

**Republic of the Philippines**  
**Province of Iloilo**  
**MUNICIPALITY OF MINA**  
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**Office of the Sangguniang Bayan**

**RESOLUTION NO. 2019 - 063**

**RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN OF MINA**

**WHEREAS**, R.A. 7160, otherwise known as the Local Government Code of 1991, provides that the Local Sanggunian shall adopt an Internal Rules of Procedures to govern the action of the members during session in the interest of effective legislation;

**WHEREAS**, the new set of the Sangguniang Bayan of Mina has adopted the old Internal Rules of Procedure of the Sanggunian;

**WHEREAS**, in order to give clarity to the provision stated in Rule XIII, Section 11 of the Internal Rules of Procedure, this august body deemed it wise to amend the said portion by adding another provision to wit:

**NOW, THEREFORE:**

**BE IT RESOLVED** by the Sangguniang Bayan of Mina, Province of Iloilo to adopt this Internal Rules or Procedure, to wit;

**INTERNAL RULES OF PROCEDURES FOR SANGGUNIAN**

**RULE I – COMPOSITION**

SECTION I. The Sanggunian Bayan, the legislative body of this Municipality, shall be composed of the Municipal Vice Mayor as the presiding officer, the regular Sanggunian members, the president of the municipal chapter of the liga ng mga barangay and the president of the pambayanang pederasyon ng sanggunian kabataan, as the ex-officio members.

**RULE II – POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN**

SECTION I. The powers, duties and functions of this sanggunian shall be as provided for under Rule XVII of the Rules and Regulation Implementing the Local Government Code of 1991.

**RULE III – DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS**

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

SECTION 2. Every member shall attend all the session of this Sanggunian unless he is prevented from doing so by reason of sickness or other unavoidable circumstances provided that, as a general rule, previous notice thereto shall be sent to the Sanggunian thru the Presiding Officer or the Secretary.

SECTION 3. As a general rule, every member is required to vote on every question or proposed measure being voted upon by the Sanggunian. Abstentions 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.

SECTION 4. Every member shall participated in the exercise of the powers vested in, and performing the duties imposed upon, the Sanggunian as a body and as well as by the sanggunian to its member and shall represent the interest of the people of the entire municipality.

SECTION 5. Every member shall observe proper deportment and decorum during sessions.

#### **RULE IV – PRESIDING OFFICER**

**SECTION 1.** The vice mayor shall be the Presiding Officer of the Sanggunian and as such shall have the following rights and duties:

- a.) To preside over the sessions of the Sanggunian.
- b.) To demand from all the members present due respect and proper deportment, to prevent disturbances and disorder, and to order the room cleared of any or all present who gave reason for such action by improper behavior.
- c.) To enforce the internal rules and procedures of the sanggunian.
- d.) To maintain order during session and render a ruling on questions or order, subject to appeal by the member concerned to the body for final decision.
- e.) To sign all the legislative documents & papers or cheque 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 case 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 either for or against the said measure or question.
- i.) To vote but only to break a tie. Hence, he cannot vote in order to create a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it.
- j.) To relinquish the Chair to any member of the Sanggunian to act as “temporary presiding officer” but only if he is going-out of the session hall for whatever reasons.

#### **RULE V – TEMPORARY PRESIDING OFFICER**

SECTION 1. There shall be Presiding Officer 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.

SECTION 2. In the event of the inability of the regular Presiding Officer the members present thereby constituting a “quorum” shall elect from among themselves a “temporary presiding officer”.

SECTION 3. The presiding officer or the “temporary presiding officer”, as the case maybe 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.

SECTION 4. While presiding, the presiding officer or the temporary presiding officer, as the case maybe shall have no right to vote even if there is a tie.

SECTION 5. The presiding officer or the “temporary presiding officer” may muto-propio, relinquish the Chair temporarily to any member of the Sanggunian if, he would like to go down the floor and participated in the deliberation in his capacity as a regular and constituent member.

## **RULE VI – THE SECRETARY TO THE SANGGUNIAN**

**SECTION 1.** There shall be a Secretary to the Sanggunian who shall be a career official with a rank and salary equal to a head of department of office who shall take charge of the office of the secretary to the Sanggunian and shall:

**SECTION 2.** Attend meetings of the Sanggunian and keep a journal of its proceedings;

**SECTION 3.** Keep the seal of the local government unit and affix the same with his signature to all ordinances, resolutions, and other official acts of the Sanggunian and present the same to the presiding officer for his signature;

**SECTION 4.** Forward to the mayor for approval, copies of the resolutions, ordinances enacted by the Sanggunian and duly certified by the presiding officer, in the manner provided in Section 54 under Book I of the Local Government Code 1991;

**SECTION 5.** Forward to the Sanggunian Panlalawigan copies of the approved ordinances or resolutions in the manner provided in Section 56 & 57 under Book I of the Local Government Code of 1991;

**SECTION 6.** Furnish, upon the request of any interested party, certified copies of record of public character in his custody, upon payment to the treasurer of such fees as maybe prescribed by ordinances;

**SECTION 7.** Record in Book kept for the purpose, all ordinances and resolutions enacted or adopted by the Sanggunian, with the dates of passage and publication thereof;

**SECTION 8.** Keep in his office and all non-confidential records therein open to public during usual business hours;

**SECTION 9.** Exercise such other powers and perform such other duties and functions as maybe prescribed by law or ordinances relative to his position.

**SECTION 10.** If the Secretary is absent or hindered by physical reasons to perform some of his duties, such as the reading of minutes, resolutions, ordinances and other documents or papers, the same maybe performed by other person designated for the purpose by the presiding officer.

## **RULE VII – REGULAR AND SPECIAL SESSIONS**

**SECTION 1.** The regular session of this Sanggunian shall be “once a week” to be held at the Sanggunian session hall every Thursday at exactly 9:30 A.M. In case that Thursday would fall on a holiday or Fiesta Celebration, the next working day shall be the session day.

**SECTION 2.** Special sessions maybe called by the Mayor or by a majority of the members of this Sanggunian.

**SECTION 3.** A written notice to the Sanggunian members stating the date, time and purpose of the session shall be served personally or left with a member of his household at his usual place of residence at least Twenty Four (24) hours before the special sessions is held.

**SECTION 4.** Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter maybe considered at a special session except those stated in the notice.

**SECTION 5.** 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 public interest or for reasons of security, decency or morality.

**SECTION 6.** No two (2) sessions, whether regular or special, maybe held in a single day.

**SECTION 7.** 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.

#### **RULE VIII – QOURUM**

**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.

**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:

- Presiding Officer (regular);
- A member who is abroad;
- A member who is on official business 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 regular session, the Presiding Officer (regular or temporary, as the case maybe) 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. He may 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. He may adjourn the session from day to day; or
3. He may adjourn the session for lack of quorum.

**SECTION 5.** No quorum during the session which was 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 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 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 - propio, or upon proper motion from the floor duly adopted by the body, then declared the session adjourned for lack of quorum.

(Note: A request or motion to determine the presence of a quorum is not debatable).

## RULE IX – ORDER OF BUSINESS

**SECTION 1.** The order of Business of this Sanggunian shall be as follows:

- a.) Call to order
- b.) Roll Call
- c.) Reading and Consideration of previous minutes
- d.) Privilege Hour
- e.) Question Hour
- f.) Reading and referral of proposed measures or communications
- g.) Committee Report
- h.) Calendar of Business
  - Unfinished business
  - Business for the day
  - Unassigned business
- i.) Announcement (if any)
- j.) 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 Rules and other standing or special committees.

**SECTION 3.** The Calendar of Business shall contain the following:

a.) **Unfinished Business** – refers to proposals or measures that have been left un-acted upon, postponed or left unfinished during the previous meeting or session. This also includes items of business left unfinished or un-acted upon at the end of the term of the previous administration.

b.) **Business for the day** – refers to a list of items that have been reported out by committees and are already for deliberation on “second reading” as determined by the committee on rules. This also include those items for the body’s session on Third and Final voting.

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 4.** 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. The 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 case of petitions, letters, endorsements and other communications, the source or the name of senders.

**SECTION 5.** In rendering committee reports, priority shall be given to standing committees regular committees (aka regular committees) to be followed by special committees (aka Ad-Hoc Committees).

**SECTION 6.** As general rule, committee reports shall be rendered by its chairman, unless 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 7.** If the reporting committee recommends a favorable action on the measure referred to it or if the reporting committee recommends the proposed measure for appropriate action by the Sanggunian, the Committee on Rules shall Calendar it for "second reading". If the reporting committee's recommendation is for the Sanggunian not to take action on that recommendation has been adopted by the body, 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 archive of the Sanggunian.

**SECTION 8.** As a general rule, no member of a committee shall opposed or object to the report of his committee unless he submits his dissenting opinion to the majority decision in writing, or orally in open session, before the said committee renders its reports. Otherwise, he shall be precluded to oppose it on the floor.

**SECTION 9.** Deviation from the prescribed order of Business may be done only the following circumstances:

a. When the Sanggunian decided 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 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 X – LEGISLATIVE PROCESS**

**SECTION 1.** Rules in the enactment or ordinance and adoption of resolution. In the enactment ordinances and adoption of resolution including other matters requiring legislative action, 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 proprietary functions and to private concerns shall also be acted upon by the resolution.
- b. Proposed ordinances and resolution shall be in writing and shall contain an assigned member, 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 sign 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 thru a third reading for its final consideration unless decided otherwise by a majority of the Sanggunian members present.
- 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.
- e. Any legislative matter duly certified by the local chief executive as urgent whether or not it is included in the calendar of business maybe presented and considered by the body at the same meeting without need of suspending the rules.

- f. The secretary to the Sanggunian shall prepare copies of the proposed ordinance or 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 maybe submitted for the final voting immediately after it has undergone the period of debate and amendment during the second reading.
- g. No ordinance or resolutions 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 the liability, and at the request of any member, the Sanggunian Secretary shall record the “ayes” and the “nays”. Each approved ordinance or resolutions shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purposed.

**SECTION 2.** Approval of Ordinance and Veto Power of the Local Chief Executive. The approval of the ordinance by the Local Chief Executive (LCE) and the exercise of his veto power shall be governed by the following rules:

a. Every ordinance enacted by the Sanggunian shall be presented to the mayor for his approval. If he approves the same, he shall affix his signature on each 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 Mayor to the Sanggunian within Ten (10) days. Otherwise, the ordinance shall be deemed approved as if he had signed it.

c. The Mayor may veto any ordinance of the Sanggunian on the ground that it is “ultra vires” or prejudicial to the public welfare, stating his reasons thereof in writing.

d. The mayor shall have the power to veto any particular item or items of an appropriation ordinance, an ordinance or resolution adopting a local development plan and public investment program or an ordinance directing the payment of money or creating 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 reenacted. (Art. 108, IRR).

**SECTION 3. The 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 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” maybe 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:

- Period of Debate
- Period of Amendment
- Approval on "Second reading"

c. **Third (Final) reading.** At this stage, the Secretary shall read the proposed draft ordinance by its number, title and the name of its sponsor or co-sponsor, if any. Immediately thereafter, the Presiding Officer shall put the proposed ordinance to a vote. The Presiding Officer shall then formally announce the result thereof and directs 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 (via voce);
- b. By raising of hand (or show of hand);
- c. By raising;
- d. By ballot; or
- e. By nominal voting (or roll call);
- f. By general consent

**SECTION 5. Putting the Question to a Voting.** The Presiding Officer shall rise whenever he is putting a question to a vote. In taking a vote, the Presiding Officer shall take first the affirmative votes and then the negative votes.

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

#### **RULE XI – 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 the 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 maybe. As a general rule, a member may explain his vote but not to exceed Three (3) minutes.

A second roll call maybe requested by any member from the Chair but this tile 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.

**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 pecuniary 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 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. 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 5. **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 6. **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 7. **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 relief 's. (section 447, RA 7160 par. 2-ii)

b. Adoption of resolution authorizing the mayor to negotiate and contract loans and other forms of indebtedness. (par. 2-ii, 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 or resolution authorizing the Mayor to lease to private parties such buildings held in a proprietary 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 established, construct, operate and maintain ferries, wharves, markets or slaughterhouse, or other similar activities within the Municipality as maybe 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 appointment issued by the Mayor to heads of departments and offices and offices as required under RA 7160, (sec. 443, RS 7160, par. d).

SECTION 8. **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 maybe.

SECTION 9. **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 the committees. No legislative proposal or measure of whatever nature shall be passed, adopted or enacted by this Sanggunian thru a mere plurality vote.

a. A two-thirds (2/3) votes of all the members of this Sanggunian shall be required in overriding the veto of the LCE for any ordinance or resolution, thereby making the particular ordinance or resolution effective for all intents and purposes. (Sec. 54 RA 7160).

b. Unless otherwise concurred in by two-thirds (2/3) vote of the Sanggunian members present, there being a quorum, no other matter maybe considered at a special session except those stated in the notice. (Sec. 52 (d), RA 7160)

c. The penalty of suspension or expulsion that maybe imposed or meted out by the Sanggunian to an erring member “shall require the concurrence of at least two-thirds (2/3) vote of all the sanggunian members. (“Sec. 50, b-5, RA 7160).

d. With the concurrence of at least two-thirds (2/3) vote of all the Sanggunian, grant tax exemption, incentives or relief's to entitles engaged in community growth including industries.

e. At least a two-thirds (2/3) affirmatives vote of the members present, there being a Quorum shall be required for the adoption of the following motions:

1. Motion to suspend the rules
2. Motion to expunge
3. Motion to extend or limit debate
4. Motion to call for the previous question

f. At least a two-thirds negative vote of the members present, there being a quorum, shall be required in order to sustain the “motion to object to the consideration of a question”.

SECTION 10. 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 or the other, on every issue or measure submitted for one or the other, on every issue or measure submitted for decision of this august body. Hence, it is hereby made as a general rule that no members of this Sanggunian shall be abstain from voting, except as provided under section 2, Rule X of this Internal Rules of Procedure.

(Note: Abstention, 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 an affirmative vote nor of negative votes).

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

SECTION 11. Simple Majority. Except as otherwise provided in the Internal Rules of Procedure and existing laws, rules and regulations, a vote by a “simple majority” shall prevail on other measures, motions or propositions provided there is a quorum. In parliamentary parlance, the term “simple majority” means one half plus one (1/2 +1) of the total votes cast by the members present there being a quorum. It might less than the majority of the entire membership.

## **RULE XII – RULES ON DEBATES AND AMENDMENTS**

**SECTION 1.** As a general rule, no members 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 avoiding personalities.

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

**SECTION 3.** No member shall speak for more than Two (2) minutes on particular issue or question being debated upon unless he/she is alone to do so by, a majority members present.

**SECTION 4.** During the period of amendments, every member shall be observed the so-called “five minutes rule” i.e., remarks or argumentation by any member on each proposed amendment shall not exceed five (5) minutes.

**SECTION 5.** The member rendering a committee report or delivering the sponsorship speech of a proposed measure may moved to open or closed the debate within the Two (2) minutes period allowed to him. If he fails to exercise his option the debate, or any member may formally moved for it. In any case, after a member has rendered a committee report or has finished sponsorship speech of a proposed measure, it shall be considered open to debate.

**SECTION 6.** While having the floor, a member maybe interrupted in his speech or talk by the Presiding officer to state a point of order, to respond the question 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 question thru his privilege to interpellate and by the following motions:

- Point of Order
- Point of Information
- Point of parliamentary inquiry
- Call for Orders of the day
- Divide the assembly
- Raise a question of the privilege
- Reconsider
- Appeal from the Decision of the Chair

**SECTION 8.** All questions addressed to the speaker or the member having the floor must always be coured thru the Presiding Officer.

**SECTION 9.** The speaker being interpellated 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 upon motu - proprio, may use the "assumed motion" in order to close the period of the 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-thirds (2/3) affirmative vote is hereby required.

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

**SECTION 16.** After the period of debate has been closed, the period of amendments 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 debated upon. Thereafter, a vote is taken on the proposed amendment. Eventually, this process will reach its conclusion and the original measure or proposition is said to have passed the "second reading".

### **RULE XIII – COMMITTEES**

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

a. A regular or standing committee maybe 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 maybe 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 presents, there being a quorum.

**SECTION 2. Composition.** Every regular committee to be created shall be composed of not more than 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 purposed of task for which the committee is created does not involved legislative matters or policy-making.

b. No person other than members of the Sanggunian shall be made a member of any regular committees.

c. No member of the Sanggunian shall be made a Chairman of more than TWO (2) regular committees

d. No member shall participate in the committee deliberations if he has a direct or indirect personal or pecuniary interest on 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 general rule a committee meeting shall be attended only by a committee members unless the majority thereof decided to allow other persons to be present especially invited resource persons or consultants.

**SECTION 6. Committee Hearing Distinguished from Committee Meeting.** For purposes of this Internal Rules, a committee hearing is an activity of the Sanggunian, thru its committees, wherein the general public particularly those representing different sectors that maybe interested or affected by a proposed measure are invites 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 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.

**SECTION 7. Quorum.** A majority of all the members of the committee shall constitute a quorum to do business.

**SECTION 8. Calling a committee meeting.** A committee meeting maybe called by the following:

- a. Chairman
- b. Vice chairman, if he is in the capacity of “Acting Chairman”
- c. Majority of the committee members

Provided, that due notice is served upon each and every committee member.

**SECTION 9. Vacancy.** Vacancy in a committee shall be filled:

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

**SECTION 10. Appearance of head of department/offices in the committee meetings.** The following rules shall be observed in requesting for the appearance of heads of departments of offices:

a. 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 indorse it to the head of local and national offices concerned.

b. The invitation or request shall be specify the reasons for such appearance or the assistance needed, as the case maybe.

**SECTION 11. Committees for the Sanggunian.** There shall be the following committees for the Sanggunian:

**COMMITTEES OF THE SANGGUNIAN  
FOR CY 2019-2022**

**1a. Committee on Women and Family, and Social Services**

This committee shall be composed of not more than Five (5) members, including its chairman and vice chairman, to which shall be referred all matter or questions pertaining to a connected with the following:

- Women's welfare, rights and privileges
- Women's organizations
- Family welfare
- Elderly welfare, rights and privileges
- Social welfare services
- All other matters related to women, family, elderly and social services

<b>Chairman</b>	:	<b>Hon. Noel P. Espiritu</b>
<b>Vice – Chairman</b>	:	<b>Hon. Juanito D. Grabato, Jr.</b>
<b>Members</b>	:	<b>Hon. Rose Kareen S. Defensor</b> <b>Hon. Felipe E. Allaga</b> <b>Hon. Arnel C. Matta</b>

**2a. Committee on Health and Tourism**

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

- Health, sanitation or hygiene
- Cleanliness and beautification of the community
- Proposed measures related to hospitals, health centers and health programs
- All matters related to health

<b>Chairman</b>	:	<b>Hon. Germaine D. Dableo</b>
<b>Vice – Chairman</b>	:	<b>Hon. Felipe E. Allaga</b>
<b>Members</b>	:	<b>Hon. Rose Kareen S. Allaga</b> <b>Hon. Juanito D. Grabato, Jr.</b> <b>Hon. Ariel V. Novo</b>

**3a. Committee on Peace & Order, Public Safety, Transportation and Human Rights**

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

- Police matters
- Maintenance of peace and order
- Protective services
- Traffic rules and regulations
- Fire prevention and control measures
- Public morals
- All other matters related to peace and order and 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 matter or questions pertaining to a connected with the following:

- Human rights
- Prevention of human rights violation
- All matters affecting human rights

**Chairman** : **Hon. Arnel C. Matta**  
**Vice – Chairman** : **Hon. Felipe E. Allaga**  
**Members** : **Hon. Juanito D. Grabato, Jr.**  
**Hon. Celso S. Justado**  
**Hon. Rose Kareen S. Defensor**

#### **6a. Committee on Market/Slaughterhouse, and Trade, Commerce & Industry**

The 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:

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

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

- Establishments/operation of all kinds of trade and industry
- Measure that affect trade, commerce and industry
- Incentives to promote trade, commerce and industry
- All other matters related to trade, commerce and industry

**Chairman** : **Hon. Celso S. Justado**  
**Vice - chairman** : **Hon. Rose Kareen S. Defensor**  
**Members** : **Hon. Juanito D. Grabato, Jr.**  
**Hon. Felipe E. Allaga**  
**Hon. Ireneo C. Pecina**

#### **8a. Committee on Education/Culture, Games & Amusement and Housing & Land Utilization**

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

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

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

- Operation/establishment of amusement places
- Measures that affect the regulation of games and amusement including, but not limited to, the promotion or holding of cockfights, boxing, basketball tournaments and other kinds of games and amusement
- All other matters related to 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 matter or questions pertaining to a connected with the following:

- Housing program
- Subdivision development/real state development
- Measure pertaining to land uses
- Zonification or Zoning code enactment
- Squatter problems
- All matters related to housing and land utilization

**Chairman** : **Hon. Rose Kareen D. Defensor**  
**Vice - Chairman** : **Hon. Ireneo D. Pecina**  
**Members** : **Hon. Germaine D. Dableo**  
**Hon. Arnel C. Matta**  
**Hon. Juanito D. Grabato, Jr.**

#### **10a. Committee on Ordinances, Legal Matters, Rules and Privileges and 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 matter or questions pertaining to a connected with the following:

- Enactment, revision or amendment of all kinds of ordinances except appropriation ordinance
- Exercise of legislative powers (taxing power, police power, corporate powers and proprietary rights)
- Legality of proposed measures to be acted upon by the Sanggunian
- Review of ordinances and certain resolutions submitted by lower level LGU's
- Sanggunian Internal Rules and Violation thereof
- Order of Business and Calendar of Business
- Disorderly conduct of members and investigation thereof
- Privileges of members

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

- Organization and management; personnel administration, positions classification and pay plan, staffing patterns
- Creation of position
- Policy formulation for the economical, efficient and effective local government administration
- Conduct and ethical standards for local officials and employees
- Public accountability of local officials and employees
- All other matter related to good governance

**Chairman** : **Hon. Ireneo D. Pecina**  
**Vice – Chairman** : **Hon. Rose Kareen S. Defensor**  
**Members** : **Hon. Germaine D. Dableo**  
**Hon. Juanito D. Grabato, Jr.**  
**Hon. Felipe E. Allaga**

#### **14a. Committee on Finance, Budget and Appropriation, Ways & Means and Public Works and Infrastructure**

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:

- Local Taxes, fees and charges
- Loans and other sources of local revenue
- Annual and supplemental budgets
- Appropriation ordinances
- All other matters related to ways & means, local taxation and fiscal administration

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

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

<b>Chairman</b>	<b>:</b>	<b>Hon. Juanito D. Grabato, Jr.</b>
<b>Vice - Chairman</b>	<b>:</b>	<b>Hon. Celso S. Justado</b>
<b>Members</b>	<b>:</b>	<b>Hon. Noel P. Espiritu</b> <b>Hon. Arnel C. Matta</b> <b>Hon. Rose Kareen S. Defensor</b>

**16a. Committee on Environmental Protection, Cooperative and 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 matter or questions pertaining to a connected with the following:

- Environmental protection
- Air and Water pollution
- Wantone destruction of the environment and its natural resources
- All matters or measurers affecting the environment

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

- Cooperatives organization and development
- Incentives to cooperatives
- All matters affecting the cooperatives development program of the government

This committee shall be composed of not more than Five (5) members including its chairman and vice chairman, to which shall be referred all matter or questions pertaining to a connected with the following:

- Agricultural production
- Agricultural inputs
- Agricultural facilities
- Development of Agri-business enterprises
- All other matters related to Agriculture, including plants and animals

<b>Chairman</b>	<b>:</b>	<b>Hon. Ariel V. Novo</b>
<b>Vice - Chairman</b>	<b>:</b>	<b>Hon. Celso S. Justado</b>
<b>Members</b>	<b>:</b>	<b>Hon. Germaine D. Dableo</b> <b>Hon. Noel P. Espiritu</b> <b>Hon. Juanito D. Grabato, Jr.</b>

**17a. Committee on Youth and Sports Developments**

This committee shall be composed of not more than Five (5) members including its chairman and vice chairman, to which shall be referred all matter or questions pertaining to a connected with the following:

- Sports development
- Youth welfare and development



<b>Chairman</b>	:	<b>Hon. Marievic R. Sinamban</b>
<b>Vice - Chairman</b>	:	<b>Hon. Ireneo D. Pecina</b>
<b>Members</b>	:	<b>Hon. Felipe E. Allaga</b> <b>Hon. Rose Kareen S. Defensor</b> <b>Hon. Arnel C. Matta</b>

#### **18a. 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 matter or questions pertaining to a connected with the following:

- Creation, division, merging, abolition, or alteration of boundaries of Brgy's.
- Naming or renaming of Brgy's.
- Naming or renaming of Brgy's. roads
- Review of Brgy. Ordinances and executive orders issued by the Punong Barangay
- All matters pertaining to Brgy. Government Affairs

<b>Chairman</b>	:	<b>Hon. Felipe E. Allaga</b>
<b>Vice - Chairman</b>	:	<b>Hon. Juanito D. Grabato, Jr.</b>
<b>Members</b>	:	<b>Hon. Arnel C. Matta</b> <b>Hon. Celso S. Justado</b> <b>Hon. Marievic R. Sinamban</b>

### **RULE XIV – 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. Unless otherwise be allowed by the Sanggunian, submission/reporting should come within two (2) consecutive sessions from the time to which the measure is referred.

**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 maybe, or separate report there on.

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

- Name of the reporting committee or committees
- 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
- Finding or conclusions
- Recommendations (either to "file it way" or "to calendar it for second reading).
- Names and signature of concurring members
- Appendices (Minutes of the committee hearings or committee meetings, as the case maybe).

**SECTION 4. Discharge of Committee.** A Committee which failed to submit a committee report within the time required maybe 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 submit to the body for proper disposition.

**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 maybe 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 to all Sanggunian members by the committee chairman concerned.

#### **RULE XV – 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.

**SECTION 2. Minutes.** In addition to the “journal of proceedings” which is required by the 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 3. Reading and Consideration of Previous Minutes.** The minutes of the previous session shall submit 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 becomes its property. Consideration of the minutes shall not be dispensed with. Reading of the minutes “verbatim” maybe dispensed with if the members were already furnished a copy beforehand. Being all responsible men and women, the members are presumed to have 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 Minutes.** The minutes shall contain the following information:

- Place, date and time of the session;
- Whether it is social or regular;
- Name of the members present therein and those who were absent;
- 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;
- Text of every measure (resolution or ordinance, etc.) adopted or enacted;
- Brief resume of the majority opinion, if any;
- 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;
- All motions presented or proposed, whether lost or carried, except those withdrawn;
- Full text of the veto message of the local chief executive, if any;
- Time of adjournment.

**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 on 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 XVI – RULES ON MOTION**

**SECTION 1.** All motions relating to a committee report, is 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 or order”.

SECTION 3. All “privilege motions” maybe 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 Orders of the day
- c.) Divided the Assembly, Body (or House, if any)
- d.) Divide the question
- e.) Object to the consideration of a question
- f.) Point of Order
- g.) Point of Information
- h.) Point of Parliamentary Inquiry
- i.) Reconsider
- j.) Reconsider 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 to take a recess is “order” provided, that nobody else has the floor.

SECTION 6. Motions or questions which were laid on the table maybe taken up thru a motion to that effect during that particular session or during the next regular session but not beyond.

SECTION 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 for 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 have entered on the minutes
- p.) Rescind or Repeal
- q.) Suspend the Rules
- r.) Take from the Table
- s.) All main motions

**SECTION 8.** A motion to amend (amendment of the 1<sup>st</sup> degree) and motion to amend an amendment (amendment of the 2<sup>nd</sup> degree) maybe withdrawn but only before a decision is made thereon.

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

**SECTION 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 XVII – DISCIPLINARY ACTIONS**

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

#### **PENALTY**

- |   |   |
|---|---|
| 1. For disorderly conduct or behavior during a session, committee hearing or committee meeting.                                 | 1 <sup>st</sup> offense-reprimanded<br>2 <sup>nd</sup> offense-exclusion from the membership in the committee concerned and or session; suspension to expulsion in accordance with the provision of Rule XIX and Art. 103 (5) of IRR of RA 7160 |
| 2. For “unjustified” absence in four (4) consecutive sessions.  | A fine of not less than P300.00 without prejudice to the filling of the corresponding administrative charge as provided Art.124 (6) Rule XIX and Art. 103 (5) of IRR of RA 7160   |
| 3. For coming late of 10 minutes  | Fine of not less than P100.00   |
| 4. Conviction by final judgment to imprisonment of at least One (1) year for any crime involving moral turpitude.               | Automatic expulsion   |
| 5. For refusal without valid excuse to perform the task assigned to him by the Sanggunian or committee of which he is a member. | Maximum of Fifteen (15) days suspension without remuneration  |

SECTION. 2. The Sanggunian may punish its members for disorderly behavior and absence without justifiable cause for four consecutive meetings, for which they may be censured, reprimanded, or excluded from the session hall or, with the concurrence of at least two-thirds (2/3) of all members of the Sanggunian, be suspended or expelled, provided that a member convicted by a final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall automatically expelled from the Sanggunian.

SECTION 3. **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 this Sanggunian. For other kinds of penalty only a majority vote of all the members of the Sanggunian shall suffice.

SECTION 4. **Initiation of Action and Conduct of Investigation.** The committee on Rules shall take cognizance of all the offenses enumerated in the proceeding Section committed by any member of this Sanggunian. Both composite 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 reconsideration of the Sanggunian sitting en banc.

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

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

SECTION 5. **Collection of fines and its disposition.** The Secretary to the Sanggunian shall collect the fines as maybe 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 purposes the said fund would be spent.

#### **RULE XVIII – SUSPENSION OF RULES**

SECTION 1. Any part of this “Internal Rules of Procedures”, except those prescribed by existing laws maybe suspended at any particular session by general consent or by two-thirds (2/3) vote of the members present therein.

#### **RULE XIX – AMENDMENTS**

SECTION 1. This “Internal Rules of Procedures” maybe amended at any regular session by two-thirds (2/3) vote of all the members of this Sanggunian, provided that prior notice 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 existing laws shall be amended.

#### **RULE XX – SUPPLEMENTARY RULES**

SECTION 1. The rules, procedure and parliamentary practices of the Philippine Congress and books dealing on this subject and books dealing on this subject written by Filipino authors, particularly by Dr. Antonio Orendain, Prof. Reynaldo T. Fajardo and Reverendo Dihan, shall serve as supplementary authorities of this sanggunian but only insofar as they are not incompatible with the rules and procedures adopted herein.

**RULE XXI – EFFECTIVITY**

SECTION 1. This “Internal Rules of Procedures” shall take effect on the date of its adoption.

**NOW, THEREFORE:**

**BE IT RESOLVED** by the Sangguniang Bayan of Mina, Province of Iloilo to adopt the Internal Rules of Procedures for the Sangguniang Bayan of Mina, Iloilo.

**ADOPTED** this 11<sup>th</sup> day of July 2019, on motion of *Hon. Ireneo D. Pecina*, duly seconded by *Hon. Noel P. Espiritu, Hon. Germaine D. Dableo and Hon. Ariel V. Novo* .

**APPROVED.**

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I hereby certify to the correctness of the foregoing Resolution.

**(SGD.) MA. DAISY P. PARREÑO**  
Secretary to the Sanggunian

**ATTESTED:**

**(SGD.) HON. BERNARDINO P. CHICHIRITA**  
Presiding Officer

**APPROVED:**

**(SGD.) HON. REY P. GRABATO**  
Municipal Mayor

**BARANGAY ASSIGNMENT OF**  
**SANGGUNIANG BAYAN MEMBERS**  
**Cy 2019 - 2022**

**Hon. Bernardino P. Chichirita** – Barangays Mina East & Mina West

**Hon. Arnel C. Matta** – Barangays Janipa-an West & Tumay

**Hon. Ariel V. Novo** – Barangays Amiroy & Tolarucan

**Hon. Germaine D. Dableo** – Barangays Abat, Bangac & Talibong  
Pequeño

**Hon. Celso S. Justado** – Barangays Badiangan, Naumuan & Talibong  
Grande

**Hon. Juanito d. Grabato, Jr.** – Barangays Agmanaphao, Nasirum &  
Tipolo

**Hon. Noel P. Espiritu** – Barangays Cabalabaguan & Dala

**Hon. Ireneo D. Pecina** – Barangays Singay & Janipa-an East

**Hon. Rose Kareen S. Defensor** – Barangays Capul-an, Guibuangan &  
Yugot

# **OFFICERS OF THE DAY:**

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**Monday - Hon. Arnel C. Matta  
Hon. Noel P. Espiritu**

**Tuesday - Hon. Juanito D. Grabato, Jr.  
Hon. Rose Kareen S. Defensor**

**Wednesday - Hon. Ireneo D. Pecina  
Hon. Celso S. Justado**

**Thursday - - Session Day - - -**

**Friday - Hon. Germaine D. Dableo  
Hon. Ariel V. Novo**