



REPUBLIC OF THE PHILIPPINES
Province of Eastern Samar
MUNICIPALITY OF GUIUAN



-OFFICE OF THE SANGGUNIANG BAYAN-

12th SANGGUNIANG BAYAN

Ordinance No. 028, Series of 2025

AN ORDINANCE
PRESCRIBING THE INTERNAL RULES OF PROCEDURES OF THE SANGGUNIANG
BAYAN OF GUIUAN, EASTERN SAMAR

Sponsor: Committee on Rules and Privileges
(Chairman: Hon. Rogelio O. Cablao)

WHEREAS, Section 50 of R.A. 7160 provides: "On the first regular session following the election of its members and within ninety (90) days thereafter, the Sanggunian concerned shall adopt or update its existing rules or procedure;"

WHEREAS the enactment of the Internal Rules of Procedures is paramount to the operation of the Local Legislative Body in the interest of speedy, inexpensive, just and convenient pursuit of its legislative functions pursuant to Section 447 of the Local Government Code of 1991 and its implementing rules and regulations.

NOW THEREFORE, BE IT ENACTED by this Sangguniang Bayan in its 14th Regular Session to enact and approve the following Internal Rules and Procedures intended to govern its deliberations on any official business in all sessions duly called assembled that

RULE I
TITLE AND CONSTRUCTION

Section 1. Title of the Rules. – These rules shall be known as the Internal Rules of Procedures of the Sangguniang Bayan of Guiuan, E. Samar, Philippines.

Section 2. Construction. – These Rules shall be liberally construed in order to carry out the objectives of the Local Government Code of 1991, so as to obtain expeditious and inexpensive conduct of its official business in the interest of fair, orderly proceedings of the local legislative body.

Section 3. Suppletory Application of the Local Government Code of 1991, and its Implementing Rules and Regulations. – In the absence of any applicable provision of these rules, the Local Government Code and its Implementing Rules and Regulations whenever practicable and convenient shall be applied by analogy to achieve the purpose of these rules.

RULE II MEMBERSHIP AND COMPOSITION

Section 1. *Composition.* – Pursuant to Section 446 of R.A. 7160, the Sangguniang Bayan shall be composed of the Municipal Vice-Mayor as the Presiding Officer; the Regular Elected Members; the President of the Municipal Chapter of the Liga ng mga Barangay; the President of the Pambayan Pederasyon ng mga Sangguniang Kabataan; and the three (3) Sectoral Representatives; one (1) from the Women Sector; one (1) from the Workers Sector; and one (1) from the Disabled Persons Sector as the Sectors already determined by the Sangguniang Bayan concerned.

RULE III POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN

Section 1. Every member of this Sanggunian shall make a full disclosure of his financial and business interest as required of him under Art. 104 Rule XVII of the Rules and Regulations Implementing the Local Government Code of 1991.

Section 2. Every member shall attend all the sessions of the Sanggunian Bayan unless he is prevented from doing so by reason of sickness or other unavoidable circumstances provided that, as a general rule, previous notice (verbal or written) thereto shall be sent to the Sangguniang Bayan thru the Presiding Officer or the Secretary.

Section 3. As a general rule, every member is required to vote on every question or proposed measures being voted upon by the Sanggunian. Abstention may only be allowed if it can be shown that the member concerned has a vested interest, either directly or indirectly, on the matter being acted upon by the body.

Section 4. Every member shall observe proper deportment and decorum during sessions.

Section 5. All legislative measures passed by the Sangguniang Bayan shall be evidence based, and data driven. Policy notes from stakeholders are considered vital in the crafting of ordinances or resolutions.

RULE IV OFFICERS OF THE SANGGUNIAN BAYAN

Section 1. *Presiding Officer.* – The Vice-Mayor shall be the Presiding Officer of this Sanggunian and, as such, shall have the following rights and duties:

- a) To preside over the sessions of the Sanggunian.
- b) To exact from all the members present during the session's proper deportment decorum.
- c) To enforce the internal rules of procedures of the Sanggunian.
- d) To maintain order during sessions and render a ruling on questions of order subject to appeal by a member concerned to the body for final decision.
- e) To sign all the legislative documents, papers, or checks requiring his signature.
- f) To declare a recess during sessions anytime he deems it necessary provided that the duration of the recess is less than fifteen (15) minutes.
- g) To declare the session adjourned to some other date, time and place in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable circumstances.

- h) To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body provided that he shall not express himself for or against the said measure or question.
- i) To vote but only to break a tie. However, his vote to break a tie is not necessary. He may or may not exercise it.
- j) To relinquish the Chair to the Presiding Officer Pro-Tempore, or in the latter's absence, 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.

Section 2. Presiding Officer Pro-Tempore and Temporary Presiding Officer. – a) There shall be a Presiding Officer "Pro-Tempore" to be elected from among the members of the Sanggunian who, without losing his status as a regular member including his rights and prerogatives, shall temporarily exercise all the powers, duties and functions of the regular Presiding Officer.

- a. In the event of the inability of the regular Presiding Officer and the Presiding Office "Pro-Tempore" to preside over a Sanggunian session, the members present thereby constituting a "quorum" shall choose from among themselves a "temporary presiding officer" for that session.
- b. The Presiding Officer "Pro-Tempore" or the "temporary presiding officer" as the case may be, shall certify within ten (10) days from the passage of ordinance enacted or resolutions adopted by the Sanggunian in the session over which he temporarily presided.
- c. While presiding the Presiding Officer "Pro-Tempore" or the temporary Presiding Officer, as the case may be, shall have no right to vote even of there is a tie.
- d. The Presiding Officer "Po-Tempore" or the "Temporary Presiding Officer" may, motu proprio 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 and constituent member. Upon the conclusion of his/her participation in the deliberation, the Chair shall automatically revert to the Presiding Officer "Pro-Tempore" or the Temporary Presiding Officer without need of a vote or motion.

Section 3. The Floor Leader. – The Floor Leader shall be elected from among the elected regular members of the Sanggunian who shall assign speakers during debates, planning parliamentary strategies, aligning members behind partisan issues, facilitate the deliberations on the floor and act as the official representative of the political group within the Sanggunian.

Section 4. The Assistant Floor Leader. – The Assistant Floor Leader shall be elected by a majority vote from among the elected regular members of the Sanggunian who shall take over the task and duties of the Floor Leader in the absence of the latter.

Section 5. Temporary Floor Leader. – In the event that both the Floor Leader and the Assistant Floor Leader are absent, the members present shall choose from among themselves a member who shall act as Temporary Floor Leader for that session.

Position	Name
Presiding Officer	Hon. Veronica C. Ramirez
Presiding Officer Pro-Tempore	Hon. Kinna Mae G. Kwan
Floor Leader	Hon. Carlito S. Abrugar, Jr.
Assistant Floor Leader	Hon. Floriano G. Bagro, Jr.

RULE V

REGULAR SESSION AND SPECIAL SESSIONS

Section 1. The Regular Session of the Sangguniang Bayan of Guiuan, E. Samar, shall be "once a week" to be held every Wednesday of the week. The session shall start at 9:00 A.M. and shall be held at the Municipal Session Hall. Sanggunian Sessions shall be conducted periodically in selected barangays to be determined by the majority of the members, in which case the session shall be held only at a public place or building. If the designated session day falls on a local or national regular holiday, the Regular Session shall be held on the working day immediately following such day designated/scheduled as session day.

Section 2. Numbering of the Sanggunian and its Sessions. The present body shall be officially referred to as the 12th Sangguniang Bayan of Guiuan, reckoned from the enactment of the Local Government Code of 1991. Each Sanggunian term thereafter shall be numbered consecutively. Regular and special sessions shall likewise be numbered consecutively within each term, beginning with the First Regular Session and so forth, until the end of the term.

Section 3. When public interest so demands Special Sessions may be called by the Local Chief Executive, or by a majority of the members of this Sanggunian.

Section 4. A written notice to the Sangguniang Bayan Members stating the date, time and purpose of the session shall be served personally, or to a member of his Staff or left with a member of his household at his usual place of residence at least one day before the special session is held.

Section 5. 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 6. All sessions shall be open to the public unless a close door session is ordered by an affirmative vote of a majority of the members present there being a quorum, in the interest of the public or for reasons of security, decency or morality.

Section 7. No two (2) sessions, whether regular or special, may be held in a single day.

Section 8. English and/or Tagalog / Pilipino shall be the preferred medium of communication or language during sessions whether Regular or Special. This does not, however, exclude the use of Waray-waray or the native language during the session.

Section 9. The Sangguniang Bayan Members shall wear prescribed uniforms or dress code during Regular Session, as follows:

- 1st week session – Barong Tagalog with dominant shades of white.
- 2nd week session – Polo Barong or Office Barong
- 3rd week session – Polo Barong or Office Barong
- 4th week session – Corporate Attire (Coat)
- 5th week session – (on months that have 5 weeks) – Jacket – corporate

Section 10. Adjourned Session. – An "adjourned session" may be held:

- a. thru 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 the absent members in order to obtain the necessary quorum.
- b. by a majority vote of the members present in any regular or special session, there being a quorum, in order to finish very important business which needs immediate action.

Section 11. The recitation of the Councilors’ Creed shall form part of the opening formalities of every regular session. The responsibility to lead the recital shall be rotated among the Members of the Sangguniang Bayan, starting from the First Councilor, followed successively by the remaining Members according to their order of precedence, and ending with the ex officio members. The rotation shall continue in the same order throughout the succeeding sessions. In the absence of the Member scheduled to lead the recital, the next Member in line shall assume the responsibility, without prejudice to the reinstatement of the original order in subsequent sessions.

RULE VI QUORUM

Section 1. A majority of the members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact official business.

Section 2. 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 sectoral representatives of this Sanggunian.

Section 3. In computing the presence of a “quorum” the term “majority” shall be based on the actual membership or incumbents in the Sanggunian which shall exclude the following:

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

Section 4. *No quorum at the start of the session.* – When the appointed time has come to start the session, the Presiding Officer (regular or temporary, as the case may be) shall call the session to order, with or without a quorum.

In the absence of a quorum after calling the session to order, the Presiding Officer may perform any of the following:

1. Adjourn the session from hour to hour if he would like to wait for other members who may be late in coming to the session;
2. Adjourn the session from day to day; or
3. Adjourn the session for lack of quorum.

Section 5. *No quorum during the session which started with a quorum.* – During a session which was 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.

In the absence of a quorum, the Presiding Officer may declare a recess of not more than one (1) hour and wait for other members to come; or a majority of the members present may adjourn from hour to hour; or "day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sanggunian, to be assisted by a member or members of the police force to arrest the absent member and present him at the session hall (Sec. 53, RA 7160)

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

Section 6. Attendance through Zoom, Meet, Messenger, and other platforms. If a member or member on Official Business or Official Travel wishes to attend the session remotely, the member may do so using Zoom, Meet or any other platform that he may have access to. Before the start of the session, the member must inform the Secretariat of his/her intention to attend the session remotely through the above-mentioned platforms. His/her remote attendance shall be included in the consideration of quorum.

RULE VII ORDER OF BUSINESS

Section 1. The Order of Business of the Sanggunian shall be as follows:

1. Call to Order
2. Invocation
3. Singing of the National Anthem
4. Councilor's Creed
5. Roll Call
6. Reading and Consideration of the Minutes of the Previous Session
7. Inclusion, Amendment and Approval of the Agenda
8. First Reading and referral of proposed ordinances and resolutions to appropriate committees, petitions, letters and communications.
9. Committee Reports, if any
10. Calendar of Business
 - Unfinished Business
 - Business for the Day
 - Unassigned Business (Other Matters)
11. Privilege Hour
12. Adjournment

Section 2. 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 not less than one (1) day before the date of the regular 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 3. Inclusion, Amendments and Approval of the Agenda. Any member may upon motion without need of a second, as for inclusion of any matter or measure in the

calendar for First Reading and referral to Committee or under unassigned business whichever is appropriate. Upon proper motion duly seconded and approved by the majority of the members present, any item or part of the agenda may be amended. After the inclusion and/or amendment, if any the Body shall upon motion duly seconded approve the agenda. Upon approval of the agenda the Sanggunian cannot alter or modify the same or deviate from the orders of the day or make further inclusions except upon motion to suspend the rules or order of the day duly seconded and voted favorably by two-thirds of the members present.

Section 4. Privilege Hour. Any member of the Sanggunian may deliver a privilege speech which shall not be more than ten (10) minutes, subject to whatever action the Body may take. The speaker may be subjected to interpellations or questioning on matter related to his speech.

Section 5. *The Calendar of Business shall contain the following:*

- a. *Unfinished Business* – refers to proposals or measures that have been left not acted upon, postponed or left unfinished during the previous meeting or session. This also includes items of business left unfinished or not acted upon at the end of the previous administration.
- b. *Business for the Day* – refers to a list of items that have been reported out by committees and are ready for deliberation on “second reading” as determined by the Committee on Rules. This also includes those items for the body’s deliberation on “third and final reading.”
- c. *Unassigned Business* – refers to pending matters or measures including new ones that arises out during the deliberation but not yet assigned or referred to any committee for appropriate action.

Section 6. 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:

1. Title of the proposed ordinance or resolution;
2. The name of the sponsor or authors and the committee to which it was referred or the committee sponsoring it;
3. In the case of petitions, letters, endorsements and other communications, the source or the name of senders.

Section 7. In rendering committee reports, priority shall be given to standing committees, to be followed by special committees (Ad Hoc Committees)

Section 8. As a general rule, committee reports shall be rendered by its Chairman, unless he dissents with the majority decision. In his absence, the Vice-Chairman shall take his place. 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 9. If the reporting committee recommends a favorable action on the measures referred to it or if the reporting committee recommends the proposed measure for appropriate action by the Sanggunian, the Committee on Rules shall calendar it for “second reading”. If the reporting committee’s recommendation is for the Sanggunian not to take action and that recommendation has been adopted by the body, the proposed measure remains shelved in the committee. If the reporting committee’s recommendation is for the Sanggunian to file the proposed measure away and that recommendation has

been adopted, then it is “filed away” which means in layman’s language that the proposal will be filed in the archive of the Sanggunian.

Section 10. As a general rule, no member of a committee shall oppose or object to the report of his committee unless he submits his dissenting opinion to the majority decision in writing, or orally in open session, before the said committee renders its report. Otherwise, he shall be precluded to oppose it in the floor.

Section 11. Deviation from the prescribed Order of Business may be done only under the following circumstances:

- a. When the Sanggunian decides to suspend the rules thru an “assumed motion” by the Chair 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, a unanimous vote, or at least two-third (2/3) vote of the members present.
- b. When the measure to be acted upon by the Sanggunian is “certified by the local chief executive as urgent”, it shall have priority over all other items of business, and shall be considered without need of suspending the rules or even if it is not included in the calendar of business.

RULE VIII LEGISLATIVE PROCESS

Section 1. *Rules in the enactment of ordinance and adoption of resolutions.* In the enactment of ordinances and adoption of resolutions including other matters requiring legislative actions, the following rules shall be observed:

- a) Legislative actions of a general and permanent character shall be enacted in the form of ordinances, while those which are of temporary character shall be passed in the form of resolutions. Matters relating to propriety functions and to private concerns shall also be acted upon by resolution.
- b) 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 Sanggunian before the start of the regular session.
- c) A resolution shall be enacted in the same manner prescribed for an ordinance, except that it need not go through a third reading for its final consideration unless decided otherwise by a majority of the Sanggunian members present. When a resolution is considered important and therefore needs to be passed immediately, it need not go through the three-reading rule and can be passed by suspending the rule.
- d) 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 or certified as urgent by the Local Chief Executive, or a 2/3 vote of the members present,
- e) Any legislative matter duly certified by the Local Chief Executive as urgent whether or not it is included in the business calendar shall be presented and considered by the body at the same meeting without need for suspending the rules.

- f) The Secretary to the Sanggunian shall prepare copies of the proposed ordinance or resolutions in the form it was passed on second reading, and shall distribute to each Sanggunian member a copy thereof except that a measure certified by the Local Chief Executive as urgent may be submitted for the final voting immediately after it has undergone the periods of debate and amendment during the second reading.
- g) No ordinance or resolution passed by the Sanggunian in a regular, or special session duly called for the purpose, shall be valid unless approved by a majority of the members present, there being a quorum.
- h) Upon the passage of all ordinances and resolutions directing the payment of money or creating a liability, and at the request of any member, the Sanggunian Secretary shall record the ayes and the nays. Each approved ordinance or resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purpose.
- i) All ordinances enacted and resolutions approved by the Sangguniang Bayan shall bear the signature of all approving members in each of the pages of the ordinance.
- j) Resolutions passed and adopted by the Sangguniang Bayan may not be presented for signature of the Local Chief Executive, except for Resolutions adopting a local development plan and public investment program. However, the resolution sponsor or author may at any particular time request for consideration that a certain resolution is presented to the LCE for signature of approval. (e.g. Resolution of sympathy, etc.)

Section 2. Approval of Ordinance and Veto Power of the Local Chief Executive.

The approval of the ordinance by the Local Chief Executive, and the exercise of his veto power shall be governed by the following rules:

- a) Every ordinance and resolution pursuant to Art. 109 par. (b) enacted and adopted by the Sanggunian shall be presented to the Local Chief Executive 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 two-thirds (2/3) vote of all its members thereby making the ordinance or resolution effective for all legal intents and purposes.
- b) The veto shall be communicated by the Local Chief Executive to the Sanggunian within ten (10) days, otherwise; the ordinance shall be deemed approved as if he had signed it.
- c) The Local Chief Executive shall have the power to veto any particular item or items of appropriation ordinance, an ordinance or resolution adopting a local development plan and public investment program or an ordinance directing the payment of money or creating liability. In such case, the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sanggunian overrides the veto in the manner as provided in this section, otherwise, the item or items in the appropriation ordinance of the previous year corresponding to those vetoed, if any, shall be deemed re-enacted.

Section 3. The Three-Reading Principle. The so-called “three-reading principle” 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 stages:

- a) *First Reading.* At this stage, the Secretary shall read the number of the proposed draft ordinance (e.g. Draft Ordinance No. ____); its title; name of the author or authors or 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.
- b) *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 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:

- Period of debate
 - Period of Amendment
 - Approval on "second reading"
- c) *Third (Final) Reading.* At this stage, the Secretary shall read the proposed draft ordinance by its number, title and the name of its sponsor or co-sponsor, or original proponents/authors, if any. Immediately thereafter, the Presiding Officer shall put the proposed ordinance to a vote. The Presiding Officer shall then formally announce the result thereof and direct the Secretary to enter it in the record.

Section 4. 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:

- a) By voice (viva voce);
- b) By raising of hand (or show of hand);
- c) By rising;
- d) By ballot; or
- e) By nominal voting (or roll call).

Section 5. 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 the first affirmative votes and then the negative votes.

While still in standing position the Presiding Officer shall announce the result thereof.

RULE IX VOTES AND VOTING

Section 1. Voting on the Question. 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. As a general rule, a member may explain his vote but not exceed three (3) minutes.

A second roll call may be requested by any member of the Chair but this time only the names of those who failed to vote shall be called. This is to give another opportunity to

those who failed to cast their vote to exercise their right and also to determine the number of members who might have violated the "rule on abstention". After this second roll call, no other request of the same kind shall be entertained by the Chair.

The Body may, however, vote on the question through raising of hand as the question is called to a vote.

Section 2. Voting Restriction. No member can vote, or be allowed to vote, on any measure in which he or any of his relatives within the third degree of consanguinity or affinity, has a direct or personal vested interest. This rule, however, does not apply in voting for elective positions in the Sanggunian where a member, as a matter of right, can vote for himself.

Section 3. Change of Vote. A member may change his vote but only when the result of the voting has not yet been announced by the Chair. Otherwise, he can only change his vote by a unanimous consent of the members present. Provided that this rule shall not be applied if voting is by ballot.

Section 4. Vote by Late-Comer. A member who came in late during the session but who happens to arrive while voting is in progress shall be allowed to vote, provided that the result of the voting has not yet been announced by the Chair.

Section 5. Allowable Motion during Voting. Except for a motion pertaining to a question of quorum, no other motion shall be entertained by the Chair while voting is in progress.

Section 6. Tie Vote. A tie vote resulting from a vote taken on any motion, measure or proposal shall be construed to mean that the particular motion, measure or proposal is defeated, unless the Chair decided to break it. Exception to this rule is when a "motion to appeal from the decision of the Chair" is put to a vote and it resulted in a tie. In this case the tie vote is considered to sustain the decision of the Chair.

Section 7. Breaking a Tie. In case of tie, the Presiding Officer of this Sanggunian 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 8. Majority Vote of All the Members. As provided for under R.A. 7160 and its implementing rules and regulations, a "majority vote of all the members of the Sanggunian" is required in the following circumstances:

- a) Enactment of ordinance levying taxes, fees or charges prescribing the rates thereof for general and specific purposes, and granting tax exemptions, incentives or reliefs. (R.A. 7160, Sec. 447, par. 2 – ii)
- b) Adoption of resolution authorizing the Local Chief Executive to negotiate and contract loans and other forms of indebtedness. (par. 2-iii, Ibid).
- c) 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).
- d) Adoption of resolution authorizing the Local Chief Executive to lease to private parties such buildings held in a propriety capacity subject to existing laws, rules and regulations. (par. 2-v, Ibid).
- e) Enactment of ordinance granting a franchise to any person, partnership, corporation or cooperative to establish, construct, operate and maintain ferries, wharves, markets or slaughterhouse, or 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 franchise. (par. 3-vii, *Ibid*).

- f) Adoption of resolution concurring with the appointments issued by the Local Chief Executive to heads of departments and offices as required under R.A. 7160 (Sec. 443, par. D).

Section 9. Majority Vote of the Members Present (thereby constituting a Quorum). Except as provided in Section 8 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 10. Plurality Vote. A decision of the Sanggunian thru a "plurality vote" shall be valid only and enforceable if it is the result of an election of officers of the Sanggunian or members of committees. No legislative proposal or measure of whatever nature shall be passed, adopted or enacted by this Sanggunian thru a mere plurality vote.

Section 11. Percentage Vote. For purposes of this Section, a percentage vote shall be construed to mean as a "proportion of a certain whole". Percentage vote shall be applied in the following:

- a) A two-third (2/3) vote of all the members of this Sanggunian shall be required 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, R.A. 7160).
- b) 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 9d), RA 7160).
- c) The penalty of suspension or expulsion that may be imposed or meted out by the Sanggunian to an erring member "shall require the concurrence of at least two-thirds (2/3) of all the Sanggunian members." (Sec. 50, b-r, RA 7160).
- d) With the concurrence of at least two-thirds (2/3) of all the members of the Sanggunian, grant tax exemptions, incentives or reliefs to entities engaged in community growth-including industries.
- e) At least two-thirds (2/3) affirmative vote of the members present, there being a quorum, shall be required for the adoption of the following motions:
 - 1. Motion to suspend the rules
 - 2. Motion to expunge
 - 3. Motion to extend or limit debate
 - 4. Motion to call for the pervious question
- f) At least a two-third 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 12. Abstentions. Indubitably, a member of this Sanggunian is representing the people and not necessarily his own self and as such he should be required to take a stand, one way or the other, on every issue or measure submitted for decision of this Sanggunian. Hence, it is hereby made as a general rule that no member of this Sanggunian shall abstain from voting, except as provided under Section 2, Rule IX of this Internal Rules of Procedure.

This rule does not apply in voting for elective positions, if a member is qualified.

Section 13. Simple Majority. Except as otherwise provided in the Internal Rules of Procedure and existing laws, rules and regulations, a vote by a "simple majority" shall prevail on other measures, motions or propositions provided there is a quorum. In parliamentary parlance, the term "simple majority" means one half-plus one ($\frac{1}{2} + 1$) of the total votes cast by the members present there being a quorum. It might be less than the majority of the entire membership.

RULE X

RULES ON DEBATES AND AMENDMENTS

Section 1. As a general rule, no member shall speak before this Sanggunian without first "obtaining the floor". A member who has obtained the floor shall address all his remarks to the Chair. He shall conduct himself with proper decorum by confining his remarks or arguments to the question under debate and by avoiding personalities.

Section 2. No member rendering a committee report or delivering the sponsorship speech shall speak more than twenty (20) minutes unless allowed by the majority of members present.

Section 3. No member shall speak for more than twenty (20) minutes on a particular issue or question being debated unless he is allowed to do so by a majority of the members present.

Section 4. During the period of amendments, every member shall observe the so-called "five-minute rule", i.e., remarks or argumentation by any member of each proposed amendment shall not exceed five (5) minutes.

Section 5. The members rendering a committee report or delivering the sponsorship speech of a proposed measure may move to open or close the debate within the twenty (20) minute period allowed to him. If he fails to exercise his option, the Chair may use the "assumed motion" to open or closed the debate, or any member may formally move for it. In any case, after a member has rendered a committee report or has finished his sponsorship speech of a proposed measure, it shall be considered open to debate.

Section 6. 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 questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his privilege.

Section 7. The speaker may also be interrupted by another member if the latter desires to ask questions through his privilege to interpolate and by proposing the following motions:

- Point of Order

- Points of information
- Point of Parliamentary Inquiry
- Call to Orders of the Day
- Divide the Assembly
- Raising a Question of Privilege
- Reconsider
- Appeal from the Decision of the Chair

Section 8. All questions to the speaker or the member having the floor must always be addressed to the Presiding Officer.

Section 9. The speaker being interpolated may decline to answer questions, if he so desires.

Section 10. No member shall speak against his own motion or proposition. He may, however, be permitted to withdraw his motion or proposition and if his request to withdraw it is denied he may vote against it.

Section 11. While the period of debate is in progress, no member shall roam around the session hall or leave the premises without the permission of the Chair.

Section 12. 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 13. Subject to the requirement of the preceding Section, if no member moves to close the period of debate, the Chair, *motu proprio*, may use the "assumed motion" in order to close the period of debate.

Section 14. When a motion "to call for the previous question" is proposed by a member which would result in the closing of debate on a pending question, a two-third (2/3) affirmative vote is hereby required.

Section 15. Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his seat nor interrupt the former in his talk.

Section 16. After the period of debate has been closed, the period of amendment shall immediately follow.

Section 17. 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 paragraph by paragraph or section by section and after each one is read, amendments can be proposed and debate upon. Thereafter, a vote is taken on the proposed amendment. Eventually, this process will reach its conclusion, and the original measure or proposition is said to have passed the "second reading".

RULE XI COMMITTEES

Section 1. *Creation of Committees.* The following rules shall be observed in the Creation of committees:

- a) A regular or standing committee may be created or re-organized by a *majority vote of all the members* of the Sanggunian;
- b) 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;
- c) Special or Ad-Hoc committees may be created upon the initiative of the Chair or thru a motion by any member, subject however, to the affirmative votes of a majority of the members present, there being a quorum.

Section 2. Composition. Every regular committee to be created shall be composed of five (5) members including the Chairman and Vice-Chairman.

Section 3. Restrictions.

- a) The Presiding Officer shall not be a member of any regular committee. However, he may be designated by the body as Chairman of Ad-Hoc or Special Committee, provided that the purpose or task for which the committee is created does not involve legislative matters or policymaking.
- b) No person other than members of the Sanggunian shall be made a member of any regular committee.
- c) No member of the Sanggunian shall be made a Chairman or Vice-Chairman of more than three (3) regular committees.
- d) No member shall participate in the committee's deliberations if he has a direct or indirect personal or vested interest in the matter being handled by that committee.

Section 4. Committee Hearings or Public Hearings. No tax ordinance or revenue measure shall be enacted by this Sanggunian in the absence of a public hearing duly conducted by the Committee concerned.

Section 5. 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 people to be present especially invited resource persons or consultant.

Section 6. Committee Hearing distinguished from Committee Meeting. For purpose of this Internal Rules, a committee hearing is an activity of the Committee to deliberate on matters of legislation with appearances from resource persons, and other persons and representatives of entities who have direct or indirect link to the issue being deliberated. On the other hand, a committee meeting is an activity of the Committee in which the members of the Committee, with or without assistance from resource people, deliberate on matters of legislation among themselves.

Section 7. Quorum. – Under this Rule, a quorum of a committee shall consist of the Committee Chairperson and at least one (1) member, provided that all members have been duly notified of the meeting.

Section 8. Calling a Committee Meeting. A committee meeting may be called the following:

- a) Chairman
- b) Vice-Chairman, if he is in the capacity of "Acting Chairman"
- c) Majority of the Committee members

Section 9. Vacancy. A vacancy in the committee shall be filled:

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

Section 10. Appearance of Head of Department/Offices in Committee Meetings. The following rules shall be observed in requesting for the appearance of heads of department or offices:

- a) An official invitation or request by any committee to appear before it of any head of department offices, whether local or national, shall be coursed thru the Presiding Officer. The Presiding Officer shall then endorse it to the head of the local and national offices concerned.
- b) The invitation or request shall specify the reason for such an appearance, or the assistance needed, the case may be.

Section 11. Mandatory Standing Committees. The Sangguniang shall, through a resolution, create the following mandatory standing (or regular) committees:

a) *Committee on Rules and Privileges*

All matters related to Order of Business, the implementation of national laws and enforcement of local ordinances, revision and interpretation of the Sanggunian Internal Rules of Procedure; codification misfeasance, malfeasance and nonfeasance against local officials and employees; committee and their jurisdiction; and privileges and disorderly conduct of the members of the Sanggunian.

b) *Committee on Ways and Means, Ordinances and Legal Matters*

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 sector, including codification of revenue ordinances. The Committee shall also determine the legality of proposed measures to be acted upon by the Sanggunian, including questions concerning public transactions of the municipal government and dealings with the private sector and other agencies whether public or private that entails legal transactions, review ordinances and certain resolution of barangays,

c) *Committee on Finance, Budget and Appropriation*

All matters related to the approval of the budget; appropriation of funds or payment of obligations; determination of compensation of personnel; reorganization of local offices; allocation of funds for projects and other services.

d) *Committee on Tourism, Trade and Industry, Economic Affairs*

All matters related to or connected with the promotion, establishment and operation of all kinds of trade and industry, including tourism and other economic enterprises.

e) *Committee on Health and Sanitation*

All matters related to health, sanitation and hygiene; health centers, medical hospitals and clinic; purchase of medicine and other health and sanitary measures.

f) *Committee on Education and Culture*

All matters related to education and culture, i.e., local schools, colleges and universities, libraries and museums, non-formal and community adult education; scientific and technological research; development and advancement, preservation and enrichment of Filipino arts and culture.

g) *Committee on Women and Family Welfare and Social Welfare and Community Development*

All matters related to the protection of women and family; measures to protect working women by providing safe and healthful working conditions, taking into account their maternal functions, and such facilities and opportunities that will enhance and potentials; measures to protect the rights of spouses and children, including assistance for proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development; measures to protect the rights of families or family associations to participate in the planning and implementation of policies and programs that affect them and other assistance that will safeguard the development of women and family;

All matters related to public and social welfare and ameliorative services, public social services for the disadvantage's groups in Philippine society including the elderly, the disabled, street children, drug dependents, criminal offenders as well as relocation and resettlement of squatters.

h) *Committee on Environmental Protection and Natural Resources*

All matters related to human ecology and settlements; environmental protection, exploration, development, utilization and conservation of natural resources, including flora and fauna, and beautification, cleaning and greening of parks and places of public interest.

i) *Committee on Labor and Employment*

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.

j) *Committee on Public Order and Safety*

All matters related to police matters, maintenance of peace and order, protective services, fire prevention and control measures, jail management and human rights.

k) *Committee on Food and Agriculture*

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; and construction of fishponds, corrals, oyster beds, and regulatory measure, therefore.

l) Committee on Transportation and Communications

All matters related to planning, modernization, installation and construction of transportation and telecommunications facilities, regulation of bus and vehicle stops and terminals and traffic rules and regulations.

m) Committee on Public Works and Infrastructure

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, sewage and flood control and protection and irrigation and water utilities.

Section 12. Other Standing Committees. Other standing committees are hereby created such as:

n) Committee on Human Rights and Public Information

All matters related to human rights and the prevention of human rights violation, public information.

o) Committee on Youth and Sports Development, Games and Amusement

All matters related to sports development, youth welfare and development, operation/establishment of amusement places, measures that affect the regulation of games and amusement including, but not limited to the promotion of cockfights, boxing, basketball tournaments and other kinds of games and amusement.

p) Committee on Public Utilities, Housing and Human Settlements and Land Utilization

All matters related to housing programs, subdivision development/real estate development, zoning and land use, and human settlements planning, squatters' problem and land utilization, market and slaughterhouse, and other public utilities and economic enterprises.

q) Committee on Civil Society Organizations, Cooperatives and Livelihood Development

All matters related to cooperatives organization and development, incentives to cooperatives, and the promotion and development of livelihood among grassroots communities.

r) Committee on Good Government, Public Ethics and Accountability

All matters related to organization and management; personnel administration, position classification and pay plan, staffing pattern, creation of positions, policy formulation for the economic, efficient and effective local government administration, conduct and ethical standards for local officials and employees, public accountability of local officials and employees and all matters related to good governance.

s) *Committee on Barangay Affairs*

All matters related to naming and renaming of barangays, naming and renaming of barangays roads, review of barangay ordinances and resolutions, and executive orders issued by the Punong Barangay, delineation of barangay boundaries, creation and/or merger of barangays.

t) *Committee on Climate Change Adaptation and Disaster Resilience*

All matters related to climate and climate change adaptation and disaster resilience include matters involving Integrated Risk Management (IRM) integrating the landscape approach to ecosystem resource management. The committee shall also take charge of matters on disaster resilience and the 4 thematic areas of disaster risk management.

Section 13. The Sanggunian Standing Committees shall be composed, viz:

Committee	Chairperson	Vice-Chairperson	Members
Rules and Privileges	Rogelio O. Cablao	Carlito S. Abrugar, Jr.	Josue P. Sison Uldrick Franzdale C. Somoray Dominador G. Chua, Jr.
Ways and Means, Ordinances and Legal Matters	Carlito S. Abrugar, Jr.	Rogelio O. Cablao	Kinna Mae G. Kwan Antonia R. Cablao Francis Aldous B. Sison
Finance, Budget & Appropriation	Kinna Mae G. Kwan	Antonia R. Cablao	Mary Charmaine G. Villar Floriano G. Bagro, Jr. Rogelio O. Cablao
Tourism, Trade, Industry & Economic Affairs	Kinna Mae G. Kwan	Francis Aldous B. Sison	Uldrick Franzdale C. Somoray Floriano G. Bagro, Jr. Mary Charmaine G. Villar
Health and Sanitation	Antonia R. Cablao	Uldrick Franzdale C. Somoray	Kinna Mae G. Kwan Mary Charmaine G. Villar Dominador G. Chua, Jr.
Education and Culture	Uldrick Franzdale C. Somoray	Kinna Mae G. Kwan	Antonia R. Cablao Mary Charmaine G. Villar Rogelio O. Cablao
Women and Family Welfare Social Welfare and Community Dev't.	Mary Charmaine G. Villar	Antonia R. Cablao	Kinna Mae G. Kwan Uldrick Franzdale C. Somoray

			Rogelio O. Cablao
Environmental Protection and Natural Resources	Floriano G. Bagro, Jr.	Dominador G. Chua, Jr.	Uldrick Franzdale C. Somoray
			Kinna Mae G. Kwan
			Francis Aldous B. Sison
Labor and Employment	Josue P. Sison	Mary Charmaine G. Villar	Francis Aldous B. Sison
			Dominador G. Chua, Jr.
			Carlito S. Abrugar, Jr.
Climate Change Adaptation and Disaster Resilience	Floriano G. Bagro, Jr.	Kinna Mae G. Kwan	Uldrick Franzdale C. Somoray
			Mary Charmaine G. Villar
			Francis Aldous B. Sison
Public Order and Safety	Josue P. Sison	Francis Aldous B. Sison	Carlito S. Abrugar, Jr.
			Dominador G. Chua, Jr.
			Rogelio O. Cablao
Food and Agriculture	Carlito S. Abrugar, Jr.	Dominador Chua, Jr.	Rogelio O. Cablao
			Kinna Mae G. Kwan
			Josue P. Sison
Transportation and Communications	Francis Aldous B. Sison	Josue P. Sison	Dominador G. Chua, Jr.
			Floriano G. Bagro, Jr.
			Rogelio O. Cablao
Public Works and Infrastructure	Dominador G. Chua, Jr.	Rogelio O. Cablao	Josue P. Sison
			Francis Aldous B. Sison
			Carlito S. Abrugar, Jr.
Human Rights and Public Information	Antonia R. Cablao	Uldrick Franzdale C. Somoray	Mary Charmaine G. Villar
			Kinna Mae G. Kwan
			Floriano G. Bagro, Jr.
Youth and Sports Development, Games and Amusement	Uldrick Franzdale C. Somoray	Carlito S. Abrugar, Jr.	Dominador G. Chua, Jr.
			Francis Aldous B. Sison
			Floriano G. Bagro, Jr.
Public Utilities, Housing and Human Settlements and Land Utilization	Francis Aldous B. Sison	Kinna Mae G. Kwan	Carlito S. Abrugar, Jr.
			Floriano G. Bagro, Jr.
			Dominador G. Chua, Jr.
CSO, Cooperatives and Livelihood	Dominador G. Chua, Jr.	Mary Charmaine G. Villar	Josue P. Sison
			Floriano G. Bagro, Jr.
			Rogelio O. Cablao
Good Gov't, Public Ethics, and Accountability	Rogelio O. Cablao	Josue P. Sison	Uldrick Franzdale C. Somoray
			Dominador G. Chua, Jr.
			Antonia R. Cablao
Barangay Affairs	Mary Charmaine G. Villar	Floriano G. Bagro, Jr.	Uldrick Franzdale C. Somoray

			Rogelio O. Cablao
			Dominador G. Chua, Jr.

Section 14. Barangay Supervision. The sixty (60) barangays shall be supervised by all of the members of the Sangguniang Bayan.

RULE XII COMMITTEE REPORTS

Section 1. *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 2. *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 "multiple-committee report" as the case may be, or separate report thereon.

Section 3. *Content of Committee Report.* The Committee report shall contain the following information:

- a. Name of the reporting committee or committees
- b. Brief statement of the subject matter referred to it and the action taken thereon including information gathered during the conduct of committee hearings or meetings and other relevant information.
- c. Finding or conclusions
- d. Recommendations (either to "file it away" or to "calendar it for second reading")
- e. Names and signature of concurring members
- f. Appendices (minutes of the committee hearings or committee meetings, as the case may be)

Section 4. *Discharge of Committee.* A committee which failed to submit a committee report within thirty days from its referral may be discharged by the Sanggunian from further consideration of the measure or question referred to it. Upon motion by any member, the said measure can be re-assigned to another committee or submitted to the body for proper disposition. Failure of a committee to act on a measure referred to it shall be ground to subject the Chairman to disciplinary action.

Section 5. *Recommitting a Measure.* When the Sanggunian is not satisfied with the report of a particular committee on a measure referred to it, the same may be re-committed or return back to that committee for further study.

Section 6. *Calendaring a Measure for Second Reading.* After the committee has rendered its report and is recommending favorably the enactment of a proposed ordinance it has "reported out", a copy of the proposed ordinance shall be furnished the Committee on rules which shall calendar it for "second reading". Before the said proposed ordinance is sponsored on the floor, a copy thereof shall be furnished every Sanggunian member by the Committee Chairman concerned.

Section 7. *Waiver of Committee Members.* – Members of a committee rendering a report shall be deemed to have concurred with the recommendations of the committee and shall not question the same during plenary deliberations, unless they have submitted a dissenting opinion in writing.

RULE XIII

JOURNAL AND RECORD OF PROCEEDINGS

Section 1. *Record of Proceedings.* The Sanggunian shall keep a “journal and record of its proceedings which may be published upon resolution of the majority members thereof. The Secretary shall record the proceedings of Sanggunian sessions. However, suppose the Secretary is absent, not available or cannot exercise his functions. In that case, the Presiding Officer or the majority of the members present may designate a member Sangguniang Bayan Secretariat Staff as Temporary Secretary to record the proceedings of that particular session.

Section 2. *Minutes.* In addition to the “journal of proceedings” which is required by the law (RA 7160) to be kept, the Sanggunian, through 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 3. *Reading and Consideration of Previous 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 and become its property. Consideration of the minutes shall not be dispensed with. Reading of the minute “verbatim” may be dispensed with if the members were already furnished with a copy beforehand. Being all responsible men and women, the members are presumed to have read the minutes already before they come to the session. In any case, the minutes submitted by the Secretary shall be acted upon by the members present, one way or the other.

Section 4. *Contents of the Minutes.* The minutes shall contain the following information.

- a. Place, date and time of session;
- b. Whether it is special or regular;
- c. Name of the members present therein and those who were absent;
- d. Action taken on the minutes of the previous session including the correction, if any, names of those who adopted the minutes under consideration and those who did not, if any;
- e. Text of every measure (resolution or ordinance, etc.) adopted or enacted;
- f. Summary of the minority opinion, if any;
- g. The “ayes” and “nays” or “yes” or “no” vote on every question (measure) and if voting is done thru nominal or roll call vote; the names of those who voted on either side;
- h. All motions presented or proposed, whether lost or carried, except those withdrawn;
- i. Full text of the veto message of the local chief executive, if any;
- j. Time of adjournment.

The minutes of the Sangguniang Bayan Session shall be in a format that is concise, brief, and affords quick reading and consideration. This shall include the salient points of the discussion and the actions taken by the Body on the issues raised during the session.

Section 5. *Signing of the Minutes.* The original copy of the minutes shall be signed by the members who adopted it at the appropriate space therein. The Presiding Officer at

that particular session and the Secretary shall also sign or affix their signatures in the said minutes.

Section 6. *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 XIV RULES ON MOTIONS

Section 1. All motions relating to a committee report, if presented or proposed by the reporting committee Chairman, or the reporting committee member, shall need NO second.

Section 2. If someone “has the floor”, whether or not he is speaking, a “motion to adjourn” shall be ruled “out of order”.

Section 3. All “privilege motions” may be proposed even if there is a pending motion or question before the body.

Section 4. The following motions can be presented or proposed even if someone has the floor, viz:

- a. Appeal from the decision of the Chair
- b. Call for the Orders of the Day
- c. Divide the Assembly, Body
- d. Divide the question
- e. Object to the consideration of the question
- f. Point of Order
- g. Point of Information
- h. Point of Parliamentary Inquiry
- i. Reconsider
- j. Reconsider and have entered on the minutes
- k. Raise a question of Privilege

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

Section 5. When there is no quorum present, a motion to adjourn or take a recess is “in order” provided, that nobody else has the floor.

Section 6. Motions or questions which were laid on the table may be taken up through a motion to that effect during that particular session or during the next regular session but not beyond.

Section 7. The following motions require a SECOND, viz:

- a. Adjourn
- b. Adopt a report or resolution except when proposed by the reporting committee Chairman or member
- c. Amend
- d. Appeal from the decision of the Chair
- e. Commit or refer to a committee
- f. Expunge
- g. Extend or limit the time of debate
- h. Fix the time to which to adjourn

- i. Lay on the table
- j. Postpone definitely
- k. Postpone indefinitely
- l. Call for the previous question
- m. Recess
- n. Reconsider
- o. Reconsider and enter on the minutes
- p. Rescind or repeal
- q. Suspending the Rules
- r. Take from the Table
- s. All main motions

Section 8. A motion to amend (amendment of the 1st degree) and motion to amend and amendment (amendment of the 2nd degree) may be withdrawn but only before a decision is made thereon.

Section 9. Motion to amend is in order only up to the second degree, Thus, a motion “to amend an amendment to an amendment” is out of order.

Section 10. 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 majority vote of the members present is required.

RULE XV DIGITALIZATION OF SANGGUNIANG BAYAN RECORDS

Section 1. Uploading of Files to Cloud Storage. The Sangguniang Bayan shall maintain a Cloud Storage Subscription for files of the Sangguniang Bayan such as the Order of Business, Minutes of Sessions, Attachments of items in the Order of Business, etc. Files from the Cloud Storage for the members’ access shall be shared through the Group Chat for easier access to files that have a lesser file size. Access to larger files shall be through the sharing of links to the members of the Sangguniang Bayan.

To facilitate the sharing and access of these files, each member of the Sanggunian shall have a device/gadget (tablet) from which they can access shared files. Each member shall be assigned an email address to be maintained for the rest of the term. Any one of the COS or JO under the member’s staff, who must be technically competent may be designated as the primary secretary. The primary secretaries shall undergo training and orientation in the digitalization process to fully understand their responsibilities to assist and support the members on matters that require technical capacity.

Section 2. File Format of Uploaded Files. The files uploaded to the Cloud shall be in Portable Document Format (PDF). Access to a particular file may be through a digital request form that will be available upon request. The request will be assessed to determine if the file is available in Cloud Storage or the local server. The file shall be delivered through the email address assigned to the member.

RULE XVI DISCIPLINARY ACTIONS

Section 1. Penalty. Any member who commits an act in transgression of the foregoing Internal Rules of Procedure shall be punished with the corresponding penalties hereunder prescribed, to wit:

Violation	Penalty
1. For disorderly conduct or behavior during a session, committee hearing or committee meeting	1 st offense – reprimand 2 nd offense – exclusion from the membership in the concerned; suspension to expulsion.
2. For any “justified” absence with prior notice	None
3. For any “justified” absence without prior notice	Fine of not more than P100.00
4. For any “unjustified” absence with prior notice	Fine of not less than P50.00 but not more than P200.00
5. For “unjustified” absence in four (4) consecutive session	Fine of not less than P500.00 but not more than P1,000.00 without prejudice to the filing of the corresponding administrative charge as per Art. 124 (6), IRR of RA 7160
6. For coming late in any kind of session per hour of being late or fraction thereof	Fine of not less than P250.00 but not more than P500.00
7. Conviction by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude	Automatic expulsion
8. For refusal without valid excuse to perform the task assigned to him by the Sanggunian or Committee which he is a member	Fifteen (15) days suspension without renumeration
9. For “unjustified” absence in Committee hearing or which he is a composite member	P100.00 but not more than P500.00 without prejudice to the filing of corresponding administrative charge for neglect of duty
10. For failure to discharge duties as Chairman of Committee for 2 or more committee referrals within the reglementary period of 30 days without valid reason.	Automatically stripped of Chairmanship of the Committee to which the measures have been referred to. Proceedings for the stripping of Chairmanship shall commence upon proper motion of any member of the Sangguniang Bayan.

(failure to discharge – if one committee referrals– reprimand)
(Note: A member shall be marked absent if he comes in more than 30 minutes late after the roll call where a quorum has been established.)

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

Section 3. Initiation of Action and Conduct of Investigation. The Committee on Rules shall take cognizance of all the offenses enumerated in the preceding section committed by any member of this Sanggunian, both composite member and constituent

member, i.e including the Regular Presiding Officer and shall initiate the necessary disciplinary action. It shall forthwith conduct the necessary fact-finding investigation and thereafter shall submit its committee report together with the corresponding recommendation for consideration of the Sanggunian sitting en banc.

For purposes of this Section, only a fact-finding investigation and NOT an “administrative investigation” shall be conducted, and thus, the technical rules of court practice, procedure and evidence shall not be applied. However, the substantive due process requirement of fairness and reasonableness should be observed.

Should any member of the Committee on Rules be the respondent, the Presiding Officer (regular or temporary presiding officer, as the case may be) shall designate a replacement to complete the membership thereof but only insofar as the fact-finding investigation is concerned. In performing the other function of the said committee, the respondent is still a member of that committee.

Section 4. *Collection of Fines and its Disposition.* The Secretary to the Sanggunian shall collect the fines as may be imposed by this Sanggunian and shall take custody thereof as a private trust fund. In the disposition or disbursement of the said fund, the Sanggunian shall convert itself into a “Committee of the Whole” and then decide upon a majority vote of all its members how and for what purpose the said fund would be spent.

RULE XVI SUSPENSION OF RULES

Section 1. Any part of this “Internal Rules of Procedure”, except those prescribed by existing laws may be suspended at any particular session by general consent or by two-thirds (2/3) vote or seven (7) of all the members present therein.

RULE XVII AMENDMENTS

Section 1. This “Internal Rules of Procedure” may be amended at any regular session by two-thirds (2/3) vote or seven (7) of all the members of this Sanggunian, provided that prior notice of such proposed amendment is given to all the members of the Sanggunian and provided further that no provision herein which is based on or prescribed by laws shall be amended.

RULE XVIII SUPPLEMENTARY RULES

Section 1. The rules, procedure and parliamentary practices of the Philippine Congress, Local Legislative Toolkit and books dealing on this subject written by Filipino authors, particularly by Dr. Antonio Orendain, Prof. Reynaldo T. Fajardo and authorities shall supplement the rules of procedure of this Sanggunian but only insofar as they are not incompatible with the rules and procedures adopted herein.

RULE XIX EFFECTIVITY

Section 1. This “Internal Rules of Procedure” shall take effect on the date of its approval and adoption.

HON. KINNA MAE G. KWAN
SB Member

HON. FLORIANO G. BAGRO, JR.
SB Member

HON. FRANCIS ALDOUS B. SISON
SB Member

HON. JOSUE P. SISON
SB Member

HON. ROGELIO O. CABLAO
SB Member

HON. CARLITO S. ABRUGAR, JR.
SB Member

HON. DOMINADOR G. CHUA, JR
SB Member

HON. ANTONIA R. CABLAO
SB Member

HON. MARY CHARMAINE G. VILLAR
SB Member
President – Liga ng mga Barangay

HON. ULDRICK FRANZDALE C. SOMORAY
SB Member
President – SK Federation

I certify to the correctness of the foregoing “Internal Rules of Procedure” which was duly enacted by the Sanggunian during its regular session held on October 01, 2025:

RECTITO A. MELQUIADES
Secretary to the Sangguniang Bayan

Attested by:

HON. VERONICA C. RAMIREZ
Municipal Vice-Mayor & Presiding Officer

Approved:

HON. ANNALIZA P. GONZALES – KWAN
Municipal Mayor