

DRAFT RESOLUTION 1907-001

**A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURES
OF THE 11th SANGGUNIANG BAYAN OF THE MUNICIPALITY OF TAYTAY,
PROVINCE OF RIZAL**

WHEREAS, Section 50 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that the Local Sanggunian shall adopt or update any existing rules of procedure for the proper discharge of legislative functions;

WHEREAS, the SANGGUNIANG BAYAN of the MUNICIPALITY OF TAYTAY is a legislative body duly organized according to law for the enactment of ordinances and the adoption of resolutions for the governance of the said Municipality;

WHEREAS, to ensure and maintain proper conduct and good order in all Sanggunian deliberations, it is necessary that specific rules and procedures be adopted and enforced in the interest of effective legislation;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved by the 10th Sangguniang Bayan of the Municipality of Taytay, duly assembled to adopt as it is hereby adopted, the following Rules of Procedure *for the 10th Sangguniang Bayan of Taytay, Rizal* to govern its deliberations and discharge of legislative functions, to wit:

RULE I - MEMBERSHIP

SECTION 1 - Composition - The Sanggunian Bayan shall be composed of the Municipal Vice Mayor as Presiding Officer, the eight (8) Councilors elected at large, the President of the Sangguniang Kabataan Federation and President of the Liga ng mga Barangay as Ex-Officio Members;

SECTION 2 - Term of Office - The term of office of the Members of the Sangguniang Bayan of Taytay shall be three (3) years, which shall commence on such date as may be provided by law, June 30, 2019

SECTION 3 - Oath or Affirmation - All the members of the Sangguniang Bayan of Taytay shall, upon assumption of office, take an oath of office or affirmation in the prescribed form, duly subscribed before a person authorized to administer oath;

Copies of the oath or affirmation of office shall be filed and preserved in the Office of the Municipal Mayor and the Secretary of the Sangguniang Bayan of Taytay;

RULE II - PRESIDING OFFICER

SECTION 4 - The Presiding Officer - The Municipal Vice Mayor shall be the Presiding Officer of the Sangguniang Bayan of Taytay. The Presiding Officer shall vote only to break a tie;

In the event of the inability of the Municipal Vice-Mayor to act as Presiding Officer, the Sangguniang Bayan Members present constituting a quorum, shall elect from among themselves a temporary presiding officer. The acting or temporary presiding officer shall not vote even in case of a tie but shall certify within *ten (10)* days from the passage of ordinances enacted and resolutions adopted by the Sanggunian in the session over which he/she temporarily presided, relative to this a majority vote of the

Sangguniang Bayan Members present is required before the enactment of the said law;

When the Municipal Vice-Mayor/Presiding Officer have taken an official leave, the temporary Presiding Officer can vote in case of a tie.

SECTION 5 - Powers and Duties of the Presiding Officer - The Presiding Officer shall:

- a) Preside over the session of the Sangguniang Bayan;
- b) Preserve order and decorum in the session, and in case of disorderly conduct in the session hall or within the premises take measures as he may deem advisable or as the Sanggunian may direct;
- c) Decide all questions or order, subject to appeal by any Sangguniang Bayan Member in accordance with these Rules;
- d) Sign all acts, ordinances, resolutions, memorials, writs, warrants, and subpoena issued by or, upon order of the Sanggunian;
- e) To declare a recess during sessions anytime he deems it necessary provided that the duration of the recess is less than fifteen (15) minutes.
- f) To declare the session adjourned to some other date, time and place in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable circumstances.
- g) To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body provided that he shall not express himself either for or against the said measure or question.
- h) To relinquish the Chair of the Presiding Officer, to any member of the Sangguniang Bayan present, who shall act as temporary Presiding Officer, but only if he is going out of the session hall for whatever reasons.
- i) Exercise such other powers and perform such other functions as may be provided by law, ordinance or regulation.

The regular presiding officer shall not be a chairman of any standing committee, but shall have a voice and vote in all committee deliberations. He may, however, be elected as chairman of any special or and committee which the Sanggunian may organize for specific purposes;

RULE III - THE SECRETARY

SECTION 6 - Powers and Duties of the Secretary - The Sangguniang Bayan Secretary shall:

- a) Attend meetings of the Sangguniang Bayan and record the proceedings in a form of journal or minutes in a book kept for the purpose, as well as the ordinances enacted and resolutions adopted by the Sanggunian with the dates of their enactment, publication and/or posting;
- b) Attest all adopted ordinances and resolutions of the Sangguniang Bayan and forward to the Local Chief Executive within ten (10) days after their enactment or adoption; Keep and affix the Sangguniang Bayan seal and forward to the Sangguniang Panlalawigan for review copies of approved resolutions and ordinances within seventy-two hours after their approval;
- c) Shall cause the posting and/or publication of all ordinances and resolutions passed by the Sanggunian Bayan as provided by law whether in English or Tagalog in conspicuous places or bulletin board for its purpose.
- d) Upon request, furnish certified copies of all records and documents in his/her charge not otherwise classified as confidential, upon payment to the local treasurer of the fees prescribed by ordinance;

- e) Keep this office and all records therein which are not of a confidential character open to public inspection during the usual business hours;
- f) Act as custodian of the public library and archives, if any, and annually account for the properties therein; and
- g) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances;
- h) Provide all the Sangguniang Bayan Members a certified photocopy of the Ordinances/Resolutions duly signed and approved.
- i) Act as the Liason Officer between the Sangguniang Bayan and the Local Chief Executive.

RULE IV- SESSION

SECTION 7 - Regular Session - The Regular Session/s of the Sangguniang Bayan of Taytay shall be every _____ of the week at _____ at the Session Hall unless formal notice thereof shall stipulate, or as may be decided upon in the immediately proceeding session, or in any public building such as barangay hall, public schools within the jurisdiction of the municipality as may agreed by its majority members;

SECTION 8 - Special Sessions - as often as necessary, when public interest so demands, special sessions may be called for by the Local Chief Executive or a majority of all of the members of the Sangguniang Bayan.

In a special session, a written notice to the Sangguniang Bayan Members stating the date, time and purpose of the session, shall be served personally to the Sangguniang Bayan Members or served to the legislative staff at his/her office at least 24 hours before the special session. 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 9 - No two (2) sessions, whether regular or special, may be held in a single day.

SECTION 10 - Adjourned Session - An "adjourned session" may be held:

thru the initiative of the Presiding Officer 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.

SECTION 11 - Call to Order - The Presiding Officer shall, open the session by calling the Sanggunian to order.

SECTION 12 - Attendance in sessions - Every Member of the Sanggunian shall be present in all sessions, unless expressly excluded by him/her or necessarily prevented from doing so by sickness and other unavoidable circumstances like death of a relative, calamity, accident met and while doing official functions in the Barangay concern specifically for the LnB President and SK President, the said circumstances must be duly reported to the Sanggunian through the Secretary.

SECTION 13 - Open to Public - Sangguniang Sessions or meetings of any committee thereof shall be open to the public unless a closed door session is decided or ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reason of security, decency or morality or for reasons

affecting the dignity of the Sangguniang Bayan or any of its members, or when confidential matters are being considered,

On a motion to hold a close door session duly approved, the presiding officer shall direct the session hall cleared and doors closed, or direct the SB Members to proceed to SB holding area.

Only the Secretary and such other persons which are specifically authorized by the Sanggunian shall be admitted to the close door sessions. They shall preserve the secrecy of whatever may be read or said at the session.

SECTION 14 - Suspension and Adjournment of Session - Sessions of the Sangguniang Bayan shall not be suspended or adjourned except by direction of itself, but the presiding officer may, in his discretion, declare a recess of short intervals;

SECTION 15 - Opening and Adjournment of Session to be entered in Minutes - The exact hour of opening and adjournment of a session shall be entered in the Minutes.

RULE V - ROLL CALL & QUORUM

SECTION 16 - Quorum - a majority of all elective and appointed members of the Sanggunian shall constitute a quorum, a grace period of 30 minutes is allowable for this matter to transact official business.

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.

SECTION 17 - Absence of Quorum - Where there is no quorum, the presiding officer may declare a recess until such time as a quorum is constituted, or a majority of the members present may adjourn from day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sangguniang Bayan, to be assisted by a member or members of the police force assigned in the territorial jurisdiction of the local government unit concerned, to arrest the absent member and present him at the session.

In the absence of the regular Presiding Officer, any member of Sangguniang Bayan present can move to call the roll and in the event there is still no quorum, can move for the adjournment of the session, subject to the approval of the members present.

If there is still no quorum despite the foregoing, no business shall be transacted. The presiding officer, upon proper motion duly approved by the members present, shall then declare the session adjourned for lack of quorum.

RULE VI - COMMITTEES

SECTION 18 - Standing Committees - The Sangguniang Bayan of Taytay shall elect the Chairman and thus the elected Chairman has the prerogative to choose the Vice-Chairman and three (3) members as its composition of which shall be as thereunder provided;

a. **Committee on Agriculture, Fisheries and Aquatic Resources** - all matters relating to agricultural production, inputs, facilities, development of agri-business and fisheries enterprises, all other matters related to agriculture, including plants and animals.

b.) **Committee on Barangay Affairs** - all matters relating to the naming or renaming of barangays, naming or renaming of barangay roads, and all matters pertaining to barangay government affairs and development.

c.) **Committee on Civil Service and Local Government Re-Organization** - all matters relating to civil service and the status of officers and employees of the Local Government unit including their appointment, retirement, privileges, benefits, incentives and their compensations.

Reorganization of the Local Government Unit, all human resource development programs pertaining to the Local Government and all other relative matters to the bureaucracy.

d.) **Committee on Cooperatives** - All matters relative to organization, promotion, development and incentives of Cooperatives.

e.) **Committee on Education** - All matters relating to formal and non-formal education, educational facilities, operation of educational institutions, religious formation of the community as well as the morals. To coordinate the implementation of the provisions of the constitution regarding free public elementary and secondary education and the provision of the law on national language.

f.) **Committee on Finance, Budget and Appropriation** - all matters pertaining to funds for the expenditures of the Municipal Government and for the payment of public indebtedness, monitoring of accounts and expenditures of the Municipal Government; claims against the Government, and in general all matters relating to public expenditures and all questions pertaining to or connected with the following: annual and supplemental budgets and appropriation ordinances.

g.) **Committee on Games and Amusement** - All matters regarding operation/establishment of amusement places and measure that effect 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 amusements. All other matters related to games and amusements.

h.) **Committee on Health and Sanitation** - All matters relating to health, sanitation or hygiene, cleanliness and beautification of the community, proposed measures related to hospitals, health centers and health programs.

i.) **Committee on Housing and Land Utilization** - All matters relating to housing program, subdivision development/real state development, measures pertaining to land uses, zonification or zoning code enactment, squatter problems and all matters related to housing and land utilization.

j.) **Committee on Human Rights and Grievance** - all matters relating to human rights, prevention of human rights violations and all matters affecting human rights.

k.) **Committee on Labor Employment, Human Resources, Trade Commerce and Industry** - all matters relating to labor dispute, employment, human resource development, industrial peace, promotion of employer-employee cooperation among private sectors, and all matters pertaining to establishment/operation of all kinds of trade and industry, measures that affect trade, commerce and industry, incentives to promote trade, commerce and industry and consumer protection.

- l.) Committee on Natural Resources and Environmental Protection** - All matters relating to the conservation, exploitation, management, exploration or utilization of our natural resources, including indigenous sources of energy; lands of public domain; mines and minerals; forest; parks and wildlife; and development of industries based on these resources.
- m.) Committee on Peace and Order & Public Safety** - All matters relating to police matters, maintenance peace and order, protective services, to coordinate with the implementation of traffic rules and regulations, fire prevention and control measures, public morals and all other matters related to peace and order and public safety.
- n.) Committee on Privatization and Economic Enterprises Development, Public Market and Slaughterhouse** - all matters and measures relative to privatization and promotion of economic enterprise and as to administration/operation of the public market and slaughterhouse, measure pertaining to market rental fees and other market and slaughterhouse charges, enactment/revision of the market and slaughterhouse code.
- o.) Committee on Public Works & Utilities** - All matters and measures relating to planning, construction, maintenance and repair of roads, bridges and other government projects, measures that pertain to drainage and sewerage system and similar projects and all other matters related to public works and infrastructure projects.
- p.) Committee on Rules, Resolutions and Ordinances and Accreditation** - All matters or question pertaining to or connected with the Sangguniang Bayan Internal Rules and violations thereof, Order of Business and Calendar of Business, disorderly conduct of members and investigation thereof, privileges of members, enactment, revision or amendment of all kinds of ordinances except appropriation ordinance, legality of proposed measures to be acted upon by the Sangguniang Bayan, review of all Ordinances and Resolutions submitted by lower level Local Government Units.
- q.) Committee on Social Services, Men, Women, Third Sex and Family** - all matters relating to the strengthening and development of family life; human ecology and settlements; social welfare and ameliorative services, relating to the youthful offenders, rights and privileges, and all other matters related to men, women, third sex and family.
- r.) Committee on Tourism, Special Events, Arts and Culture** - All matters and measures relating to tourism, its industry and promotion, public occasions and events affecting the Municipal Government. All matters and measures relating to the cultivation and promotion of art and culture, dynamic evolution of Filipino arts and culture, its preservation and enrichment.
- s.) Committee on Transportation, Communication and Information Technology** - All matters directly and principally relating to land transportation and all public utilities and services connected thereto, as well as the establishment, operation management and regulation of terminals.

All matters directly and principally relating to postal, telegraph, radio, broadcast, cable television, telephone, convergence, computers and telecommunications technologies including but not limited to broadband access to wired and wireless connectivity to the internet such as Voice Over Internet Protocol (VOIP) video conferencing, audio/video/data streaming, any and all other public and private electronic means of capturing, processing, storing and transmitting information for information technology, information systems inclusive of hardware, software and content application mobile Short Messaging System (SMS) applications affecting upstream and downstream business application and networks that enable access to online technology.

t.) **Committee on Ways and Means** - All matters relating to local taxes, fees and charges, loans and other sources of local revenues and all other matters related to local taxation and fiscal administration.

u.) **Committee on Youth and Sports Development** - All matters relating to the promotion, maintenance, and enhancement of the social, political, economic, culture, intellectual, moral, spiritual and physical development of the youth. All matters relating to amateur sports development, and on the implementation of the constitutional provision on sports.

SECTION 19 - Limitations on Committees - The following are the limitations of Sangguniang Bayan pertaining to the committees:

- a.) There shall be no limitations, to any members of the Sangguniang Bayan, on the chairmanship of the "Standing Working Committees".
- b.) No member shall hold more than five (5) vice chairmanship of the "Standing Working Committees".
- c.) No person other than members of the Sangguniang Bayan of Taytay shall be made a member of any regular committee.
- d.) No member shall participate in the committee's deliberations if he has a direct personal or pecuniary interest on the matter being handled by that committee.
- e.) There shall be no reorganization of Committee Chairmanship, Vice Chairman and members until December 31, 2020.

SECTION 20 -Special Committees. The Sangguniang Bayan may create a special Committee upon the initiative of the Presiding Officer or thru a motion by any member of of the Sangguniang Bayan subject however to the affirmative votes of all the members of the Sangguniang Bayan by way of a resolution. Conditions and prescriptions shall be stated in the resolution.

SECTION 21 - Vacancy - vacancy in a committee shall be filled by a majority vote of all the members of the Sangguniang Bayan.

RULE VII - ORDER AND CALENDAR OF BUSINESS

SECTION 22 - Order of Business - The Order of Business of the Sangguniang Bayan for every session shall be:

- a) Call to Order
- b) Invocation
- c) Singing of the National Anthem
- d) Councilor's Creed
- e) Roll Call
- f) Reading and consideration of previous Minute
- g) Privilege Hour in written form
- h) First Reading and referral to Committees of proposed ordinances; resolutions; messages, communications, petitions and memorials;
(*pertinent documents should be presented*)
- i) Committee Reports;
- j) Calendar of Business
 - Unfinished Business
 - Business of the day
 - Unassigned Business
- k) Measures for Third and Final Reading pertaining to Ordinances;
- l) Announcement/s

- m) Closing Prayer
- n) Adjournment

SECTION 23 - Committee Meetings/ Hearings - The committees shall determine the frequency of their meetings or hearings, provided they meet at least once a month. As a general rule, a committee meeting shall be attended only by committee members unless majority members thereof decided to allow other persons to be present especially invited resource persons or consultants. Notices and/or invitations of committee meeting and hearings shall be served to all concern within 24 working hours before the scheduled meeting or hearing.

Any member of the Sangguniang Bayan is not precluded to attend such meeting provided he or she is not entitled to vote on committee deliberation.

SECTION 24 - Appearance of Head/s of Department/s Office/s in Committee Meetings. - The following rules shall be observed in requesting for the appearance of head/s of department/s or offices:

Official invitation or request by any committee to appear before it of any head of department or offices, whether local or national, can be made by any member of the Sangguniang Bayan;

The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.

SECTION 25 - Committee Reports and Orders

- a.) 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 within thirty (30) days.
- b.) 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 reports" as the case may be, or separate report thereon.
- c.) Content of Committee Report - The committee report shall contain the following information:
 - c.1) Name of the reporting committee or committees
 - c.2) Brief statement of the subject matter referred to it and the action taken thereon including information gathered during the conduct of committee hearings or meetings and other relevant information
 - c.3) Findings or conclusions
 - c.4) Recommendations
 - c.5) Names and signatures of concurring members
 - c.6) Appendices (Minutes of the committee hearing or committee meetings, as the case may be)

Any absent member of the committee without reasonable cause during the committee hearing has waived the right for the period of interpellation during the deliberation.
- d.) Calendaring a Measure for Second Reading - After the committee has rendered its report and is recommending favorably the adoption/enactment of a proposed resolution/ordinance, a copy of the proposed resolution/ordinance shall be furnished to the Committee on Rules which

shall there be calendared for Second Reading. The proposed resolution/ordinance shall be furnished to all Sangguniang Bayan Members by the Committee Chairman concerned.

- e.) Filing of Minority Report - The minority reports shall contain valid excuse for absences during the conducted committee hearing, embody the reason behind the objection and finally have a prescription period of one (1) week.

If the Committee action on a proposed ordinance or resolution is deemed unfavorable, it shall be laid on the table within ten (10) days, notices of the action taken shall be furnished by author concerned stating the reason/s for such action; Provided, that within five (5) days after receipt of the notice the Sanggunian may reconsider the Committee recommendation.

SECTION 26 - Calendar of Business - The Calendar of Business shall consist of the following parts:

- a.) Unfinished Business - this refers to any kind of business including, but not limited to, proposals or 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 office of the previous legislative body.
- b.) Business for the Day - this refers to a list of items that have been reported out by committees and are ready for deliberation on "second reading" as determined by the Committee on Rules. It also includes those resolutions or ordinance which have been passed on "second reading" stage and are ready for the body's decision on "third and final reading". Specific urgent matters requiring immediate action by the Sanggunian on that particular session could also be included under this item.
- c.) Unassigned Business - This refers to pending matters or measures and new ones arising out during the deliberations but not yet assigned or referred to proper committees for appropriate action including the following:
 - 1) Matters, proposals or measures usually in the form of resolutions or ordinances that have not yet been referred to any particular committee although they have been reported out during the period for committee report, if there is any;
 - 2) Matters, proposals or measures already referred to a committee but for some reason or another were not acted upon and the body decided to discharge that committee from further handling it. Thus, it becomes imperative to assign it to another committee, or create a special committee for that purpose;
 - 3) Matters, proposals or measures which have been erroneously referred to a committee but, for some reason, were not corrected immediately during or after its "referral". When the item "unassigned business" comes that error could still be corrected thru the initiative of any of the following:
Presiding Officer

Any Committee Member of the Committee on Rules
Any Committee Member of the Committee claiming jurisdiction over it
Any Committee Member of the Committee to which it was erroneously referred.

- 4) Exposé, allegations, grievances or similar matters which were raised during the "privilege speech" of a member, but for some reason or another were not referred or assigned to the concerned committee for a "fact-finding investigation in aid of legislation".
- 5) Other "unassigned business" that the Committee on Rules may decide to include under this item.

SECTION 27 - Distribution of Calendar of Business - The Calendar of Business shall be distributed not later than _____ before a Regular Session, unless there be no addition to the previously distributed, in which case a note from the secretary to this effect on the Order of Business shall be sufficient.

Deadline for the submission of complete documents for communications, draft ordinances and resolutions and committee reports related to the preparation of the order of business is on or before _____ at Twelve (12:00) noon.

RULE VIII - ORDINANCES AND RESOLUTIONS

SECTION 28 - An Ordinance is a local law, a regulation of a general, permanent in nature, and a rule established by authority; a legislative act of a general and permanent character; a legislative act passed by the council in the exercise of its law-making authority.

A **Resolution** is an expression of the sentiments; declaration of a will, opinion, decision or position being rendered by the members of a deliberative body on certain issues and matters of public interests and having no permanent value but only temporary in character.

SECTION 29 - Essential Parts of Ordinance and Resolution - Proposed ordinance and resolution shall be in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause, and the date of its proposed effectivity. In addition, every proposed ordinance shall be accompanied by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors and submitted to the Secretary who shall report the same to the Sangguniang Bayan on its next session.

SECTION 30 - Enactment of Ordinances and Adoption of Resolutions - In considering legislative measures, the Sangguniang Bayan shall observe the following rules:

Legislative actions of a general and permanent character shall be enacted in the form of ordinances while those which are of temporary in character shall be passed in the form of resolutions.

Matters relating to proprietary functions and to private concerns shall also be acted upon by resolutions.

The Secretary to the Sanggunian shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading, and shall distribute to each Sangguniang Bayan Members a copy thereof, except that a measure certified by the Mayor as urgent may be submitted for final voting immediately after it has been subjected to the periods of debate and amendments during the second reading stage.

No ordinance or resolution passed by the Sangguniang Bayan 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. Any ordinance or resolution authorizing or directing the payment of money or creating liability, shall require the majority vote of all the Sangguniang Bayan members for its passage. {Sect. 447 (2) (iii) RA 7160}.

Upon the passage of all the ordinances or resolutions directing the payment of money or creating liability, the Sangguniang Bayan shall record the "ayes" and naves". Each approved ordinance or resolution shall be stamped with the seal of the Sangguniang Bayan and recorded in a book kept for the purpose.

SECTION 31 - First Reading - The first Reading of a proposed ordinance or resolution shall include the following:

- Draft number
- Title
- Name of Author/s or Members or Committee Introducing it

SECTION 32 - Urgent Measures - Any legislative matter duly certified by the Local Chief Executive as urgent, whether or not it is included in the Calendar of Business, may be presented and considered by the Sangguniang Bayan in the same session without need of suspending the rules. A certified urgent communication from the Local Chief Executive shall be accepted or shall be calendared immediately after the roll call and until before the final adjournment of the session of the Sangguniang Bayan.

A Sangguniang Bayan Member, likewise, may on motion made by the Chairman or Vice Chairman of the Committee concerned, consider a proposed ordinance or resolution as urgent and consideration thereof shall be scheduled according to a timetable.

If said motion is approved, the Sangguniang Bayan shall set forth, date which the proposed ordinance or resolution must be reported by the Committee concerned, the number of days or hours to be allotted to the consideration of the measures on Second Reading, and the/or hour at which proceeding must be concluded and final vote on said measure taken.

SECTION 33 - Second Reading and Debate - The second reading stage is one of the items under the heading "Business for the Day" included in the "Calendar of Business". At this stage, the following may be taken up and acted upon by the Sanggunian Bayan:

- Any proposed ordinances or resolutions that has already been reported out and coming from the concerned committee and has been calendared by the Committee on Rules for "second reading";
- Any administration measure certified by the Local Chief Executive as urgent, even if it is not included in the calendar of business for current session;
- Any kind of ordinance or resolution, even if it is not included in the calendar of business for the current session; or did not pass the Committee on Rules or the committee concerned. Provided, however, that the rules of the Sanggunian have been suspended.

On the day set for the consideration of a proposed ordinance or resolutions that shall be considered on Second Reading, the same shall be read in full with the amendment proposed by the Committee, if any, unless copies thereof have been distributed earlier and such reading is dispensed with. Thereafter, the proposed ordinance or resolution shall be subject to debate and pertinent motions.

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

Period of Deliberation/Debate
Period of Amendment
Approval on "Second Reading"

SECTION 34 - Debate and Closure of Deliberations - In the period of deliberation/debate only six (6) members shall be allowed to interpolate as recognized by the Presiding Officer per subject matter.

No member shall speak for more than ten (10) minutes on a particular issue or question being debated upon unless he is allowed to do so by a majority of the members present.

A motion to close the debate is in order if six (6) members have already spoken three (3) in the affirmative side and three (3) in the negative side;

SECTION 35 - Five - Minute Rule on Amendments - After the closure of the debate, the Sanggunian shall proceed to the consideration of the amendments. A member who desires to speak for or against an amendment shall have only five (5) minutes to do so.

The five-minute rule shall apply, likewise, in the consideration of an amendment to an amendment, or of an amendment by substitution.

SECTION 36 - Third Reading - A proposed ordinance or resolution approved on Second Reading shall be included in the Calendar of Business under Third Reading.

No Ordinance shall be approved unless it has passed three readings and copies thereof in the final form have been distributed to all Sangguniang Bayan members at least two (2) days before its passage, except when the Local Chief Executive or the Sangguniang Bayan certified to the necessity of its immediate enactment to meet a public calamity or emergency. Upon the Third Reading of a proposed ordinance or resolution, no amendment thereof shall be allowed, and the vote thereon shall be taken immediately thereafter and the "ayes" and "nays" entered in the Minutes.

SECTION 37 - Approval by the Local Chief Executive - All ordinances and resolutions approving the Local Development Plan and Public Investment Program passed by the Sangguniang Bayan Members shall be forwarded to the Local Chief Executive for approval. The Local Chief Executive shall affix his initials on each and every page of the ordinance and resolution and word "Approved" shall appear with his signature on the last page thereof.

Within 10 days after receipt of the ordinance or resolution, the Local Chief Executive shall return the said ordinance or resolution to the Sangguniang Bayan with either his approval or his veto. If he does not return it within that time, the ordinance or resolution shall be deemed approved.

The Local Chief Executive may veto an ordinance or resolution only once. The Sangguniang Bayan Members may override the vote of the Local Chief Executive

concerned by two-thirds (2/3) vote of all its members, thereby making the ordinance effective even without the approval of the Local Chief Executive concerned.

SECTION 38 - Effectivity of Enactment - Unless otherwise stated in the ordinance or resolution, the same shall take effect after the lapse of ten (10) days from the date a copy thereof is posted on a bulletin board as stated in Sec. 6.c of this Rules of Procedure.

RULE IX - DECORUM AND DEBATE

SECTION 39 - Manner of Addressing the Presiding Officer - When a member of the Sangguniang Bayan desires to speak, he/she shall raise a hand and respectfully address the Presiding Officer as "Mr./Madam Presiding Officer" When a member desires to speak, he/she shall rise and respectfully address the Chair. "Mr./Madam Presiding Officer" the Sangguniang Bayan Member shall then wait for the Presiding Officer to recognize him/her.

SECTION 40 - Recognition of Member to speak - When two or more members rise at the same time, the Presiding Officer shall determine and recognize the member who is to speak first.

SECTION 41 - Decorum to Open and Close Debate - In all cases, the member who has obtained the floor shall confine himself/herself to the question under debate, avoiding personalities. He/she shall refrain from derogatory words, or performing acts which are inconsistent with decorum.

If it is requested that a member be called to order for words spoken in debate, the member making such request shall indicate the words exempted to, and it shall be taken down in writing by the Secretary and read aloud. The Member who uttered such words shall not be held to answer nor be subject to censure by the Sangguniang Bayan if further debate of other business has intervened.

SECTION 42 - Conduct During Session - During the Regular session the Sangguniang Bayan Members shall dress up in a following manner and observe proper decorum:

1st Week of the Month – Formal attire (Barong Tagalog and Ladies Barong)

2nd Week of the Month – Semi- Formal / Business Attire

3rd Week of the Month – Semi Formal / Business attire

4th Week of the Month – Smart Casual

5th Week of the Month - Smart Casual

If there is a Special Session all members should dress up in a semi-formal attire.

While the Presiding Officer is addressing the Sangguniang Bayan or putting a question, no member shall walk out or cross the session hall.

SECTION 43 - Smoking in Session Hall Prohibited - Smoking shall not be permitted within the session hall.

RULE X - VOTING AND MOTIONS

SECTION 44 - Who may Move for a Reconsideration of Motion - When a motion, report or proposed measure is adopted or lost, it shall be in order for the Sangguniang Bayan Member who votes with the majority to decide for the reconsideration thereof on the same or succeeding session day. Such motion shall take precedence over all other questions, except a motion to adjourn; to raise a question of privilege and a call to order.

SECTION 45 - Recording of Motions - Every motion shall be entered in the Minutes with the name of the member making it, unless it is withdrawn on the same day.

SECTION 46 - Reading and Withdrawal of Motions - When a motion is made, the Presiding Officer shall state it before being debated. Except as herein otherwise provided, a motion may be withdrawn any time before its approval or amendment.

SECTION 47 - Precedence of Motions - When a question is under debate no motion shall be entertained except to adjourn, raise a question of privilege, declare a recess, to lay on the table, postponed it to a certain day which motions shall be decided without debate, refer, amend or postponed indefinitely which motions shall be decided subject to the five minute rule. Said motions shall have precedence in the foregoing order. No motion to postpone to any certain day, or refer or postpone indefinitely having failed passage shall again be allowed on the same day.

Chart of Precedence of Motion

Privileged Motions

- Fix the time at which to adjourn
- Adjourn
- Take a recess
- Raise a question of privilege
- Call for the Order of the Day

Subsidiary Motion

- Lay on the Floor
- Call for the Previous Question
- Modify the Limits of Debate
- Postpone Definitely
- Commit or refer to a Committee
- Amend (unadopted questions)
- Postpone Indefinitely

Main Motions

- General Main Motions
- Specific Main Motion
- Taken from the Floor
- Reconsider
- Reconsider and have entered on the Minutes
- Rescind or Repeal
- Expunge

- Adopt a Committee Report or a Resolution
- Amend (adopted questions)
- Adjourn (if qualified)

Incidental Motions

Incidental motions have no individual or collective ranking and therefore, have no order of precedence. They arise only incidentally out of the pending question.

- Suspend the Rules
- Withdraw or modify motion
- Point of Order
- Parliamentary Inquiry
- Point of Information
- Appeal the Decision of the Presiding Officer
- Divide the House
- Divide the Question

SECTION 48 - Motion to raise a Point of Order - This motion is used when a member would like to call the attention of the body for certain transgression or violations of the internal rules being committed by any other Sangguniang Bayan member. The purpose is to point out that certain rule is being violated by either the Presiding Officer or any Sangguniang Bayan member for proper correction.

SECTION 49 - Question of Privilege - Question of privilege pertaining to:

Those affecting the rights of the Sanggunian safety, dignity and the integrity of its members.

Those affecting the rights, reputation and conduct of the members, individually, in their capacity as such members.

Subject to the five-minute rule, question of privilege shall have precedence over all other questions, except a motion to adjourn.

RULE XI - SUSPENSION OF THE RULES

SECTION 50 - Who Can Move - Any member of the Sangguniang Bayan may move for the suspension of the Rules.

SECTION 51 - Vote Required - A rule can be suspended anytime by the Presiding Officer unless such be objected by a member of the Sangguniang Bayan. Once objected the Sangguniang Bayan will then require a two-thirds (2/3) vote of the members constituting a quorum.

SECTION 52 - Interruption of Motion - When a motion to suspend the Rules is pending, one motion to adjourn may be entertained, if it is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

SECTION 53 - Effect of Suspension - If the Sanggunian votes to suspend the Rules, it shall forthwith proceed to consider the measure when rules are suspended. A two-third (2/3) vote of the members present shall be necessary for the passage of measures, a quorum being present.

SECTION 54 - Motion to Reinstate the Rules - There is a need for a reinstatement of the rules. Any member of the Sangguniang Bayan can move to reinstate the rules to proceed to the order of business.

RULE XII - OFFICIAL SEAL

SECTION 55 - Official Seal - The seal of the Sangguniang Bayan of Taytay shall be:



RULE XIII - AMENDMENTS

SECTION 56 - Amendments - Any portion of these Rules may be amended by a majority vote of all the Sangguniang Bayan Members.

RULE XIV - EFFECTIVITY

SECTION 57 - Effectivity - This rules shall take effect on the date of its adoption.

ADOPTED, this ____ day of July, 2019, at the Session Hall, Municipal Building, Taytay, Rizal.