sambalilo Festival/Araw ng Cavinti and Yuletide Season starting on the third week of December until the first week of January of the incoming;

SECTION 25. The use of cellular phones shall be regulated. It must be put on silent mode during the conduct of the session. In case of incoming and outgoing calls, any member must excuse himself/herself and move out from the session hall;

SECTION 26. The minutes of the proceedings of the sangguniang bayan shall be presented to the sangguniang bayan as part of the order of business during regular session for review and approval before they are submitted to the presiding officer for signature.

SECTION 27. After reading the order of business, any member may speak for not over ten (10) minutes on any question of general interest. If more than one (1) member desires to make a privilege speech, the first to apply shall be given preference.

SECTION 28. The consideration of unfinished business in which the Sangguniang Bayan may engage at the adjournment shall be resumed after the proposed ordinances or resolutions and other documents have been referred to committees, and so on each succeeding session until finished business is disposed of.

SECTION 29. The Sangguniang Bayan shall adjourn after all the order of business has been dealt with.

SECTION 30. The exact hour of opening and adjournment of the session shall be entered in the minutes. An "adjourned session" may be held:

- 30.1 By a majority of the members present in a session where there is no quorum wherein they may decide to adjourn from time to time, or day to day, and compel the attendance of the absent members in order to obtain the necessary quorum.
- 30.2 By a majority vote of the members present in any regular or special session, constituting a quorum, in order to finish official business for the day.

RULE VII – QUORUM

SECTION 31. A majority of the members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact official business.



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SECTION 32. Other interpretations to the contrary notwithstanding, the term “elected and qualified” shall be construed to include not only the regular member but also the “ex-officio” members and the sectoral representatives of the Sanggunian. The Municipal Vice Mayor, being a member of the Sangguniang Bayan shall be included in the computation of a quorum as per *DILG Opinion No. 46, s. 2007 in accordance with the provision of the RA 7160 which clearly states that “SECTION 446. Composition. (a) The Sangguniang bayan, the legislative body of the municipality, shall be composed of the municipal vice-mayor as the presiding officer, the regular sangguniang members, the president of the municipal chapter of the liga ng mga barangay, the president of the pambayang pederasyon ng mga sangguniang kabataan, and the sectoral representatives, as members.”*

SECTION 33. In computing the presence of a “quorum” the term “majority” has been defined in *Santiago vs. Guingona, et al. (G.R. No. 134577, 18 November 1998)* as that which is greater than half of the membership of the body or incumbents in the Sanggunian which exclude the following:

33. 1 A member who is abroad on official leave of absence ;
- 33.2 A deceased member;
- 33.3 A member who has resigned;
- 33.4 A member who has been suspended or expelled or removed by final judgement.

SECTION 34. In the absence of a quorum, the Presiding Officer may declare a recess of not more than thirty (30) minutes and wait for other members to come; or a majority of the members present may adjourn from time to time or day to day and cause by designating members 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 PROPIO, OR UPON MOTION FROM THE FLOOR, DULY ADOPTED BY THE BODY, DECLARE THE SESSION ADJOURNED FOR LACK OF QUORUM.

SECTION 35. Whenever 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 if there exist a quorum or not. A request or motion to determine the presence of a quorum is not debatable.

RULE VIII – ORDER OF BUSINESS

SECTION 36. The order of Business of this Sanggunian shall be as follows :

- I. CALL TO ORDER
- II. ROLL CALL
- III. READING AND CONSIDERATION OF THE MINUTES OF THE PREVIOUS SESSION
- IV. PRIVILEGE HOUR



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- V. READING AND REFERRAL OF PROPOSED MEASURES (ORDINANCES, RESOLUTIONS), PETITION, LETTERS AND OTHER COMMUNICATIONS;
- VI. CALENDAR OF BUSINESS
 - A. Executive Agenda
 - B. Legislative Agenda
 - C. Committee Reports
 - D. Second Reading
 - E. Third and Final Reading
 - F. Unfinished Business
- VII. REMINDERS/ANNOUNCEMENTS (IF ANY)
- VIII. ADJOURNMENT

SECTION 37. Deviation from the prescribed Order of Business may be done only under the following circumstances:

- 37.1 When the Sanggunian decided to suspend the rules thru an "assumed motion" by the Presiding Officer or thru a motion to suspend the rules by a member. In any case, the decision to suspend the rules shall require a vote by general consent by at least two-thirds (2/3) vote of the members present; and
- 37.2 When the measure to be acted upon by the Sanggunian is CERTIFIED by the LOCAL CHIEF EXECUTIVE as URGENT, which shall have priority over all other items of business, *IT SHALL BE CONSIDERED WITHOUT NEED OF SUSPENDING THE RULES OR EVEN IF IT IS NOT INCLUDED IN THE CALENDAR OF BUSINESS.*

RULE IX-THE CALENDAR OF BUSINESS

SECTION 38. The calendar of business shall be prepared by the COMMITTEE ON RULES and a copy thereof shall be furnished to every member of this sanggunian at least one (1) day or prior the start of the session. 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 39. The calendar of the Sangguniang Bayan shall consist of the following parts:

- 39.1 EXECUTIVE AGENDA – refers to measures/proposals of the Local Chief Executive for the consideration of the Sangguniang Bayan;
- 39.2 LEGISLATIVE AGENDA – refers to legislative measures/proposals authored by any member of the Sanggunian Bayan;
- 39.3 COMMITTEE REPORTS – reports of the committee regarding the proposals/measures referred to concerned committee/s;
- 39.4 SECOND READING – measures for approval for the second reading; This is where measures are being debated upon;
- 39.5 THIRD & FINAL READING – measures for approval for the 3rd and final reading wherein the Ayes and Nays are being recorded; No objections and/or debates shall be considered



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39.6 UNFINISHED BUSINESS -refers to proposals or measures that have been referred to committees that are left unacted upon, postponed or left unfinished during the previous meeting or session.

SECTION 40. 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:

40.1 The title of the Executive Agenda or proposed ordinance or resolution; name of the sponsor or authors and the committee to which it was referred or the committee sponsoring it;

40.2 In the case of petitions, letters, endorsements and other communications, the source or the name of sender.

SECTION 41. In rendering committee reports, priority shall be given to regular committees (a.k.a standing committee) to be followed by special (a.k.a. ad-hoc) committees.

SECTION 42. As a general rule, committee reports shall be rendered by its chairman, unless he/she dissents with the majority decision. In his absence, the vice chairman shall take his place. If neither of them is present any committee member concurring with the report and duly designated by the said committee shall render the report.

SECTION 43. If the reporting committee recommends a favorable action on the measure referred to it, the Chairman shall move for the adoption of the committee recommendation.

If the reporting committee's recommendation is unfavorable due to further requirements that needs to be complied with, the proposed measure shall be considered laid on the table until such time that lacking requirements have submitted or complied with.

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 the recommendation has been adopted then it is filed away" which means in layman's language that the proposal will be filed in the archive of the Sanggunian.

SECTION 44. As a general rule, no member of a committee shall oppose or object to the report of his/her committee unless he submits his dissenting opinion to the majority 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.

RULE X – URGENT REFERRALS

Section 45. All urgent matters which need immediate action by the Sangguniang Bayan shall be tackled on "*other matters*" and if no action was taken thereon, it shall be referred and endorsed to appropriate committees by the Presiding Officer for appropriate action and shall be reported by the committee concerned and tackled during the next scheduled meeting.



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RULE XI – LEGISLATIVE PROCESS

SECTION 46. RULES IN THE ENACTMENT OF THE ORDINANCES AND ADOPTION OF RESOLUTIONS. In the enactment of ordinances and adoption of resolution including other matters requiring legislative actions, the following rules shall be observed:

- 46.1 Legislative actions of a general and permanent character shall be enacted in the form of Ordinance, while those which are of temporary character shall be passed in the form of Resolutions. Matters relating to propriety functions and to private concerns shall also be acted upon by resolution;
- 46.2 Proposed ordinances and resolutions shall be in writing and shall contain a title or caption, an enacting or ordaining clause. In addition, every proposed ordinance may be accompanied by a brief explanatory note containing the justification or rationale for its approval and shall be signed by the author/s submitted to the Secretary to the Sanggunian and shall be included by the Chairman on Committee on Rules, Laws and Ordinances in the Calendar of Business under First Reading;
- 46.3 A Resolution shall be enacted in the same manner prescribed for an ordinance, except that it may not go through a second or third reading for its final consideration unless decided otherwise by a majority of all the sanggunian members or is certified urgent by the Local Chief Executive.
- 46.4 No ordinance or resolution shall be considered on second reading in any regular meeting unless it has been reported out by the proper committee to which it was referred to or certified as urgent by the Local Chief Executive.
- 46.5 Any legislative matter duly certified by the Local Chief Executive as urgent whether or not it is included in the calendar of business may be presented, considered and approved by the body at the same meeting without need of suspending the rules.
- 46.6 The Secretary to the Sanggunian shall prepare copies of the proposed ordinance/s or resolution/s in the form it was passed on second reading, and shall distribute to each Sanggunian Member a copy thereof except that when a measure is certified by the Local Chief Executive concerned as urgent, it may be submitted for final reading and voting immediately after debate or amendment during the second reading.
- 46.7 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 a majority of the members present, there being a quorum.
- 46.8 Upon the passage of all ordinances and resolutions directing the payment of money or creating a liability, and at the request of any member of any resolution or motion, the sanggunian shall record the ayes and the nays.
- 46.9 Each approved ordinance or resolution shall be stamped with the seal of the sanggunian and recorded in a book kept for that purpose.



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46.10 The Secretary to the Sanggunian shall cause the preparation and attachments of all the signatories of the approved Ordinances and Resolutions, and submit to the Office of the Secretary to the Sangguniang Panlalawigan in the manner provided in the Local Government Code of 1991.

RULE XII

ORDINANCES, RESOLUTION, MESSAGES, MEMORIALS AND PETITIONS

SECTION 47. Draft Ordinances and Resolutions shall be signed by their authors, and shall be handed to the Secretary to the Sanggunian to include the same in the Calendar of Business for the next session for first reading and for reference to the proper committees.

The reading of an ordinance or resolution calendared in its First Reading shall include only the Title. In case of an erroneous reference, the same may be corrected on any scheduled regular meeting after the report of the committee to which the ordinance or resolution was improperly referred.

In an ordinance or a resolution resulting from a consideration or substitution made by a committee, the name of the author and every member who has signed as such of the ordinances or resolutions consolidated or substituted for shall appear, in order that the names be shown therein and according to the date of the filing thereon.

SECTION 48. Messages and/or Memorandums from the Municipal Mayor shall be read in full before the Sangguniang Bayan, and those in which any recommendations are made and shall be referred to the proper committee.

SECTION 49. Estimates of appropriations and all other communications from the Executive Departments of the Municipal Government which have to be considered by a committee of the Sangguniang Bayan, and petitions and memorials addressed or endorsed to the Sangguniang Bayan shall be reported to the body and referred to the proper committee for appropriate action.

SECTION 50. No ordinance shall be considered on second reading in any regular session, if it has not been reported by the proper committee one (1) week prior to a regular meeting, except when certified to as urgent by the Municipal Mayor.

SECTION 51. On the day of the consideration of a reported ordinance or resolution, the same shall be read in full, with such amendments as the committee may propose, unless such second reading shall be dispensed with by a majority vote, and there after the bill or resolution shall be subject to debate, amendment and all proper parliamentary motions.

SECTION 52. In the discussion of any measure, after three (3) speeches for and two (2) against it have been delivered, or if there having none entered against it; a motion to close the general debate shall be in order and if said motion is approved by a majority vote, the body shall proceed to the consideration of amendments under the five minute rule. Then any member shall on request be given five (5) minutes to explain such amendments, and no further discussion is allowed on the subject. The same privileges to speak for or against any amendment that may be presented to an agreement shall be allowed.

SECTION 53. After the general debate is closed, and the amendments disposed of, the proposed measure, be it in the form of an amendment or simple resolution or a mere proposition, shall be voted upon for final approval. If it is an ordinance or joint resolution,



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the same shall be referred to the calendar of business/ordinances and joint resolutions on third and final reading shall have been distributed to the members at least one (1) day prior to its passage.

During the last reading to an ordinance or resolutions, no amendments thereof shall be allowed, nor any question upon its passage shall be entertained, and the ayes and the nays be entered in the minutes.

SECTION 54. If the Municipal Mayor vetoes an ordinance or resolution or any part thereof, said ordinance or resolutions or any part thereof shall be referred back to the Sangguniang Bayan containing all the objections of the mayor in writing.

SECTION 55. APPROVAL OF ORDINANCE AND VETO POWER OF THE LOCAL CHIEF EXECUTIVE. The approval of ordinance by the mayor, as the case may be, and the exercise of his veto power shall be governed by the following rules:

55.1 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 and every 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 a two-thirds (2/3) vote of all its members thereby making the ordinance or resolution effective for all legal intents and purposes.

55.2 The veto shall be communicated by the Local Chief Executive to the Sanggunian stating his/her reasons/grounds within – ten (10) days otherwise, the ordinance shall be deemed approved as if he had signed it.

55.3 The Local Chief Executive, shall have the power to veto any particular item or items of an appropriations ordinance, an ordinance or resolution adopting a local development plan and public investment program or an ordinance directing the payment of money or creating liability. In such a 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 Sanggunian overrides the veto in the manner as provided in the immediately preceding Article; otherwise, the item or items in the appropriations ordinance of the previous year corresponding to those vetoed, if any, shall be deemed reenacted.

55.4 The Local Chief Executive may veto an ordinance or resolution only once per given title/topic. The Sanggunian may override the veto of the Local Chief Executive concerned by two-thirds (2/3) vote of all its members, thereby making the ordinance effective even without the approval of the local chief executive concerned.

SECTION 56. THREE-READING PRINCIPLE. The so-called “three-reading principles” which is commonly adopted in legislative bodies shall also be followed by this Sanggunian. Hence, as a general rule, before an ordinance is finally enacted, it shall undergo the following:

56.1 First Reading. At this stage the secretary shall read the number of the proposed draft ordinance, title, author or authors of the name of the members introducing it. Thereafter, the presiding officer shall refer it to the appropriate committee with or without instructions. At this stage no debate shall be allowed yet however, draft shall already be furnished to the Presiding Officer.



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and the Secretary to the Sanggunian to be included in the calendar of business. Executive Agenda shall also contain attachments and necessary supporting documents;

56.2 Second Reading. At this stage any proposed ordinance that has already been reported out by the concerned committee and has been calendared by the committee on rules for "second reading" may be sponsored by the reporting committee chairman, or his vice chairman, or any committee member designated for that purpose. Since every member of the sanggunian is supposed to have been furnished a copy thereof, the proposed ordinance may no longer be read in full unless the sponsoring committee or the sanggunian itself decided otherwise.

After the usual sponsorship speech has been delivered, the proposed ordinance shall be subjected to the following:

- i. Period of debate
- ii. Period of amendment
- iii. Approval on "second reading"

Prior the Second Reading of an ordinance, Public Hearing has already been conducted and Draft Ordinance for the second reading has already been distributed at least one (1) day prior the Regular Meeting where the measure will be discussed.

56.3 Third/Final Reading. At this stage the secretary shall read the proposed draft ordinance that contains its number, title and the name of its sponsor or co-sponsor, if any. Immediately thereafter, the presiding officer shall put the proposed ordinance to a vote followed by the formal announcement of the result thereof and directs the secretary to enter it in the record.

SECTION 57. METHODS OF VOTING. unless a different method is prescribed by the sanggunian for a particular measure, voting shall be either one of the following methods:

- 57.1 By Voice (Viva-Voce);
- 57.2 By Raising of Hand (Aka Show Of Hand);
- 57.3 By Rising;
- 57.4 By Ballot; Or
- 57.5 By Nominal Voting (Aka Roll Call Vote).

SECTION 58. 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 positions or hands are raised the presiding officer shall announce the result thereof.

RULE XIV – VOTES AND VOTING

SECTION 59. VOTING ON THE QUESTIONS. Whenever a nominal voting (or roll call voting) is being applied, the secretary shall call the roll of members either in alphabetical order, by rank, or by representative districts. As each name is called, the member shall announce his vote by stating "yes" or "no", as the case may be.



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as a general rule, a member may explain his vote but not to exceed two (2) 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 or have violated the "rule on abstention". After this second roll call, no other request of the same kind shall be entertained by the Presiding Officer.

SECTION 60. CHANGE OF VOTE. A member may change his vote but only when the result of the voting has not yet been announced by the Presiding Officer.

SECTION 61. 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 Presiding Officer.

SECTION 62. ALLOWABLE MOTION DURING VOTING. Except for a motion pertaining to a question of quorum, no other motion shall be entertained by the Presiding Officer while voting is in progress.

SECTION 63. BREAKING A TIE. In case of a tie, the presiding officer is allowed to cast his vote if he so desires. He is, however, precluded under existing laws to cast his vote in order to create a tie.

SECTION 64. MAJORITY OF ALL THE MEMBERS. As provided for under RA 7160 and its Implementing Rules and Regulations, "a majority vote of all the members of the sanggunian" is required in the following circumstances:

- 64.1 enactment of ordinances levying taxes, fees or charges prescribing the rates thereof, for general and specific purposes, and granting tax exemptions, incentives or relief.(sec. 447, ra 7160 par. 2-ii);
- 64.2 Adoption of resolution authorizing the mayor to negotiate and contracts loans and other forms of indebtedness.(par. 2-ii, ibid.);
- 64.3 Enactment of ordinance authorizing the floating of bonds or other instruments of indebtedness for the purpose of raising funds to finance development projects.(par. 2-iv, ibid).
- 64.4 Adoption of resolution authorizing the mayor to lease to private parties such buildings held in a propriety capacity subject to existing laws, rules and regulations.(par. 2-v, ibid).
- 64.5 Enactment of ordinance granting a franchise to any person, partnership, corporation, or cooperative to establish, construct, operate and maintain ferries, wharves, markets or slaughterhouses, or such other similar activities within the municipality as may be allowed by applicable laws. provided, that cooperatives shall be given preference in the grant of such a franchise.(par. 3-vii-, ibid.)



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- 64.6 Adoption of Resolution concurring with the appointments issued by the mayor to heads of departments and offices as required under ra 7160 (sec. 443, ra 7160, par. d).

SECTION 65. MAJORITY OF THE MEMBERS PRESENT (THEREBY CONSTITUTING A QUORUM). Except as provided in section 67 thereof, 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 may be.

SECTION 66. PERCENTAGE VOTE. For purposes of this section, a percentage vote shall be construed to mean as a "proportion of a certain whole" and at least two-thirds (2/3) votes are required on the following:

- 66.1 In overriding the veto of the Local Chief Executive for any ordinances or resolution, thereby making the particular ordinance or resolution effective for all intents and purposes. (Sec. 54, RA 7160);
- 66.2 Unless otherwise concurred in by two-thirds (2/3 vote of the sanggunian 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).
- 66.3 The penalty of suspension or expulsion that may be imposed or meted out by the sanggunian to an erring member (Sec. 50, b-5, RA 7160);
- 66.4 Grant tax exemptions, incentives or relief to entities engaged in community growth-inducing industries. (Sec. 447 and Sec. 458 of ra 7160);
- 66.5 Adoption of the following motions:
69.5.i Motion to Suspend Rules;
69.5.ii Motion to Expunge;
69.5.iii Motion to extent or limit Debate;
69.5.iv Motion to Call for the Previous Question.
- 66.6 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 67. ABSTENTIONS. As a general rule that no member of this sanggunian shall abstain from voting. Abstension, if ever allowed to a member, shall not be considered in computing the majority vote. since abstention is not a vote it does not count either way. Mere silence and abstention are not the equivalent of affirmative votes nor of negative votes (quien vs. serina, 17 scra 567, 1966; ortiz vs. posadas, 55 phil. 741; 62 cjs, p. 761).

RULE XV – RULES ON DEBATES AND AMENDMENTS

SECTION 68. 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 Presiding Officer. He shall conduct himself with



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proper decorum by confining his remarks or arguments to the question under debate and by avoiding remarks on personalities.

SECTION 69. No member rendering a committee or delivering the sponsorship speech shall speak for more than five (5) minutes unless allowed by Presiding Officer.

SECTION 70. No member shall speak for more than five (5) minutes on a particular issue or question being debated upon unless he is allowed to do so by the Presiding Officer.

SECTION 71. During the period of amendments every member shall observe the so-called "five minutes rule" i.e. remarks or arguments by any member on each proposed amendment shall not exceed five (5) minutes.

SECTION 72. While having the floor, a member may be interrupted in his speech or talk by the presiding officer to state a point of order; to respond to question from the floor, to clarify something related to the issues being discussed or to make certain remarks within his privilege.

SECTION 73. The speaker may also be interrupted by another member if the latter desire to ask questions thru his privilege to interpolate and by proposing the following motions:

- 73.1 Point of Order
- 73.2 Point of Information
- 73.3 Point of Parliamentary Inquiry
- 73.4 Call for orders of the day
- 73.5 Divide the Assembly
- 73.6 Raise a Question of Privilege
- 73.7 Reconsider
- 73.8 Appeal From The Decision Of The Presiding Officer

SECTION 74. All questions addressed to the speaker or the member having the floor must always be coursed thru the presiding officer.

SECTION 75. The speaker being interpolated may decline to answer questions, if he so desires.

SECTION 76. No member shall speak against his own motion or proposition. he may, however, be, permitted to withdraw his motion or proposition.

SECTION 77. While the period of debate is in progress no member shall refrain from roaming around the session hall or leave the premises without the permission of the Presiding Officer.

SECTION 78. 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 79. Subject to the requirement of the preceding section, if no member moves to close the period of debate, the Presiding Officer, motu proprio, may use the "assumed motion".



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SECTION 80. When a motion "to call for the previous questions" 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 81. Whenever the Presiding Officer is addressing the sanggunian, no member shall leave his seat nor interrupt the former in his talk.

SECTION 82. After the period of debate has been closed, the period of amendment shall immediately follow.

SECTION 83. Unless a different method is adopted by the members present in a particular session, amendments to any proposed measure, or parts thereof, shall be in *seriatim*. Under this *seriatim method*, the proposed measure is read per paragraph or by sections then amendments can be proposed and debated upon. Thereafter, a vote is taken on the proposed amendment.

RULE XVI – COMMITTEES

SECTION 84. CREATION OF COMMITTEES. The following rules shall be observed in the creation of committees. (note mandatory committees vs other committees)

84.1 A regular or standing committee may be created or re-organized by a majority vote of all the members of the sanggunian;

84.2 The presiding officer may recommend the creation or re-organization of any regular or standing committee. The sanggunian shall act on his recommendation without debate and vote on it immediately;

85.3 Special *ad-hoc* committees may be 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 86. COMPOSITION. Every regular committee to be created shall be composed of not more than five (5) members including the chairman and vice chairman.

SECTION 87. RESTRICTIONS. The presiding officer shall not be a member of any regular committee. However, he may be designated by the body as chairman of an *ad-hoc* or *special committee*, provided that the purpose or task for which the committee is created does not, involve legislative matters or policy-making.

87.1 No person other than members of the sanggunian shall be made a member of any regular committee;

87.2 No member of the sanggunian shall be made a chairman of more than two (2) regular committees.

87.3 No member shall participate in the committee's deliberation if he has a direct or indirect personal or pecuniary interest on the matter being handled by that committee.



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SECTION 88. COMMITTEE HEARING OR PUBLIC HEARING. Reference to Dilg Opinion No. 19 s 2018, no ordinances in accordance with the following shall be enacted without Public Hearing duly conducted by the committee concerned

Republic Act 7160, Sections 11 - Selection & Transfer of gov't site; Section 20 Reclassification of Lands; Section 33 - Cooperative Undertakings Among Local Government Units; 4. Section 186. Power To Levy Other Taxes, Fees or Charges. power to levy other taxes, fees or charges

SECTION 89. COMMITTEE MEETINGS. as a general rule, a committee meeting shall be attended only by committee members unless a majority members thereof decided to allow other persons to be present especially invited resource persons or consultants.

SECTION 90. COMMITTEE HEARING, COMMITTEE MEETING AND PUBLIC HEARING, DISTINGUISHED. For purposes of this internal rules, a committee hearing refers to the 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 is invited to attend to hear and be heard on that 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 for the primary purpose of decision-making. Since decision-making is a difficult task, the committee is not precluded from inviting and seeking advice from technical persons. While Public Hearing refers to a meeting called for by the Committee inviting representatives from stake holders for their information and possible added recommendation.

SECTION 91. QUORUM. A majority of all the members of the committee shall constitute a quorum to do business.

SECTION 92. CALLING A COMMITTEE MEETING. A committee meeting may be called by the following:

92.1 Chairman;

92.2 Vice chairman, if he is in the capacity of "acting chairman" ;

92.3 majority of the committee members;

Provided, that due notice is served upon each and every committee member. No committee meetings shall be scheduled immediately succeeding a Regular Session.

SECTION 93. VACANCY. vacancy in a committee shall be filled:

93.1 By a majority vote of all the members of the sanggunian; or

93.2 By the presiding officer; by general consent (unanimous assent) of the members present, there being a quorum.



OFFICE OF THE SANGGUNIANG BAYAN

SECTION 94. APPEARANCE OF HEAD OF DEPARTMENT/OFFICES IN COMMITTEE HEARINGS. The following rules shall be observed in requesting for the appearance of heads of department or offices:

- 94.1 Official invitation or request by any committee to appear before it of any head of department or offices, whether local or national, shall be coursed thru the presiding officer. The presiding officer shall then endorse it to the local chief executive, in the case of local officials or employees; and directly to the local head of national offices in this locality;
- 94.2 The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.

SECTION 95. MANDATORY STANDING COMMITTEES. The sanggunian shall, thru a resolution, create the following mandatory standing (aka regular) committees:

95.1 COMMITTEE ON FINANCE, BUDGET AND APPROPRIATIONS - this committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.1.i. Local Taxes, Fees And Charges;
- 95.1.ii. Loans And Other Sources Of Local Revenues
- 95.1.iii. Annual And Supplemental Budgets
- 95.1.iv. Appropriation Ordinance
- 95.1.v. All Other Matters Related To Local Taxation And Fiscal Administration.

CHAIRMAN: Hon. Charles Clifford F. Matta
VICE CHAIRMAN: Hon. Jimmy Jose V. Oliveros
MEMBERS: Hon. Godfrey L. Lubuguin
Hon. Romel J. Villanueva
Hon. Stephanie Princess P. de Guzman

95.2 COMMITTEE ON SOCIAL SERVICES, WOMEN AND FAMILY: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.2.i. Women's Welfare, Rights And Privileges
- 95.2.ii. Women's Organizations
- 95.2.iii. Family Welfare
- 95.2.iv. Family Planning
- 95.2.v. All Other Matters Related to Social Services, Women And Family

CHAIRMAN : Hon. Elma P. Flores
VICE CHAIRMAN: Hon. Jimmy Jose V. Oliveros
MEMBERS : Hon. Charles Clifford F. Matta
Hon. Romel J. Villanueva
Hon. Glenn Haze M. Cabuhat



OFFICE OF THE SANGGUNIANG BAYAN

95.3 COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.3.i. Sports Development;
- 95.3.ii. Youth Welfare And Development;
- 95.3.iii. All Matters Affecting The Youth and The Development of Sports

CHAIRMAN: Hon. Adrian O. Lope
VICE CHAIRMAN: Hon. Jimmy Jose V. Oliveros
SB MEMBER: Hon. Glenn Haze M. Cabuhat
Hon. Habshan Dave D. Blastique
Hon. Charles Clifford F. Matta

95.4 COMMITTEE ON RULES AND PRIVILEGES: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.4.i. Sanggunian Internal Rules And Violations Thereof;
- 95.4.ii. Order of Business and Calendar Of Business;
- 95.4.iii. Disorderly Conduct of Members and Investigation Thereof;
- 95.4.iv. Privileges of Members

CHAIRMAN : Hon. Romel J. Villanueva
VICE CHAIRMAN : Hon. Manuel dela Roca
MEMBERS : Hon. Stephanie Princess de Guzman
Hon. Jimmy Jose V. Oliveros
Hon. Glenn Haze M. Cabuhat

95.5 COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.5.i. Police Matters;
- 95.5.ii. Maintenance of peace and order;
- 95.5.iii. Protective Services;
- 95.5.iv. Traffic Rules and Regulations;
- 95.5.v. Fire prevention and Control measures;
- 95.5.vi. Public Morals;
- 95.5.vii. All other matters related to peace and order and public safety.

CHAIRMAN : Hon. Habshan Dave D. Blastique
VICE CHAIRMAN : Hon. Romel J. Villanueva
SB MEMBERS : Hon. Jimmy Jose V. Oliveros
Hon. Adrian O. Lope
Hon. Charles Clifford Matta



OFFICE OF THE SANGGUNIANG BAYAN

95.6 COMMITTEE ON HEALTH AND SANITATION: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.6.i. Health, Sanitation And Hygiene;
- 95.6.ii. Cleanliness And Beautification Of The Community;
- 95.6.iii. Proposed Measures Related To Hospitals, Health Centers and Health Programs;
- 95.6.iv. All Matters Related To Health and Sanitation

CHAIRMAN : Hon. Stephanie Princess P. de Guzman
VICE CHAIRMAN : Hon. Charles Clifford F. Matta
SB MEMBERS: Hon. Romel J. Villanueva
Hon. Godfrey L. Lubuguin
Hon. Glenn Haze M. Cabuhat

95.7 COMMITTEE ON AGRICULTURE: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.7.i. Agricultural Production;
- 95.7.ii. Agricultural Inputs;
- 95.7.iii. Agricultural Facilities;
- 95.7.iv. Development Of Agri-Business Enterprises;
- 95.7.v. All Other Matters Related To Agriculture, Including Plants And Animals

CHAIRMAN : Hon. Jimmy Jose V. Oliveros
VICE CHAIRMAN : Hon. Charles Clifford F. Matta
SB MEMBERS : Hon. Romel J. Villanueva
Hon. Habshan D. Blastique
Hon. Godfrey L. Lubuguin

95.8 COMMITTEE ON EDUCATION: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.8.i. Formal And Non-Formal Education;
- 95.8.ii. Educational Facilities;
- 95.8.iii. Operation Of Education Institutions, Both Private And Public;
- 95.8.iv. All Matters Related To Education And Culture

CHAIRMAN: Hon. Romel J. Villanueva
VICE CHAIRMAN: Hon. Elma P. Flores
SB. MEMBER: Hon. Jimmy Jose V. Oliveros
Hon. Glenn Haze M. Cabuhat
Hon. Manuel A. Dela Roca



OFFICE OF THE SANGGUNIANG BAYAN

95.9 COMMITTEE ON INFRASTRUCTURE AND PUBLIC WORKS: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred to all matters or questions pertaining to or connected with the following:

- 95.9.i Construction, Maintenance And Repair of Road, Bridges and other Government Infrastructure Projects;
- 95.9.ii. Measures that pertains to Drainage and Sewerage Systems and similar Projects;
- 95.9.iii. All Other Matters Related to Public Works And Infrastructure Projects.

CHAIRMAN: Hon. Godfrey L. Lubuguin
VICE CHAIRMAN: Hon. Habshan Dave D. Blastique
MEMBERS: Hon. Charles Clifford F. Matta
Hon. Elma P. Flores
Hon. Jimmy Jose V. Oliveros

95.10 COMMITTEE ON TOURISM, CULTURE AND ARTS : This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 95.10.i. Tourism Related Activities, Promotion of Tourism Industry such as Festivals ;
- 95.10.ii. Promotion of Culture And Arts;
- 95.10.iii. All Other Matters Pertaining to Tourism.

CHAIRMAN: Hon. Glenn Haze M. Cabuhat
VICE CHAIRMAN: Hon. Stephanie Princess P. de Guzman
MEMBERS: Hon. Godfrey L. Lubuguin
Hon. Charles Clifford F. Matta
Hon. Habshan Dave D. Blastique

SECTION 96. OTHER STANDING COMMITTEES. In addition to the above, the Sanggunian may also create by resolution other necessary standing committees which may include, but not limited to the following:

96.1 COMMITTEE ON HUMAN RIGHTS: This committee shall be composed of not more five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.1.i Human Rights;
- 96.1.ii. Prevention Of Human Rights Violation;
- 96.1.i iii. All Matters Affecting Human Rights.

CHAIRMAN : Hon. Jimmy Jose V. Oliveros
VICE CHAIRMAN: Hon. Charles Clifford F. Matta
MEMBERS : Hon. Romel J. Villanueva



OFFICE OF THE SANGGUNIANG BAYAN

Hon. Habshan Dave D. Blastique
Hon. Godfrey L. Lubuguin

96.2 COMMITTEE ON ENVIRONMENTAL PROTECTION and DISASTER PREPAREDNESS: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.2.i. Environmental Protection;
- 96.2.ii Air And Water Pollution;
- 96.2.iii. Wanton Destruction Of The Environment and its Natural Resources;
- 96.2.iv. Disaster Preparation and Management;
- 96.2.v. All others matters or measures affecting the Environment and disaster management

CHAIRMAN: Hon. Glenn Haze M. Cabuhat
VICE CHAIRMAN: Hon. Stephanie Princess P. de Guzman
MEMBERS: Hon. Godfrey L. Lubuguin
Hon. Charles Clifford F. Matta
Hon. Habshan Dave D. Blastique

96.3 COMMITTEE ON COOPERATIVES: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.3.i. Cooperatives Organizations and Development;
- 96.3.ii. Incentives to Cooperatives;
- 96.3.iii. All matters affecting the Cooperative Development Program

CHAIRMAN : Hon. Godfrey L. Lubuguin
VICE CHAIRMAN : Hon. Habshan Dave D. Blastique
MEMBERS: Hon. Charles Clifford F. Matta
Hon. Elma P. Flores
Hon. Jimmy Jose V. Oliveros

96.4 COMMITTEE ON ORDINANCES AND LEGAL MATTERS: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.4.i. Enactment, Revision or Amendment of All Kinds of Ordinances Except Appropriation Ordinances;
- 96.4.ii. Exercise of the legislative powers (taxing power, police power, corporate powers and propriety rights);
- 96.4.iii. Legality of Proposed Measures to be acted upon by the Sanggunian
- 96.4.iv. Review of ordinances and resolutions submitted by lower level LGUs/Sangguniang Barangays

CHAIRMAN : Hon. Romel J. Villanueva



OFFICE OF THE SANGGUNIANG BAYAN

VICE CHAIRMAN: Hon. Manuel A. Dela Roca
MEMBERS: Hon. Stephanie Princess P. de Guzman
Hon. Jimmy Jose V. Oliveros
Hon. Glenn Haze M. Cabuhat

96.5 COMMITTEE ON GOOD GOVERNMENT, PUBLIC ETHICS AND ACCOUNTABILITY: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.5.i. Organization and management, personnel administration, position classification and pay plan, and staffing patterns;
- 96.5.ii. Creation of position;
- 96.5.iii. Policy formulation for the economical, efficient and effective local government administration;
- 96.5.iv. Conduct and ethical standards for local officials and Employees;
- 96.5.v. Public Accountability of local officials and employees all other matters related to good governance.

CHAIRMAN: Hon. Elma P. Flores
VICE CHAIRMAN: Hon. Jimmy Jose V. Oliveros
MEMBERS: Hon. Charles Clifford F. Matta
Hon. Habshan Dave D. Blastique
Hon. Godfrey L. Lubuguin :

96.6 COMMITTEE ON PUBLIC UTILITIES AND FACILITIES, ENERGY AND COMMUNICATIONS: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.6.i. Operation/establishment of all kinds of public utilities, including but not limited to, transport and communication system;
- 96.6.ii. Maintenance or upkeep of public utilities, including, but not limited to, plaza, parks, jail and other government buildings owned by this LGU ;
- 96.6.iii. All other matters related to public utilities and facilities.

CHAIRMAN: Hon. Habshan Dave D. Blastique
VICE CHAIRMAN: Hon. Romel J. Villanueva
MEMBERS: Hon. Jimmy Jose V. Oliveros
Hon. Adrian O. Lope
Hon. Charles Clifford F. Matta

96.7 COMMITTEE ON MARKET AND SLAUGHTERHOUSE: This committee shall be composed of not more than five (5) members including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.8.i Administration/operation of the public market and



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- Slaughterhouse measures pertaining to market rental fees and other market and slaughterhouse charges
- 96.8.ii improvement of market facilities and its premises enactment/revisions of market code
- 96.8.iii All other matters related to market and slaughterhouse administration.

CHAIRMAN: Hon. Jimmy Jose V. Oliveros
VICE CHAIRMAN: Hon. Charles Clifford F. Matta
MEMBERS: Hon. Romel J. Villanueva
Hon. Habshan Dave D. Blastique
Hon. Godfrey L. Lubuguin

96.8 COMMITTEE ON GAMES AND AMUSEMENTS: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.8.i Operation/establishment of amusements places;
- 96.8.ii Measures that affect the regulation 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.
- 96.8.iii All other matters related to games and amusements.

CHAIRMAN: Hon. Adrian O. Lope
VICE CHAIRMAN: Hon. Jimmy Jose V. Oliveros
MEMBERS: Hon. Glenn Haze M. Cabuhat
Hon. Habshan Dave D. Blastique
Hon. Charles Clifford F. Matta

96.9 COMMITTEE ON TRADE, COMMERCE AND INDUSTRY: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.9.i Establishment/operation of all kinds of trade and industry;
- 96.9.ii Measures that affect trade, commerce or industry;
- 96.9.iii Incentives to promote trade, commerce and industry
- 96.9.iv All other matters related to trade, commerce and industry.

CHAIRMAN: Hon. Charles Clifford F. Matta
VICE CHAIRMAN: Hon. Jimmy Jose V. Oliveros
MEMBERS: Hon. Godfrey L. Lubuguin
Hon. Romel J. Villanueva
Hon. Stephanie Princess P. de Guzman

96.10 COMMITTEE ON HOUSING AND LAND UTILITZATION: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall referred all matters or questions pertaining to or connected with the following:

- 96.10.i Housing Program;



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- 96.10.ii. Subdivision development/real estate development;
- 96.10.iii. Measures pertaining to land uses
- 96.10.iv. Zonification or zoning code enactment
- 96.10.v. Squatter problems
- 96.10.vi. All other matters related to housing and land Utilization

CHAIRMAN: Hon. Charles Clifford F. Matta
VICE CHAIRMAN: Hon. Jimmy Jose V. Oliveros
MEMBERS: Hon. Godfrey L. Lubuguin
Hon. Romel J. Villanueva
Hon. Stephanie Princess P. de Guzman

96.11 COMMITTEE ON BARANGAY AFFAIRS: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.11.i Creation, division, merging, abolition or alteration of boundaries of barangays;
- 96.11.ii Naming or renaming of barangays;
- 96.11.iii Naming or renaming of barangay roads;
- 96.11.iv. Review of barangay ordinances and executive orders issued by the punong barangay;
- 96.11.v. All other matters pertaining to barangay government affairs.

CHAIRMAN : Hon. Manuel Dela Roca
VICE CHAIRMAN: Hon. Romel J. Villanueva
MEMBERS: Hon. Jimmy Jose V. Oliveros
Hon. Charles Clifford F. Matta
Hon. Glenn Haze M. Cabuhat

96.12 COMMITTEE ON CIVIL SERVICE: This committee shall be composed of not more than five (5) members, including its chairman and vice chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- 96.12.i All matters pertaining to the confirmation of appointment of department heads.
- 96.12.ii. represent to the Personnel Selection Board or as member of the PSB
- 96.12.iii. All other matters pertaining to civil servants.

CHAIRMAN: Hon. Stephanie Princess de Guzman
VICE CHAIRMAN: Hon. Elma P. Flores
MEMBERS: Hon. Romel J. Villanueva
Hon. Godfrey L. Lubuguin
Hon. Glenn Haze M. Cabuhat



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SECTION 97. MODE OF SELECTION OF COMMITTEE CHAIRMANSHIPS, VICE-CHAIRMANSHIPS AND MEMBERSHIPS.

97.1 CHAIRMAN

- 97.1.i. Any sanggunian member interested to be chairman of a committee may volunteer provided his profession/expertise is related to the committee he wants to chair;
- 97.1.ii. If there are no volunteers, there shall be nominations;
- 97.1.iii. In case of more than one (1) volunteer or nominee, there shall be ad division of the house; and
- 97.1.iv. All members of the sanggunian should be present during the selection/election of the committee chairmanships.

97.2 VICE- CHAIRMAN AND THREE (3) MEMBERS

- 97.2.i. The elected chairman shall have the responsibility in selecting one (1) vice-chairman and three (3) members of the committee;
- 97.2.ii. The municipal vice-mayor as presiding officer of the sangguniang bayan shall be an ex-officio member with voting power in all standing committees. (check this vis-vis restrictions section 3, rule xii of existing internal rules);
- 97.2.iii. No member of the sangguniang bayan shall be chairman of more than three (3) committees. likewise, no member shall be vice-chairman of more than four (4) committees.
- 97.2.iv. The chairman shall call committee meeting as the need arises. any member who incurs three successive absences from committee meetings must explain in writing his absences to the chairman of the committee. in case of failure of the chairman to convene the members within one week after the matter was referred to the committee, the vice-chairman shall convene the meeting or in the absence of the chairman and the vice-chairman, the presiding officer as ex-officio member shall convene the committee to consider the matter.
- 97.2.v. Reports of any proposal or legislation shall be passed upon in formal session and to be submitted to the sangguniang bayan properly signed by the committee member.

A member of the committee submitting a report who entered objection to the report of his/her committee, must file with the office of the secretary to the sanggunian his dissenting vote in writing within two (2) days after the report has been submitted to the sangguniang bayan, otherwise, he shall be presumed to have concurred on the report and thus be precluded from opposing the same, but may be allowed to propose amendments on the floor.



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- 97.2.vi. Any standing sangguniang bayan committee may request the appearance before the committee of any official or chief of office of the municipal government or may request the appearance of other persons before it.
- 97.2.vii. All special or conference committee maybe created by the sangguniang bayan or by the presiding officer as the need arises. the chairman, vice-chairman and members shall be elected by the sangguniang bayan or may be appointed by the presiding officer.
- 97.2.viii. Any committee or special committees conducting probes of investigation shall within fifteen (15) days after the regular or special meeting of the sangguniang bayan, submit an official report signed by the chairman and majority of the members of the committee concerned, on such probes or investigations for which invitations, subpoenas and subpoena "duces tecum" have been issued.
- 97.2.ix. Any referral to the committee shall be reported on or before the 15th day or any date as specified by the council after referral.
- 97.2.x There shall be a reorganization of the committees upon majority vote of the members when public interest so requires.

RULE XVII – COMMITTEE REPORTS

SECTION 98. SUBMISSION OF COMMITTEE REPORT. Every committee to which a particular measure is referred by the presiding officer shall submit its report in writing to the sanggunian, thru the secretary, after finishing its task.

SECTION 99. JOINT COMMITTEE OR MULTIPLE COMMITTEE REPORT. when a measure is referred to two or more committees, the committees concerned may submit a "joint committee report" or "multi-committee report", as the case may be. otherwise separate committee reports may be submitted.

SECTION 100. CONTENTS OF COMMITTEE REPORT. The committee report shall contain the following information:

- 100.1 Name of the reporting committee or committees;
- 100.2 Brief statement of the subject matter referred to it and the action taken thereon including information gathered during the conduct of committee hearings or meetings and other relevant information;
- 100.3 Findings or conclusions;
- 100.4 Recommendations (preferably, in the form of resolution);
- 100.5 Names and signature of members present during the committee meeting;
- 100.6 Appendices (minutes of the committee hearings or committee meetings, as the case may be).



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SECTION 100. DISCHARGE OF COMMITTEE. A committee which failed to submit a committee report within the time required may be discharge by the sanggunian from further consideration of the measure of question referred to it. upon motion by any member, the said measure can be re-assigned to another committee or submit the measure to the body for proper disposition.

SECTION 101. CALENDARING A MEASURE FOR SECOND READING. after a committee has rendered its report and is recommending favorably the enactment of a proposed ordinance it has "reported out", a copy of the proposed ordinance shall be furnished to 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 to every sanggunian member by the committee chairman concerned.

RULE XVIII – JOURNAL AND RECORD PROCEEDING

SECTION 102. RECORDS OF PROCEEDINGS. The Sanggunian Secretary shall keep a "journal and record" (voice or hard copy of transcribed recording or its equivalent) of its proceedings which may be published upon resolution of the majority of the members thereof.

SECTION 103 . MINUTES. In addition to the "journal of proceedings" which is required by law (ra 7160) to be kept, the sanggunian, thru its secretary, shall also record its proceedings in the form of a "minutes" which shall be submitted by the secretary to the sanggunian for appropriate action.

SECTION 104. READING AND CONSIDERATION OF MINUTES. The minutes of the previous session shall be submitted by the secretary to the sanggunian during its 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 before hand. Being all responsible men and women the members are presumed to have read the minutes already before the start of the session. In any case, the minutes submitted by the secretary shall be acted upon by the members present, one way of the other.

SECTION 105. CONTENTS OF MINUTES. The minutes shall contain the following information:

- 105.1 Place, Date and Time of the session;
- 105.2 Whether it is Special or Regular;
- 105.3 Names of the members present therein and those who are absent;
- 105.4 Action taken on the minutes of the previous session including the correction, if any; names of those who adopted (or approved) the minutes under consideration and those who did not;
- 105.5 Text of every measure (resolution or ordinances, etc.) adopted or enacted (shall be part of the minutes as attachment?)
- 105.6 Brief resume of the minority opinion, if any;
- 105.7 The "ayes and naves" or "yes or no" votes on every question(measure) and if voting is done thru nominal voting or roll call vote the name of those who voted on either side;



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105.8 All motions presented or proposed, whether lost or carried, except those withdrawn;

105.9 Full text of the veto message of the local chief executive, if any

105.10 Time of adjournment.

SECTION 106. SIGNING OF MINUTES. The original copy of the minutes shall be signed by the presiding officer and members who adopted or approved it at the appropriate space therein at that particular session duly certified by the sanggunian secretary .

SECTION 107. EXCERPTS. Excerpts to be taken out of the minutes shall be certified and attested to as correct by the secretary and the presiding officer on that particular session, respectively.

RULE XIX-MOTIONS AND THEIR REFERENCE

SECTION 108. Every motion made to the sangguniang bayan shall be entered on the records of the sangguniang bayan with the name of the member making it, unless withdrawn on the same session

SECTION 109. When a motion has been made, the presiding officer shall state it to the body or, if it is in writing shall cause it to be read aloud by the secretary to the sangguniang before being debated, and it shall then be considered as having been brought to the attention of the body, but it may be withdrawn at any time before its amendment;

SECTION 110. On the call of any member, before the question is put up, a question should be divided if it includes propositions so distinct in substance.

SECTION 111. Amendments to a title of an ordinance or resolution shall not be in order until after the text thereon has been perfected. Amendments to the title shall be decided without debate.

SECTION 112. the following motions may be presented or proposed even if someone has the floor, viz:

- | | |
|--------|--|
| 112.1 | Appeal from the decision of the chair; |
| 112.2 | Call for orders of the day |
| 112.3 | divide the assembly, body (or house, if any) |
| 112.4 | Divide the question |
| 112.5 | Object to the consideration of a question |
| 112.6 | Point of order |
| 112.7 | Point of information |
| 112.8 | Point of parliamentary inquiry |
| 112.9 | Reconsider |
| 112.10 | Reconsider and have entered on the minutes |
| 112.11 | Raise a question of privilege |

SECTION 113. When there is no quorum present, a motion to adjourn or to take a recess is "in order" provided, that nobody else has the floor.

SECTION 114. Motion or questions which were laid on the table may be taken up thru a motion to that effect during that particular session or during the next regular session but not beyond.

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SECTION 115. The following motions require a second, viz:

- 115.1 adjourn;
- 115.2 Adopt a report or resolution and ordinance, except when proposed by the reporting committee chairman or member;
- 115.3 Amend;
- 115.4 Appeal from the decision of the Presiding Officer;
- 115.5 Commit or refer to a committee;
- 115.6 Expunge;
- 115.7 Lay on the table;
- 115.8 Postpone definitely;
- 115.9 Postpone indefinitely;
- 115.10 Call for the previous question;
- 115.11 Reconsider;
- 115.12 Reconsider and have entered on the minutes;
- 115.13 Rescind or repeal;
- 115.14 Suspend the rules;
- 115.15 Take from the table;
- 115.16 All main motions

SECTION 116. A motion to amend (amendment of the 1st degree) and a motion to amend an amendment (amendment of the 2nd degree) may be withdrawn but only before a decision is made thereon.

SECTION 117. A motion can be withdrawn only when it is not yet being discussed or debated upon by the body. otherwise, any request to withdraw it shall require a vote by general consent and if there is an objection raised for its withdrawal, a vote by majority vote of the members present.

RULE XX – QUESTIONS AND PRIVILEGES

SECTION 118. QUESTIONS OF PRIVILEGE ARE:

- first – those affecting the rights of the sangguniang bayan collectively, its safety, dignity and the integrity of the proceedings; and
- second – those affecting the rights, reputation and conduct of the members, individually, in their representative capacity only.

SECTION 119. Any question of privilege shall have precedence over all other questions, except motion to adjourn, but shall be subject to the five – minute rule.

RULE XXI – PRIVILEGED QUESTIONS

SECTION 120. Privileged questions are those motions or subject matters which rules and regulations, takes precedence over other motions and subject matters.

SECTION 121. Privileged questions shall have precedence in each case by rules or special regulations.

RULE XXII – DECORUM AND DEBATES



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SECTION 122. when any member desires to speak or deliver any matter to the body, he raises his hands and respectfully address himself to "mr./madam chairperson/presiding officer".

SECTION 123. when two (2) or more members raise their hands at once, the presiding officer shall name the member who is to speak first.

SECTION 124. any member, in any debate, shall state his question, suggestions or opposition substantially and direct to the point in a matter so as not to occupy much of the time of the session; or may speak more than once on the question without leave of the body, except as hereinafter provided in this rule.

SECTION 125. In all cases, the member who has obtained the floor shall confine himself to the question under debate, and shall refrain from uttering words which because of their meaning might be inconsistent with proper decorum and offensive against the personality of any member.

SECTION 126. If any member, is speaking or otherwise, transgresses the rules of the sangguniang bayan, the presiding officer shall, on his own initiative or at the request of any member, call him to order, and the body shall, if appealed to, decide on the case as provided in sub-section c, section 1 of rule ii, if the decision is in favor of the member called to order, he shall be at liberty to proceed.

SECTION 127. if it is requested that a member be called to order for words spoken in debate, the member making such request shall indicate the words uttered and they shall be taken down in writing by the secretary to the sanggunian and be read aloud to the body; but the member who uttered them shall not be held to answer nor subject to censure of the body thereon, if further debate or business has intervened.

SECTION 128. While the presiding officer is addressing the body or putting a question, no member shall walk out of across the session hall.

SECTION 129. No person or any member of the sangguniang bayan shall be permitted at any time to smoke during sessions. no-smoking signs shall be put inside the session hall.

RULE XXIII – VOTING

SECTION 130. The presiding officer shall rise to put a question as to who are in favor and in favor;

SECTION 131. Any member shall explain his vote for not more than three minutes.

SECTION 132. no motion except on the presence of quorum shall be entertained during voting.

SECTION 133. When the presiding officer asks if there is any objection to a motion for the approval of any ordinance or resolution and no one registers his objection thereto, the secretary to the sanggunian shall enter in the record as voting affirmatively the names of all the members present at that particular time, this having the effect of a normal voting.



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SECTION 134. A member can change his vote only before the chair announces the result of the voting. after the announcement, a member can change his vote upon due cause only by a unanimous consent of the other member present.

SECTION 135. No member can be compelled to vote. he may, however, abstain. the name of the member who chose to abstain should be put on record. every member should explain his/her vote on certain ordinance or resolution being deliberated upon.

SECTION 136. A matter, motion or resolution is considered carried or approved if voted by the majority of the members present.

RULE XXIV – RECONSIDERATION

SECTION 137. When a report, motion, resolution or proposed ordinance has been adopted, only a member who voted with the minority side shall be entitled to present a motion for reconsideration when the matter is still within the control of the sangguniang bayan; provided, however that a member who voted with the majority may present a motion for reconsideration, if seconded by a member from the minority side. any member who abstained from voting shall have absolutely no right to ask for reconsideration.

SECTION 138. A motion for reconsideration, if duly seconded, takes precedence over all other questions, except a motion to adjourn.

SECTION 139. No ordinance, petition, memorial or resolution referred to a committee, or reported therefrom for printing and recommitment, shall be brought back into the sangguniang bayan on motion to reconsider.

RULE XXV – DECLARATION OF OUT OF ORDER, REFUSAL TO ABIDE, PUNISHMENT.

SECTION 140. Any member of the sangguniang bayan who shall fail to observe the rules prescribed herein shall be declared out of order and, if he has the floor, he may be compelled to take his seat. in case of refusal to abide by the ruling of the chair, the sangguniang bayan, upon motion of any member and duly seconded, may officially reprimand the erring member.

RULE XXVI – PERTINENT PAPERS, COMMUNICATIONS AND DOCUMENTS OF THE SANGGUNIANG BAYAN

SECTION 141. Committee papers, documents and communications shall be delivered to and kept and reserved in the general file of the sangguniang bayan for future reference.

SECTION 142. The Secretary to the Sanggunian, after the adjournment of a session shall take charge of, keep and file all ordinances, resolutions, petitions and other papers referred to committees, including all data, evidence and reports gathered by such committee during said session, which have not been reported to the sangguniang bayan. all papers of confidential nature or those, which the committee concerned considers confidential, shall be placed in confidential place under the custody of the Office of the Secretary to the Sanggunian.



OFFICE OF THE SANGGUNIANG BAYAN

SECTION 143. No paper presented to the sangguniang bayan shall be withdrawn from its files without its leave, and if withdrawn therefrom, certified copies thereof shall be left in its place, but when an act may pass for a settlement of a claim, the secretary to the sanggunian is authorized to transmit to the officer-in-charge of the settlement thereof papers on the file in his office relating to such claim, or may loan temporarily to an officer or bureau to any matter pending before such officer or bureau, taking proper receipt thereof.

RULE XXVI – UNFINISHED BUSINESS

SECTION 144. All unfinished business before committee of the sangguniang bayan at the end of the session shall be resumed at the commencement of the next session in the same manner as if no adjournment had taken place.

SECTION 145. For purpose of the preceding section, the secretary to the sanggunian shall return to their respective committees the papers relating to all unfinished business submitted to him at the close of the preceding session.

RULE XXVII- WITNESSES

SECTION 146. Witnesses invited to appear before the sangguniang bayan of any committee shall be entitled to a per diem for so appearing and may be reimbursed of their actual and necessary traveling expenses as the committee on finance, budget and appropriations may recommend and subject to the approval of the presiding officer.

RULE XXVIII – SUSPENSION OF RULES

SECTION 147. Any part of this “internal rules of procedures”, except those prescribed by existing laws, may be suspended at any particular session by general consent or by a two-thirds (2/3) vote of the members present therein.

RULE XXIX – AMENDMENTS

SECTION 148. This “internal rules of procedures” may be amended at any regular session by a two-thirds (2/3) vote of all the members of this sanggunian, provided that prior notice of such proposed amendment is given to all the members and provided further that no provision herein which is based on, or prescribed by, existing laws shall be amended.

RULE XXX – SUPPLEMENTARY RULES

SECTION 149. The rule, procedures and parliamentary practices of the Philippine Congress and books, dealing on this subject written by known Filipino authors shall serve as supplementary authorities of this sanggunian but only insofar as they are not incompatible with the rules and procedures adopted herein.

RULE XXXI – EFFECTIVITY

SECTION 150. This “internal rules of procedures” shall take effect on the date of its adoption.



OFFICE OF THE SANGGUNIANG BAYAN

RESOLVED FURTHER TO FURNISH COPIES OF THIS RESOLUTION TO CONCERNED OFFICES FOR THEIR INFORMATION AND APPROPRIATE ACTION AND A COPY HEREOF BE FURNISHED TO THE HONORABLE MAYOR ARRANTLEE R. ARROYO FOR HIS INFORMATION AND GUIDANCE.

ADOPTED. July 11, 2022.

I HEREBY CERTIFY that the above-quoted resolution is an excerpt from the minutes of the 2nd Regular Session of the Sangguniang Bayan of Cavinti, Laguna held on July 11, 2022

ATTESTED:

HON. CHARLES CLIFFORD F. MATA
SB Member

HON. JIMMY JOSE V. OLIVEROS
SB Member

HON. ROMEL J. VILLANUEVA
SB Member

HON. STEPHANIE PRINCESS
PERAS - DE GUZMAN
SB Member

HON. GODFREY L. LUBUGUIN
SB Member

NITZSHELL TORRES - DELA TORRE
Secretary to the Sangguniang Bayan

HON. ELMA P. FLORES
SB Member

HON. GLENN HAZE M. CABUHAT
SB Member

HON. HABSHAN DAVE D. BLASTIQUE
SB Member

HON. MANUEL A. DELA ROCA
SB Member

(Official Business)
HON. ADRIAN O. LOPE
SKF President

MILBERT L. OLIVEROS
Vice Mayor/Presiding Officer