



Republic of the Philippines
Province of Bulacan
Municipality of Bulakan

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 12th REGULAR SESSION OF THE 11th SANGGUNIANG BAYAN, HELD LAST SEPTEMBER 19, 2022 AT THE BULWAGANG GENERAL GREGORIO DEL PILAR, MUNICIPALITY OF BULAKAN, BULACAN

PRESENT:

Hon. Atty. Reina Rica C. Sanchez

Municipal Vice Mayor
Presiding Officer

Municipal Councilors

Hon. Aubrhie Cindyrelle D. Carpio
Hon. Jose Antonio V. Lava
Hon. Aron Ronald R. Cruz
Hon. Marbin J. Garcia

Hon. Christopher Aron C. Del Rosario
Hon. Bienvenido M. Cruz Jr.
Hon. Atty. Ana Marie V. Pagsibigan
Hon. Richie E. San Jose
Hon. Miguel Leonardo (SK)

ALL PRESENT

MUNICIPAL RESOLUTION NO. 40 - 2022

A RESOLUTION AMENDING THE INTERNAL RULES OF PROCEDURE FOR THE 11TH SANGGUNIANG BAYAN OF BULAKAN, BULACAN

Sponsored By: Councilor Atty. Ana Marie V. Pagsibigan

WHEREAS, the Sangguniang Bayan of Bulakan is a legislative body duly organized pursuant to law for the enactment of ordinances and the adoption of resolutions for the governance of the Municipality of Bulakan;

WHEREAS, pursuant to the provisions of Republic Act No. 7160 known as "The Local Government Code of 1991" and its Implementing Rules and Regulations, the Sanggunian Bayan shall have the right to adopt or update its existing rules of procedure for the proper discharge of legislative functions;

WHEREAS, in the maintenance of good order in deliberations, it is necessary that specific rules be adopted and enforced in the interest of effective legislation:

NOW THEREFORE, for and in consideration of the above-mentioned premises and upon motion of Hon. Atty. Ana Marie V. Pagsibigan and duly seconded and unanimously approved by all Members present in session assembled,

RESOLVED, as it is hereby resolved to approve this Resolution Adopting Internal Rules of Procedure for the Sangguniang Bayan of Bulakan, Bulacan.

Internal Rules of Procedures of the Sangguniang Bayan

PREAMBLE

Every person must, in exercise of his rights and in the performance of his duties, act with justice, give everyone his due, and observe honesty and good faith.

MISSION

A corps of competent, disciplined and honorable Sangguniang Bayan Members, committed to the formulation of efficient, timely and appropriate laws and legislations for the welfare of all sectors of the society and for an empowered citizenry.

VISION

A unified citizenry sustained by dignified Sangguniang Bayan Members who are working together for the benefit of all sectors of the society towards a modern, world-class and progressive Bulakan.

PRAYER

Panginoon, Dakilang Lumikha,
Ang Unang Tagapagbigay Ng Batas
At Ang Huling Tagapaghukom
Iyong Ginawa Ang Sangkatauhan Sa Iyong Imahe
At Binigyan Ng Karunungan Upang Alamin Ang Inyong Mga Kautusan
Ibuhos Po Ninyo Sa Aming Puso at Isipan
Ang Espirito Ng Inyong Karunungan At Hustisya
Upang Ang Aming Pakikitungo
Sa Aming Mga Pinamumunuan
Ay Maging Patas At Makatarungan,
At Sa Aming Pagbalangkas Ng Mga Kautusan At Lehislatura
Ito Ay Maiayon Sa Iyong Dakila At Banal Na Kautusan.
Amen.

COUNCILORS' CREED

I am a Philippine Councilor,
Mandated by law to enact measures
And ordinances that redound
To the general welfare of my constituents

In their pursuit for
Happiness, peace and prosperity.

I believe in Public Service Above Self
As the guiding principle of my official acts.

And, as I head the pathways of local legislation,
May the Almighty guide my mind and heart
And shall be true to my constituents
And the Filipino people.

MACE OF THE SANGGUNIAN

The mace is the symbol of authority of the Sanggunian Bayan and the Presiding Officer.

It serves as guarantee for the peaceful and orderly conduct of the sessions. Upon instructions of the Presiding Officer, the Sergeant-at-Arms shall present the mace to the member who is displaying unruly conduct as a signal for him to refrain from further committing such unbecoming behavior.

The mace standing upright in the rostrum beside the Presiding Officer's table signifies that the Sangguniang Bayan is in session. Otherwise, it is laid parallel in front of the Presiding Officer's table.

RULE I. COMPOSITION

Section 1. Composition - The Sangguniang Bayan shall be composed of the Vice-Mayor who shall be its Presiding Officer, the regular Members of the Sangguniang Bayan; and two (2) Ex-Officio-Members: the President of the Liga ng mga Barangay (ABC) and the President of the Pambayang Pederasyon ng Sangguniang Kabataan (SK).

RULE II. POWERS, DUTIES AND FUNCTIONS

Section 2. Powers, Duties and Functions - The Sangguniang Bayan shall exercise the powers, duties and functions as follows:

- (a) Enact ordinances and approve resolutions necessary for an efficient and effective municipal governance;
- (b) Appropriate funds for the general welfare of the Municipality and its citizens, and provide for expenditures necessary for the proper conduct of programs, services, and activities of the municipal government;
- (c) Review all ordinances approved by the sangguniang barangay and executive orders issued by the punong barangay to determine whether these are within the scope of the sanggunian and of the punong barangay;
- (d) Impose a penalty of imprisonment for a period not exceeding six (6) months or a fine of Two Thousand Five Hundred Pesos (Php 2,500.00), or both at the discretion of the court, for violation of a municipal ordinance;

- (e) Perform such other powers, duties and responsibilities as provided for under The Local Government Code and its Implementing Rules and Regulations.

RULE III. DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Section 3. Business Interests - Every member of the Sanggunian shall make a full disclosure of his financial business interests. pursuant to Article 104, Rule XVII of the Rules and Regulations Implementing the Local Government Code of 1991.

Section 4. Attendance in Session - Every member shall attend all the sessions of this Sanggunian. In the event that he/she is prevented from doing so by reason of sickness or other unavoidable circumstances, it shall be his/her duty to notify the Sangguniang Secretary, at least one hour before the scheduled time of the session, as stated in Section 16.

Section 5. Grace Period. – A member shall be considered late if he/she arrives after fifteen minutes from the scheduled time of the session as stated in Section 16, as announced in the Agenda. A member shall be considered absent after he/she arrives one hour thereafter.

Section 6. Vote- Every member is required to vote on every question, issue or proposed measures being voted upon by the Sanggunian. A member shall be allowed to abstain only if it can be shown that the member concerned has a pecuniary interest or conflict of interest either directly or indirectly, on the matter being acted upon the body. Furthermore, the ex-officio-members ABC and SK shall be allowed to vote and become member of standing committees that may be created by the Sangguniang Bayan.

Section 7. Dress Code—Members of the Sanggunian shall maintain a dress code during regular, and special sessions, and other official functions.

Section 8. Decorum - Every member shall observe proper decorum during sessions. Mobile phones shall be turned off or placed on silent mode. In the event that the member has to attend to a call, he/she shall do so outside the Session Hall.

Visitors, guests and spectators shall likewise observe the decorum prescribed in the previous paragraph.

RULE IV. PRESIDING OFFICER

Section 9. Functions - The Municipal Vice Mayor shall be the Presiding Officer of the Sanggunian, and shall have the following rights and duties

- a. To preside over the sessions of the Sanggunian Bayan;
- b. To ensure that all the members observe proper decorum during sessions.
- c. To maintain order during sessions as mandated by this Internal Rules and Procedures;
- d. To render a ruling on questions of order, subject to appeal by the member concerned to the body for final decision;
- e. To sign all the legislative documents and papers;
- f. To sign all warrants and checks drawn on the municipal treasury for all expenditures appropriated for the operation of the Sangguniang Bayan;

- g. To declare a recess during sessions anytime he/she deems it necessary;
- h. To vote to break a tie;
- i. To author ordinances and resolutions.
- j. To chair adhoc, temporary, or special committees. The Presiding Officer shall be an *ex-officio* member of all standing committees of the Sanggunian Bayan.
- k. To hold and maintain office at the designated area assigned as Vice Mayor's Office.

RULE V. TEMPORARY PRESIDING OFFICER

Section 10. Temporary Presiding Officer. In the event of the inability of the regular Presiding Officer to preside over the session, the members present and constituting a quorum shall elect from among themselves a temporary presiding officer.

Section 11. Certification - The temporary presiding officer shall certify within ten (10) days from the passage of ordinance enacted or resolutions adopted by the Sanggunian Bayan in the session over which he/she temporarily presided.

Section 12. No Right to Vote -The temporary presiding officer shall have no right to vote even if there is a tie.

Section 13. Participation in Deliberations - The temporary presiding officer may relinquish the Chair temporarily to any member of the Sanggunian Bayan if he/she intends to participate in the deliberation in his/her capacity as a regular and constituent member.

RULE VI. SECRETARY TO THE SANGGUNIANG BAYAN

Section 14. Sangguniang Bayan Secretary- There shall be the Secretary to the Sanggunian Bayan who shall be a career official with the rank and salary equal to a head of department or office. He/She shall be appointed by the Vice-Mayor.

Section 15. Duties and Responsibilities. The Secretary to the Sangguniang Bayan shall:

- (a) Take charge of the Office of the Secretary to the Sangguniang Bayan and shall be in-charge of the "Bulwagang Gen. Gregorio Del Pilar" Session Hall;
- (b) Attend meetings of the Sanggunian and keep a journal of its proceedings;
- (c) Keep the seal of the Sangguniang Bayan Municipal Government and affix the same with his signature on all Ordinances and Resolutions and other official acts of the Sanggunian and present the same to the Presiding Officer for his/her signature;
- (d) Forward to the Municipal Mayor, for approval, copies of duly approved Ordinances and Resolutions dealing with local development plans and public investment programs; furnishing the Municipal Mayor copies of all other approved Resolutions for his/her information and guidance;
- (e) Furnish, upon request, certified true copies of records of public character in his custody, upon payment to the Municipal Treasurer of such fees as may be prescribed by Ordinance;
- (f) Record in a book kept for the purpose, all Ordinances and Resolutions enacted or adopted by the Sanggunian, with their respective dates of passage and publications thereof;

- (g) Keep his/her office and all non-confidential records therein open to the public during the usual business hours and determine the confidentiality/non-confidentiality of the records;
- (h) Translate into the dialect used by the majority of the inhabitants all Ordinances and Resolutions immediately after their approval and cause the publication of all approved Ordinances and Resolutions dealing with local development plans and public investment programs thereof, together with its original version in the manner provided for under the Local Government Code of 1991;
- (i) Read or cause to be read, by himself/herself or thru a reader duly designated by him, all proposed Ordinances, motions, memorials, petitions and other documents which he/she shall report to the Sanggunian, or when so required by the Sanggunian or the Presiding Officer;
- (j) Notify the officers and members of regular standing and special committees of their election or creation;
- (k) Send out proper notices of all duly called sessions, other meetings and public hearings; and
- (l) Take custody of the local archives and annually account for the same.
- (m) All pending proposals for resolutions, ordinances, and other business of the sitting Sanggunian at the end of its term in June 2025 shall be endorsed by the Secretary to the incoming Sanggunian after the standing and special Committees have been established and chairpersons have been elected.

RULE VII. SESSIONS

Section 16. Regular Sessions– The Sanggunian shall hold regular sessions at the Bulwagang Heneral Gregorio Del Pilar every Monday at exactly 10:00 in the morning. Such regular sessions shall be attended by the member in person.

When a Monday falls on a holiday or otherwise declared to be a "non-working day", the session will be automatically held on the next following working day.

The use of any cloud-based video communications app, internet based voice and data communications and/or any other universal communication and collaboration platform that combines persistent workplace chat, meeting, file storage and application integration such as but not limited to Zoom, Facebook Messenger and Microsoft Teams, shall be allowed only in times of national emergency, crisis, exigency of service, and other circumstances of similar nature that would pose serious threat to the health and safety of the members if physical presence in the session shall be required.

A member maybe likewise allowed to attend the regular session via video-conference due to health reasons. Said member shall notify the Chairperson of the Committee on Laws, Rules and Ethics of such fact at least twenty-four (24) hours before the Session. He/She shall keep the camera on throughout the Session.

Section 17. Special Sessions- Special sessions may be called by the Municipal Mayor or by a majority of the members of the Sangguniang Bayan and shall only be held at the Bulwagang Gen. Gregorio DelPilar. Attendance by video conference shall be allowed upon notice by the member to the Chairman on the Committee on Laws, Rules and Ethics.

Section 18. Notice - A written notice to the Sangguniang members stating the date, time and purpose of the session shall be serve at least twenty-four (24) hours before the special session is held. Any of the following modes of service shall be valid: thru email, personal service or by leaving a copy of the notice with any member of the household at of the Member's usual place of residence

Section 19. Subject of Special Sessions - 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 20. How Conducted - All sessions shall be open to the public unless a closed-door session is ordered by an affirmative vote of a majority of the members present, there being a quorum, for the public interest or for reasons of security, decency, or morality.

For deliberations concerning Barangay Ordinances, or other sensitive issues of public concern, barangay officials, members of civil social organizations, and other concerned agencies shall be invited.

Section 21. When Conducted - No two (2) sessions, whether regular or special, shall be held in a single day.

Section 22. Adjournment - An adjourned session may not be re-opened.

RULE VIII. QUORUM

Section 23. Quorum-A quorum is required for the Sangguniang Bayan to transact business. In the determination of the quorum, the following shall be included in the computation: the Presiding Officer, the regular members, and the ex-officio members of the Sanggunian..

For business requiring a simple quorum, the Session should be attended by at least six (6) members.

For business requiring two-thirds (2/3) votes, the Session should be attended by at least seven (7) members.

Section 24. Call to Order- When the appointed time has come to start the regular session, the Presiding officer shall call the session to order, with or without a quorum.

Section 25. Remedial Measures – In the absence of a quorum after calling the session to order:

- (a) The Presiding Officer, or in his/her absence, the majority of the members present, may call a recess for one hour until a quorum is reached.
- (b) The Presiding Officer, or in his/her absence, the majority of the members present, may compel the immediate attendance of any member who is absent without any justifiable cause. He/She may designate a member of the Sanggunian, assisted by a member of the Philippine National Police assigned within the jurisdiction of the Sanggunian, to arrest the absent member and bring him/her to the session hall.
- (c) The Presiding Officer may motu proprio, or in his/her absence, the majority of the members present upon proper motion, declare the session adjourned for lack of quorum.

Section 26. Roll Call-Should a question of quorum be raised during a session; the Presiding Officer shall immediately proceed to call the roll of the members and thereafter announce the results.

RULE IX. ORDER OF BUSINESS

Section 27. Order of Business (Hanay ng Gawain) - The order of business of the Sanggunian shall be as follows:

1. **Panawagan Pangkaayusan (Call To Order)**
2. **Panalangin (Prayer)**
3. **Pambansang Awit (National Anthem)**
4. **Paglalagay ng Mace**
5. **Councilor's Creed**
6. **Pagtawag sa mga Dumalo (Roll Call)**
7. **Pagbasa At Pagpapatibay Sa Mga Nakaraang Katitikan**
8. **Pagbasa At Pagtutukoy Sa Mga Kinauukulang Lupon Ng Mga Panukala At Komunikasyon**
 - 8.1. **Panukalang Pambayang Kautusan**
 - 8.2. **Panukalang Kapasiyahang Bayan**
 - 8.3. **Pagsusuri Sa Mga Kautusan At Kapasiyahang Pambarangay**
 - 8.4. **Mga Kahilingan At Panukalang Panglehisasyon Buhat Sa Tanggapan Ng Punong Bayan, At Mga Sertipikadong Komunikasyong Nangangailangan Ng Madaliang Tugon (Certified Urgent, Idinedetermina Ng Lupon Ng Alituntunin, Batas At Etika), Sinumpaang Sumbong Sa Mga Kasong Administratibo Para Sa Pagsasaalang-Alang Ng Sangguniang Bayan At Iba Pang Paksa Na Nangangailangan Ng Kaukulang Lehislasyon**
9. **Ulat At Rekomendasyon Ng Mga Lupon (Committee Reports)**
10. **Talaan Ng Mga Paksang Tatalakayin (Calendar of Business):**
 - 10.2. **Mga Nakatalang Gawain (Business of The Day):**
 - 10.2.a. **Ikalawang Pagbasa (Second Reading)**
 1. **Deliberasyon (Deliberation)**
 2. **Pagsususog (Amendments)**
 - 10.2.b. **Ikatlong Pagbasa (Third Reading)**
 1. **Pagbasa Ng Pamagat At Numero**
 2. **Pagbobotohan**
 3. **Pagpapatibay**
 - 10.3. **Mga Hindi Naitalagang Gawain (Unassigned Business)**
 11. **Pribilehiyong Oras (Privilege Hour):**
 12. **Oras Ng Pagtatanong (Question Hour)**
 13. **Patalastas (Announcement)**
 14. **Pagsasara ng Pulong**

Section 28. Minutes - The minutes of each session shall be submitted to the Sanggunian for approval. It must be digitally recorded into a personal computer for easy access on the recording in case of a query from the Sangguniang Bayan Members.

Section 29. Calendar of Business - The Calendar of Business shall contain the following:

- a. **Unfinished Business**-refers to proposed measures that have been left unacted upon, postponed or left unfinished during the previous meeting or session. This also includes items of business left unfinished or unacted upon at the end of the term of the previous administration.
- b. **Business for the day**- refers to the list of items that have been reported out by the committees and are ready for deliberation on second reading. This also include those items for the body's session 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 30. Contents- The Calendar of Business shall contain brief descriptions of the items to be taken up during the regular session including but not limited, to the following:

- a. The title of the proposed ordinance or resolution;
- b. The name of the sponsor or authors;
- c. The source of name of senders in case of petitions, letters, endorsements and other communications.

Section 31. Committee Reports - Committee reports shall be presented by its Chairman, or in his absence, the Vice-Chairman. If neither of them is present, the report shall be presented by the committee member assigned by the other members of the said committee, provided that he/she concurs with the committee report.

Section 32. Recommendations - 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, such measure shall be calendared for "second reading" If the recommending committee's recommendations is for the Sanggunian not to take action and the recommendation has been adopted by the body, the proposed measures remain shelved in the committee.

Section 33. Dissent to Committee Report – A Committee member who is not in favor of his/her Committee's report cannot oppose the said report, unless he/she submits his/her dissenting opinion in writing, or if orally in open session, before the Committee renders its report.

RULE X. LEGISLATIVE PROCESS

Section 34. Enactment of Ordinances and Adoption of Resolutions – The following rules shall be observed in the enactment of ordinances and adoption of resolutions:

- 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 enacted 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. A brief explanation shall likewise be added. It shall be signed by the author or authors and submitted to the secretary to the Sanggunian.
- 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 otherwise decided 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.
- e. Any legislative matter duly certified by the Municipal Mayor as urgent may be presented and discussed in the same meeting, whether or not it is included in the calendar of business, and without need of suspending the IRP.
- f. The secretary to the Sanggunian shall prepare copies of the proposed ordinances or resolutions in the form it was passed on second reading, and shall distribute to each member a copy thereof except that a measure certified by the Municipal Mayor as urgent may be submitted for final voting immediately after it has undergone the periods of debate and amendment during second reading.
- g. No ordinance or resolution passed by the Sanggunian in a regular or special session shall be valid, unless approved by a majority of the members present, there being a quorum.

To reiterate, for business requiring a simple quorum, the Session should be attended by at least six (6) members.

For business requiring two-thirds (2/3) votes, the Session should be attended by at least seven (7) members.

- h. The secretary to the Sanggunian shall record the "ayes" and "nays" when ordinances, and resolutions directing the payment of money or creating a liability, are passed. On the other hand, recording of "ayes" and "nays" for resolutions other than those stated above may be undertaken upon the request of any member.
- i. Approved ordinances or resolutions shall be stamped with the seal of the Sanggunian, and recorded in the journal kept for the purpose.

Section 35. Approval of Ordinance and Veto Power of the Municipal Mayor – The procedure stated hereafter shall be observed in the approval of ordinances and use of the veto power by the Municipal Mayor:

- a. Every ordinance enacted by the Sanggunian shall be presented to the Municipal Mayor for his/her approval. If he/her approves the same, he/she shall affix his signature on each and every page thereof.
- b. The Municipal Mayor may veto an ordinance on the ground that it is "ultra vires" or prejudicial to the public welfare, stating his reasons thereof in writing. The veto together with his/her written

objections, shall be communicated by the Municipal Mayor to the Sanggunian within ten (10) days from receipt of the copy of the ordinance.

- c. The Sanggunian may reconsider and override the veto by two-thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective for all legal intents and purposes even without the approval of the Municipal Mayor.
- d. If the Municipal Mayor does not act on the ordinance after ten (10) days, the ordinance shall be deemed approved as if he/she had signed it.
- e. 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 that 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 or the previous year corresponding to those vetoed, if any, shall be deemed reenacted.

Section 36. The Three-Reading Principle - No ordinance shall be enacted unless it passed through three readings:

- a. **First Reading.** At this stage, the Secretary shall read the number of the proposed draft ordinance; 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 a 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 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 37. Methods of Voting - Voting shall be either one of the following methods:

- a. By voice (viva voce),
- b. By raising a hand (or show of hand),

- c. By raising or standing;
- d. By ballot; or
- e. By nominal voting (or roll call)

Section 38. Putting the Question to a Vote - The Presiding Officer shall rise whenever he is putting a question to a vote. In taking the vote, the Presiding Officer shall take first the affirmative votes and then the negative votes. While still in standing position the Presiding Officer shall announce the result thereof.

RULEXI. RULES ON VOTING

Section 39. Voting and Question - Whenever a nominal voting (or roll call voting) is being applied the Secretary shall call the roll of members either in alphabetical order or by rank. As each name is called the member shall raise his hand and announce his vote by stating "YES" or "NO" as the case may be. As a general member may explain his vote but not to exceed three (3) minutes.

A second roll call may be requested by any member from the Chair but this time only the names of those who failed to vote shall be called. This is to give another opportunity to those who failed to cast their vote to exercise in their right and also to determine the number of members who might have violated the "rule of ablation. After this second roll call the Presiding Officer shall entertain no other request of the same kind.

Section 40. Voting Restriction - No member can vote or be allowed to vote on any measure which he/she or any of his/her 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/herself.

Section 41. Change of Vote - A member may change his/her vote but only when result of the voting has not yet been announced by the Presiding Officer. Otherwise, he/she can only change his/her vote by a unanimous consent of the members present. This rule shall not be applied if voting is by ballot.

Section 42. Allowable Motion during Voting - Except for a motion pertaining to a question of quorum, the Presiding Officer shall entertain no other motion while voting is in progress.

Section 43. 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 Presiding Officer decide to break it.

Exception to this rule is when a motion to appeal from the decision of the Presiding Officer is put into a vote and it resulted in a tie. In this case the tie vote is construed to sustain the decision of the Presiding Officer.

Section 44. Creating A Tie - The Presiding Officer is prohibited to cast his/her vote to create a tie.

Section 45. Majority Vote of all the Members – A majority vote of all 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.

- b. Adoption of resolution authorizing the Municipal Mayor to negotiate and contract loans and other forms of indebtedness.
- c. Enactment of ordinance authorizing the floating of bonds or other instruments of indebtedness for the purpose of raising funds to finance development projects.
- d. Adoption of resolution authorizing the Mayor to lease to private parties such buildings held in a proprietary capacity subject to existing laws, rules and regulations.
- e. Enactment of ordinance granting a franchise to any person, partnership, corporation, or cooperative 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.
- f. Adoption of resolution concurring with the appointments issued by the Mayor to heads of departments and officers.

Section 46. Majority Vote of the Members Present thereby Constituting a Quorum - Except as provided in Section 45 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 47. Percentage Vote - For purposes of this Section, a percentage vote shall be construed to mean as a "proportion of a certain whole". Percentage vote shall be applied in the following:

- a. A two-thirds (2/3) vote of all the members of this Sanggunian shall be required in overriding the veto of the Mayor for any ordinances or resolution, thereby making the particular ordinance or resolution effective for all intents and purposes. (Sec. 54, RA 7160).
- b. Unless otherwise concurred in by two-thirds (2/3) vote of the Sanggunian members present, there being a quorum, no other matters may be considered at a special session except those stated in the notice. (Sec. 52 (d), RA 7160).
- c. The penalty of suspension or expulsion that may be imposed or meted out by the Sanggunian to an erring member "shall require the concurrence of at least two-thirds (2/3) vote of all the Sanggunian members (Sec. 50, b-5, RA 7160)
- d. With the concurrence of a least two-thirds (2/3) of all the members of the Sanggunian, grant tax exemption, incentives or reliefs to entitles engaged in community growth-including industries

Section 48. Abstentions - No member of the Sanggunian shall abstain from voting, except as provided under Section 6 of this Internal Rules of Procedure. Any abstained vote shall not be considered in computing the majority vote. It does not count as an affirmative or negative vote.

Section 49. Simple Majority - Except as otherwise provided in the Internal Rules and Procedure and existing laws, rules and regulations, a vote by a "simple majority" shall prevail on other measures, motions or propositions provided 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 XII-RULES AND DEBATES AND AMENDMENTS

Section 50. When to Speak - 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/her remarks to the Presiding Officer. He /She shall conduct himself with proper decorum by confirming his/her remarks or arguments to the question under debate and by avoiding personalities.

Section 51. Time to Report - No member rendering a committee report or delivering the sponsorship speech shall speak for more than twenty (20) minutes unless allowed by a majority of members present.

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

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

Section 54. Assumed Motion on Period - The member rendering a committee report or delivering the sponsorship speech of a proposed measure may move to open or close the debate within the twenty (20) minute period allowed to him/her. If he/she fails to exercise his/her option, the Presiding Officer 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/her sponsorship speech of a proposed measure, it shall be considered open to debate.

Section 55. Interruptions - While having the floor, a member may be interrupted in his speech or talk by the Presiding Officer to state a point order, to respond to questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his/her privileges.

Section 56. Interpolation - Another member may also interrupt the speaker if he/she desires to ask questions through his/her privilege to interpolate and by proposing the following motions:

- Point of Order
- Point of Information
- Point of Parliamentary Inquiry
- Call for Orders of the Day
- Divide the Assembly
- Raise a Question of Privilege
- Reconsider
- Appeal from the Decision of the Chair

Section 57. Question To Whom Coursed - All questions addressed to the speaker or the member having the floor must always be coursed through the Presiding Officer.

Section 58. Answers - The speaker being interpolated may decline to answer questions, if he/she so desires.

Section 59. Withdraw - No member shall speak against his/her own motion or proposition, and if his/her request to withdraw it is denied, he/she may vote against it.

Section 60. Roaming While in Debate - While the period of debate is in progress, no member shall roam around session hall or leave premises without the permission of the Presiding Officer.

Section 61. Motion to Close - 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 not against it.

Section 62. Assumed Motion to Close - Subject to the requirement of the preceding Section, if no member moves to close the period of debate, the Presiding Officer, *motu proprio*, may use the "assumed motion" in order to close the period of debate.

Section 63. To Call for the Previous Question - 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 64. Address to the Presiding Officer - Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his/her seat nor interrupt the former in his/her talk.

Section 65. Amendments - After the period of debate has been closed, the period of amendments shall immediately follow.

Section 66. Seriatim - Amendments to any proposed measure, or parts thereof, shall be *in seriatim*. Under the *seriatim* method, the proposed measure is read paragraph by paragraph or section by section and after each one 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. RULES ON MOTIONS

Section 67. Motions on Committee Reports - 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 68. Motion to Adjourn; When Not Allowed - If someone has the floor, whether or not he is speaking, a "motion to adjourn shall be ruled out of order".

Section 69. Privileged Motions - All privileged motions may be proposed even if there is a pending motion or question before the body in other words, the enumerated motions can interrupt the speaker.

- a. Appeal from the decision of the Chair
- b. Call for Orders of the Day
- c. Division of the Body
- c. Divide the Question
- d. Object to the Consideration of Question
- e. Point of Order
- f. Point of information
- g. Point of Parliamentary Inquiry
- h. Reconsider
- i. Reconsider and have entered on the minutes
- j. Raise a Question of Privilege

Section 70. No Quorum - When there is no quorum present, a motion to adjourn or to take a recess is in order provided, that nobody else has the floor.

Section 71. When Motions Will be Resolved - Motions or questions that 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.

Section 72. When A Second is Needed - The following motions require a SECOND, viz:

- a. Adjourn
- b. Adopt a report or resolution, except when proposed by the reporting committee chairman member
- c. Amend
- d. Appeal from the decision of the Presiding Officer
- e. Commit or refer to a committee
- f. Expunge
- g. Extend or Limit the time for debate
- h. Fix the Time to which the 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 73. Motion to Amend - A motion to amend (amendment of 1st degree) and motion to amend (amendment of the 2nd degree) may be withdrawn but only before a decision is made thereon.

Section 74. When Allowed - A motion to amend is in order only up to the second degree. Thus, a motion "to amend an amendment" is out of order.

Section 75. When Withdrawn - A motion can be withdrawn only when it is not yet discussed or debated upon 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 XIV. COMMITTEES

Section 76. 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 including ex-officio 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/her recommendation without debate and vote on it immediately.
- c. Special or Ad Hoc committees may be created upon the initiative of the Presiding Officer or through a motion by any member, subject however, to the affirmative votes of a majority of the members present, there being a quorum.

Provided that, the composition of the aforesaid special or ad hoc committee shall be appointed by the Chairman.

Section 77. Composition - Every regular committee to be created shall be composed of not more than five (5) members including the Chairman and Vice Chairman.

Section 78. Restrictions

- a. The Presiding Officer may be an ex-officio member of any regular committee and be the Chairman of the Ad Hoc or Special Committee
- 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 of more than four (4) regular committees. Membership in Committees - where a member is not a Chairman - shall not exceed ten (10) regular committees.
- d. No member shall participate in the committee's deliberations if he/she has a direct or indirect personal or pecuniary interest on the matter being handled by that committee.
- e. The presiding officer being an *ex officio* member, may supervise and deliberate matters in all standing committees of the Sanggunian.

Section 79. 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. Hybrid meetings/hearings are allowed. Members shall notify the Secretariat immediately.

Section 80. Committee Meetings - As a general rule, a committee meeting shall be attended only by committee members unless a majority of the members thereof decided to allow other persons to be present including but not limited to resource persons or consultants.

Hybrid meetings/hearings are allowed. A member shall notify the Secretariat immediately if the said member shall attend via videoconference.

Section 81. Quorum - A majority of all the members of the committee shall constitute a quorum to do business.

Section 82. Calling a Committee Meeting - A committee meeting may be called by the following:

- a. Chairman
- b. Vice Chairman, if he is in the capacity of "Acting Chairman"
- c. Majority of the committee members, if the Chairman or Acting Chairman fails to call for a meeting.

Section 83. Notice – All members of the Committee shall be notified at least one day before the scheduled Committee meeting.

Section 84. 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.

Section 85. Appearance of Head of Department Offices and Sangguniang Barangay Members in Committee Meetings - The following rules shall be observed in requesting for the appearance of heads of department or offices;

- a. Official invitation or request by any committee to appear before it of any head of department or offices, whether local or national and the Sangguniang Barangay, shall be coursed through the Presiding Officer. The Presiding Officer shall then endorse it to the head of local and national offices concerned;
- b. The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.

Section 86. Mandatory Standing Committees - The Sanggunian shall, through a resolution, create the following mandatory standing (or regular) committees.

A. Committee on Finance, Budget and Appropriation

This committee shall be composed of not more than (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 revenues
- Appropriations ordinances
- Annual and supplemental budgets
- All other matters related to local taxation and fiscal administration

B. Committee on Women, Children and Family Relations, Senior Citizens, PWDs and Social Welfare Development

The committee shall be composed of not more than five (5) members, including its Chairman, Vice Chairman, and the Sangguniang Kabataan Federation President as an *ex-officio* member, to which shall be referred all matters or questions pertaining to or connected with the following:

- Women's welfare, rights and privileges
- Women's Organization
- Family welfare
- Social development of the needy under privileges & disadvantage sector of the society

C. Committee on Human Rights and Justice

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;

- Human Rights
- Prevention of human rights violation and injustices
- Social Justice
- All matters affecting human rights
- Some matters related to law and legal jurisprudence except administrative cases covered by the committee on ethics rules and privileges

D. Committee on Youth Affairs, Sports and Physical Development

This committee shall be composed of not more than five (5) members, including its *ex-officio* Chairman who shall be the President of the Municipal Federation of the Sangguniang Kabataan, and Vice-Chairman, to which shall be referred all matters or questions pertaining to or connected with the following:

- Sports development
- Youth and welfare and development

E. Committee on Environmental Protection and Management, Natural Resources and Ecology and Pollution Control and Mitigation

This shall be composed of not more than five (5) members, including its Chairman, Vice Chairman, and the Sangguniang Kabataan Federation President as an *ex-officio* member, to which shall be referred all matters or questions pertaining to or connected with the following:

- Environmental protection
- Air and water pollution
- Wanton destruction of the environment and its natural resources
- All matters or measures affecting the environment

F. Committee on Cooperatives

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

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

G. Committee on Ethics, Rules and Privileges, Accreditation, Ethics and Accountability, Legal Matters

This committee shall be composed of not more than five (5) members, including its Chairman and Vice Chairman, to which be referred all matters or questions pertaining to or connected with the following;

- Sanggunian Internal Rules and violations thereof
- Order of Business and Calendar of business
- Disorderly conduct of members and investigation thereof
- Privileges of members
- All matters related and affects public convenience and public relations.
- All matters related to legislative affairs

H. Committee on Transportation Traffic, Communication and Civil Aviation

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

- Implement traffic rules and regulations
- Monitor all activities and project regarding communication facilities
- All matters related to transportation and communication
- All matters related to civil aviation and domestic legislation governing the aviation industry

Section 87. Other Standing Committees - Other standing committees are hereby created:

a. Committee on Peace and Order and Public Safety, Disaster Control and Mitigation

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

- Police matters
- Maintenance of peace and order
- Public morals
- Protective services
- Fire prevention and control measures
- All other related to peace and order and public safety

b. Committee on Health, Nutrition and Population

This committee shall be composed of not more than five (5) members, including its Chairman, Vice-Chairman and the Sangguniang Kabataan Federation President as an *ex-officio* member, to which be referred all matters or questions pertaining to or 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, nutrition and social welfare

c. Committee on Agriculture, Aquaculture, and Fisheries Development and Protection

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

- Agricultural production
- Agricultural inputs
- Agricultural facilities
- Development of agri-business enterprise
- All matters related to agriculture, including plants, animals and fisheries and aquatic production

d. Committee on Education

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, and the Sangguniang Kabataan Federation President as an *ex-officio* member, to which be referred all matters or questions pertaining to or connected with the following;

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

e. Committee on Public Works and Infrastructure, Public Building and Utilities, Land Use, Housing Administration, Acquisition and Disposition of Municipal Properties

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or 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
- Housing program
- Subdivision Development/real estate development
- Measures pertaining to land uses
- Zoning or Zoning Code enactment
- Squatter problems
- All other matters related to public works, infrastructure projects and land utilization.
- All matters related to acquisition and disposition of all municipal properties

f. Committee on Barangay Affairs

This committee shall be composed of not more than five (5) members, including its Chairman who shall be the President of the Municipal Chapter of the *Liga ng mga Barangay* and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

- Creation, division, merging, abolition or alteration of boundaries of barangays;
- Naming or renaming of barangay roads;
- All matters pertaining to barangay government affairs
- Supervise the Committee on Youth and Sport

g. Committee on Local Economic Enterprise And Development, Market And Slaughter House, Cemetery, Trade And Industry

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

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

h. Committee on Tourism, Culture and Development, Beautification, Muslim Affairs, Events and Religious Sectors

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

- Promotion of Culture and Arts
- Ensure rational, sustainable development and conservation of museums and all historic places in the municipality
- Informal settlers and other minority sector of the community
- All mailers related and affects minorities and religion
- All matter related to tourism, culture and arts

i. Committee on Industrial Organization, Labor Relations and Employment

This committee shall be composed of not more than five (5) members, including its Chairman, Vice-Chairman and the Sangguniang Kabataan Federation President as an *ex-officio* member, to which be referred all matters or questions pertaining to or connected with the following;

- Employment
- Labor
- Measures that affect labor and employment
- All matter related to labor and employment

j. Committee on Public Relations, Information and Media Affairs

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following:

- Public relations, act as a public relation officer of the Sanggunian
- Official Spokesperson of the Sanggunian when needed
- Maintain, manage social media account and other websites
- Render information to the Public about the Sanggunian Bayan Official matters but will not include does confidential in nature or may involve national security

k. Committee on Games and Amusements

This committee shall be composed of not more than five (5) members, including its Chairman and Vice-Chairman, to which be referred all matters or questions pertaining to or connected with the following;

- Relating to games of chance, casinos, theaters, shows, and the like

l. Committee on Transparency and Legislative Oversight

This committee shall be a special ad hoc committee presided by the Vice-Mayor.

RULE XV. COMMITTEE REPORTS

Section 88. 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 secretary of the Sanggunian within fifteen (15) days from referral, unless the Committee requests for an extension.

Section 89. 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 separate reports there on.

Section 90. 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
- Findings or conclusions
- Recommendations (either to "file it away" 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 91. Discharge of Committee - A committee which failed to submit a committee report within the time required may be discharged by the Sanggunian from further consideration of the measure or the 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 92. 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 returned back to the committee for further study.

Section 93. Calendarizing 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 a proposed ordinance shall be furnished to the Sanggunian Secretary who 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.

RULE XVI. JOURNAL AND RECORD OF PROCEEDINGS

Section 94. Record of Proceedings - The Sanggunian shall keep a journal and record of its proceeding which may be published upon resolution of the majority members thereof.

Section 95. Minutes - In addition to the journal of proceedings which is required by the law to keep, 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 approval.

In case of sensitive and controversial issues, the Sanggunian thru is Secretary is required to use a tape recorder, digital recording to record the proceedings and permanently label it accordingly.

Section 96. 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 becomes its property. Consideration of the minutes shall be not be dispensed with. Reading of the minutes verbatim may be dispensed with if the members were already furnished a copy before hand.

Section 97. Contents of Minutes - The minutes shall contain the following information:

- Place, date and time of the session;
- Whether it is special 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;
- The "ayes" and "nays" or "yes" or "no" vote on every question (measure) and if voting is done through 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 98. 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 99. Excerpts - Excerpts to be taken out of the minutes of a particular session shall be certified and attested to as correct by the Secretary and the Presiding Officer.

RULE XVII. DISCIPLINARY ACTIONS

Section 100. 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/warning 2 nd Offense - exclusion from the membership in meeting the committee concerned; suspension to expulsion.
2. For any justified absence without prior notice.	1 st Offense – warning 2 nd Offense– reprimand 3 rd Offense - suspension of 1 session
3. For any unjustified absence	1 st Offense– Php500.00 2 nd Offense –Php1,000.00 3 rd Offense and up- Php2,000.00
4. For tardiness	1 st Offense -Warning 2 nd Offense –Php500.00 3 rd Offense and up – Php2,000.00
5. For absence in four (4) consecutive sessions.	Filing of the corresponding administrative charges as per Art. 124 (6), IRR of RA 7160

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|---|--|
| 6. Conviction by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude. | Automatic expulsion |
| 7. For refusal without valid excuse to perform the task assigned to him by the Sanggunian or Committee of which he is a member. | Fifteen (15) days suspension without renumeration |
| 8. For unjustified absence in committee hearing of which he is a composite member | Fine of Php 2,000.00 |
| 9. For violation of any other provision of this Internal Rules of Procedures not stated herein. | Filing of the corresponding administrative charges as per Art. 124 (6), IRR of RA 7160 |

Section 101. 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 102. 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 of the Sanggunian citing *en banc*.

For purpose of this Section, only a fact-finding investigation and NOT and 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 by 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 conduct of the fact-finding investigation is concerned. In performing the other function of the said committee, the respondent is still member of that committee

RULE XVII. SUSPENSION OF RULES

Section 103. Any part of this "Internal Rules of Procedures" except those prescribed by existing laws maybe suspended at any particular session by two-thirds (2/3) vote of the members present therein.

RULE XVIII. AMENDMENTS

Section 104. Amendments - This "Internal Rules of Procedures" may be amended at any regular session by two-thirds (2/3) vote of all the members of this Sanggunian, provided that prior notice of such proposed amendment is given to all the members of the Sanggunian, and provided further that no provision herein which is based on, prescribed by, existing laws shall be amended.

RULE XIX. SUPPLEMENTARY RULES

Section 105. Supplemental Rules- The rules, procedures and parliamentary practices of the Philippine Congress and books dealing on this subject, written by Filipino authors, particularly by Dr. Antonio Orendain, Prof. Reynaldo T. Fajardo and Reverendo M. Dihan, shall serve as supplementary authorities of this Sanggunian but only insofar as they are not incompatible with the rules and procedures adopted herein.

RULE XX. EFFECTIVITY

Section 106. Effectivity- This Internal Rules of Procedures shall take effect on the date of its adoption.

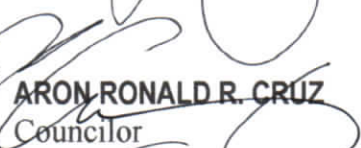
ADOPTED AND APPROVED.

I HEREBY CERTIFY THAT, the above-mentioned Resolution has been approved by the Sangguniang Bayan of Bulakan, Bulacan.


JEFF C. TANSINSIN
Secretary to the
Sangguniang Bayan

APPROVED and SIGNED:



AUBRHIE CINDYRELLE D. CARPIO
Councilor


ARON RONALD R. CRUZ
Councilor


CHRISTOPHER ARON C. DEL ROSARIO
Councilor


Atty. ANA MARIE V. PAGESIBIGAN
Councilor


JOSE ANTONIO V. LAVA
Councilor

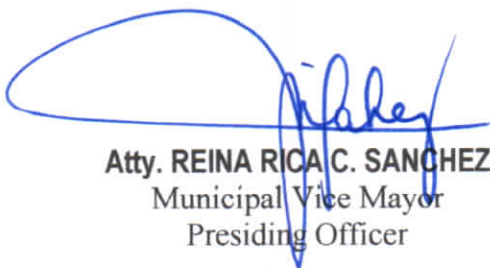

MARBIN J. GARCIA
Councilor


BIENVENIDO M. CRUZ JR.
Councilor


RICHIE E. SAN JOSE
Councilor


MIGUEL LEONARDO
Councilor (Ex-Officio-SK)

APPROVED:


Atty. REINA RICA C. SANCHEZ
Municipal Vice Mayor
Presiding Officer