



Republic of the Philippines  
Province of Ilocos Sur  
**MUNICIPALITY OF NARVACAN**

**OFFICE OF THE SANGGUNIANG BAYAN 2019-2022**

1<sup>st</sup> Regular Session  
Held at the SB Session Hall  
On July 1, 2019

**RESOLUTION NO. 01-SS**  
**Series of 2019**

**RESOLUTION APPROVING THE REVISED INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN OF NARVACAN, ILOCOS SUR, FOR THE YEARS 2019-2022**

**WHEREAS**, the Sangguniang Bayan of Narvacan, Ilocos Sur is the legislative body mandated and empowered by the Constitution, the Local Government Code and other relevant statutes, to exercise local legislative power, to provide for efficient local governance and a more responsive and accountable local government structure, and the promotion of general welfare within its territorial and legal jurisdiction;

**WHEREAS**, Sec. 50 of the Local Government Code of 1991 (R.A. 7160, as amended) provides that "on the first regular session following the election of its members and within ninety (90) days thereafter", a Sangguniang Bayan "shall adopt or update its existing rules of procedure";

**WHEREAS**, while there is an existing set of Internal Rules of Procedure for the Sangguniang Bayan of Narvacan, which is Resolution No. 29, s. 2016, the Sangguniang Bayan found need to revise the same;

**WHEREAS**, pursuant to the command of the Local Government Code of 1991, the members of the Sangguniang Bayan, elected in the general elections held on May 13, 2019, have met for its First Regular Session, and adopted the following Revised Internal Rules of Procedure;

**NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan of Narvacan, duly assembled, to enact the following Rules of Procedures to govern its conduct and deliberations:

**RULE 1 – MEMBERSHIP**

**SECTION 1. Composition** – The Sangguniang Bayan (SB) shall be composed of the Vice Mayor, eight (8) Councilors elected at large, and two Ex-Officio Members (ABC & SK), and such other sectoral or other representatives, as may be in the future be allowed to be chosen pursuant to law.

**SECTION 2. Term of Office** – The term of office of the members of the Sangguniang Bayan of Narvacan pursuant to Sec. 43 of the Local Government Code shall be for three (3) years and shall commence at noon of June 30, 2019 and ending at noon on June 30, 2022;

**SECTION 3. Oath of Affirmation** – All the members of the Sangguniang Bayan of Narvacan shall, upon assumption of office, take an Oath of Office or Affirmation in the prescribed form and duly subscribed before a person authorized to administer oath with the affixed signature of the elected officials.

Copies of the Oath or Affirmation of Office shall be filed and preserved in the Office of the Secretary to the Sangguniang Bayan of the Municipality of Narvacan and copy furnished to the Provincial Government, Department of Local Government and such other government offices as may be required by law or regulations.

## **RULE II – PRESIDING OFFICER**

**SECTION 4. The Presiding Officer** – The Vice Mayor shall be the Regular Presiding Officer of the Sangguniang Bayan. As such Presiding Officer the Vice Mayor can vote only in case of a tie.

After he/she has called the session to order, the Vice Mayor may relinquish the chair to any Member of the body of his choice, for the latter to preside temporarily and perform the duties of the Chair. The Vice Mayor may thereafter actively participate in the deliberation on the floor and sponsor or co-author a bill or measure.

In the event of the inability of the regular Presiding Officer to preside at a sanggunian session, the members present and constituting a quorum shall elect from among themselves a temporary presiding officer. The temporary Presiding Officer 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.

The temporary Presiding Officer shall retain the chairmanship of the standing committees he/she is assigned to, prior to his temporary designation.

**SECTION 5. Power and Duties of the Presiding Officer** – The Presiding Officer shall:

- a) Preside over all sessions and caucuses of the Sangguniang Bayan with the right to vote only to break a tie on all matters submitted for a final vote by the entire Sangguniang Bayan. He/She may not, however, be compelled to vote. The Vice Mayor when participating as an ordinary member in a committee, can cast a vote, but not when the matter is reported out by the committee for final voting by the entire body;
- b) He/she shall approve matters for inclusion in the agenda; Provided however, that any proposed measure or matter not included in the agenda may be calendared upon written petition of a majority of the members;
- c) He/She shall announce the business in the order in which it is to be acted upon;
- d) Preserve order and decorum during session, and in case of disturbance or disorderly conduct in the session hall or within the premises, take measures as he may deem advisable or as the Sangguniang Bayan may direct;
- e) He/She shall recognize any member who is entitled to the floor;
- f) He/She shall state all questions before the Sanggunian and put the same into a vote, when regularly moved, and seconded and announce the result thereof;
- g) He/She shall assist in expediting business compatible with the rights of the members, allowing brief remarks in cases of pending motions, He/She may co-sponsor measures;

- h) He/She shall rule on all pending questions, subject to appeals by Members of the Sanggunian, which appeals shall not be debatable. Any member may explain his appeal for not more than two (2) minutes. Any ruling on an appeal shall be submitted to the Sanggunian for its approval or disapproval which shall be final.
- i) He/She shall sign/authenticate all acts, ordinances, resolutions, memorials, writs, warrants, subpoena and notices issued by, or upon order of the Sangguniang Bayan;
- j) He/She shall oversee the distribution of the Agenda to the SB Members and see to it that copies thereof are furnished to the Members at least twenty four (24) hours before the session;
- k) He/She shall declare the session adjourned when the Sanggunian so votes or *motu proprio* any time in the event of a sudden emergency such as fire, riots, serious disorder or great emergency;
- l) He/She shall appoint the Sanggunian Secretary and employees of the Sanggunian Bayan subject to civil service law, rules and regulations;
- m) 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 *ad hoc* committee which the Sangguniang Bayan may organize for specific purposes.

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

**SECTION 6. Appointment and Compensation** – The Secretary to the Sanggunian shall be appointed in accordance with the Civil Service Law, Rules and Regulation, and the Implementing Guidelines, Rules and Regulation of the Local Government Code 1991 – R. A. 7160.

In case of absence and/or inability of the Secretary, the Sangguniang Bayan Members present constituting a quorum, may designate from the permanent employees a temporary acting SB Secretary.

**SECTION 7. Powers and Duties of the Secretary to the Sanggunian** – The Sangguniang Bayan Secretary shall:

- a) Perform all the duties mandated by Sec. 469 (c) of the Local Government Code and such other law, rules and issuances relevant to his/her office and in addition thereto he/she shall perform the following:
- b) Attend meetings of the Sangguniang Bayan and keep a JOURNAL and RECORD of its proceedings which may be published upon resolution of the sanggunian, pursuant to Art. 105 of the Implementing Rules and Regulations of the Local Government Code;
- c) Record in a book kept for the purpose, all ordinances enacted with the dates of their enactment and publications;

- d) Forward to the Local Chief Executive, for appropriate action, all ordinances enacted and resolutions approved certified as such by the presiding officer within ten days after their approval;
- e) Keep the seal of the local government unit and affix the same with his/her signature on all ordinances, resolutions and other official acts of the sanggunian and present the same to the presiding officer for his/her signature.
- f) All ordinances and resolutions immediately after approval shall be posted at the main entrance of the Municipal Hall and in two (2) conspicuous public places for a period of not less than one (1) month unless a longer period is provided for by the Sanggunian.
- g) Upon request of any interested party, to furnish certified copies of records of public character in his/her custody, upon payment to the local treasurer of such fees prescribed by ordinance.
- h) He/She shall notify officers and special committees of their appointment or creations;
- i) He/ She shall transmit to the proper committees matters referred to them by the Sanggunian;
- j) He/She shall send out proper notices of all call sessions, other meeting and public hearings.
- k) He/She shall perform such other duties and functions that the Sanggunian may order and deem related to or necessary in the performance of the his/her functions enumerated above.

**SECTION 8. Call to Order** – The Presiding Officer shall open the session by calling the Sanggunian to order.

**SECTION 9. Attendance in Sessions**– Every Member of the Sanggunian shall be present in every session, unless expressly excluded by it or necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the Sanggunian through the Sangguniang Bayan Secretary. **Mondays** shall be the regular session day at 9:30 in the morning but in case a Monday is declared a non-working holiday, automatically, the regular session shall be held the following regular working day.

All referrals and documents for submission to the Sangguniang Bayan shall be forwarded from Tuesday to Thursdays, henceforth, Fridays shall be reserved for scheduling of assignments, planning of the agenda for the regular session, preparation of the journals, documentation and drafting of ordinances, resolutions and minutes of the next regular session.

**SECTION 10. a) Session Defined** – A session is a meeting which, although lasting for several hours, is but one meeting. The Sanggunian shall meet in regular sessions at least once a week for transacting business, and when public interest so demands such number of special sessions as may be called by the Mayor or Vice Mayor or by a majority vote of the Members of the Sanggunian. No two (2) sessions, regular or special shall be held in a single day.

In the case of special sessions of the Sanggunian Bayan, a written notice to the Members shall be served personally at the latter's usual place of residence at least twenty four (24) hours before the special session is held, except in extreme emergencies, requiring quick and immediate action such as but not limited to

natural calamities, natural or man-made disasters, uprisings, general or widespread disorder and the like.

No other matters may be considered at a special session except those stated in the call and contained in the notice subject to the exception stated in the immediately preceding paragraph.

**b) Sessions Open to Public** – Sanggunian sessions or meetings of any Committee thereof shall be open to the public unless a closed session is decided or ordered by an affirmative vote of a majority of the Members present, there being a quorum, for reasons affecting the dignity of the Sanggunian or any of its Members, or when confidential matters are being considered including sensitive and controversial issues that would affect or humiliate any person or sector of society in the Municipality or for reasons of national security and defense.

On a motion to hold a closed session duly approved, the Presiding Officer shall direct the session hall cleared and the doors closed.

Only the Secretary and such other person authorized by the Sanggunian shall be admitted to the closed sessions. They shall preserve the secrecy of whatever may be read or said during the session.

Members of the media shall be monitored and when decided by majority of the members of the Sanggunian may be restricted for the sake of preserving order and decorum in order to prevent or avoid violence or disorderly conduct or behavior during official sessions or proceedings. Freedom of the press shall however be primordial and be given respect to the best extent possible.

Disorderly behavior is precluded on all spectators inside the Session Hall.

Members of media shall submit their application for accreditation to the SB Secretariat, which shall be approved by a majority of those present constituting a quorum.

Armed personalities, whether members of the military/police or private persons, and whether wearing military/police uniforms or not, shall not be allowed entrance into the session hall unless the firearms or deadly weapons are surrendered to the SB Secretariat.

Lawmen who are however requested by the Presiding Officer, or members of the Sanggunian, to help or intercede to stop or prevent violence, disorderly conduct and criminal activity shall be allowed to enter but only for the purpose requested and with the exercise of maximum tolerance to a reasonable extent possible.

A gallery shall be provided for the media and the public to the extent that space within the session hall may allow.

**SECTION 11. Suspension and Adjournment of Session** – Session of the Sanggunian shall not be suspended or adjourned except by the Sanggunian itself, but the Presiding Officer may, in his/her discretion, declare a recess of short intervals.

**SECTION 12. Opening and Adjournment to be Entered in Minutes** – The exact hour of opening and adjournment of a session shall be entered in the minutes.

**RULE IV – ROLL CALL AND QUORUM**

**SECTION 13. Quorum** – a majority of all (*half plus one including the presiding officer*) the elective and appointive members of the Sanggunian shall constitute a quorum to transact official business.

Should a question of a quorum be raised during session, the Presiding Officer shall immediately proceed to call the roll of the members and thereafter announce the result.

**SECTION 14. Absence of Quorum** – Where there is no quorum in a given session the Presiding Officer may declare a recess until such time as a quorum is constituted, or the majority of the members present may adjourn from day to day and may compel the immediate attendance of any habitual (3 or more consecutive absences) absentee SB Member without good cause by issuing to the Philippines National Police assigned in the area, an order for the arrest and presentment of the absent member at the session.

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.

**SECTION 15. Motion to Adjourn /Vacate Call** – At any time after the roll call has been completed, a motion to adjourn shall be in order, and if approved by the majority of those present, all proceeding shall be vacated.

**RULE V –COMMITTEES**

**SECTION 16. Standing Committees** – The Sangguniang Bayan shall elect the Chairman and Members of the following standing committees.

**1. Committee on Appropriations, Budget and Finance, Ways and Means**

**Chairman** – SBM Edna Cabalo-Sanidad

**Vice Chairman** – SBM Bernadette Cauton-Lim

**Member** – SBM Joseph A. Tejada

**2. Committee on Infrastructure and Public Works, and Slaughterhouse**

**Chairman** – SBM Joseph A. Tejada

**Vice Chairman** – SBM Emiliano C. Clarin

**Member** – SBM Loreto C. Caballes

**3. Committee on Transportation and Communication**

**Chairman** – SBM Loreto C. Caballes

**Vice Chairman** – SBM Charito Copiozo- Vilorio

**Member** –SBM Jovenniano B. Ampo, Jr.

**4. Committee on Agriculture, Fishery and Marine Resources**

**Chairman** –SBM Jovenniano B. Ampo, Jr.

**Vice Chairman** –SBM Charito Copiozo- Viloría

**Member** – SBM Joseph A. Tejada

**5. Committee on Public Enterprise, Trade and Industry**

**Chairman** –SBM Charito Copiozo-Viloría

**Vice Chairman** –SBM Bernadette C. Lim

**Member** –SBM Edna C. Sanidad

**6. Committee on Social Services (PWD, Gender and Development, and Family Affairs)**

**Chairman** –SBM Reina Alexa V. Antolin

**Vice Chairman** –SBM Edna Cabalo-Sanidad

**Member** –SBM Bernadette Cauton-Lim

**7. Committee on Senior Citizens Affairs**

**Chairman** – SBM Charito Copiozo-Viloría

**Vice Chairman** – SBM Edna Cabalo-Sanidad

**Member** – SBM Bernadette Cauton-Lim

**8. Committee on Health, Sanitation, Food and Nutrition**

**Chairman** – SBM Edna Cabalo-Sanidad

**Vice Chairman** – SBM Reina Alexa V. Antolin

**Member** – SBM Charito Copiozo-Viloría

**9. Committee on Tourism**

**Chairman** – SBM Reina Alexa V. Antolin

**Vice Chairman** – SBM Jovenniano B. Ampo, Jr.

**Member** – SBM Joseph A. Tejada

**10. Committee on Solid Waste, Clean and Green, Natural Resources and Environment Protection**

**Chairman** – SBM Jovenniano B. Ampo, Jr.

**Vice Chairman** – SBM Reina Alexa V. Antolin

**Member** – ABC Romulo Rea

**11. Committee on Education, Culture and Arts**

**Chairman** – SBM Bernadette Cauton-Lim

**Vice Chairman** – SBM Joseph A. Tejada

**Member** – SBM Edna Cabalo-Sanidad

**12. Committee on Peace and Order**

**Chairman** –SBM Emiliano C. Clarin

**Vice Chairman** –SBM Loreto C. Caballes

**Member** –SBM Joseph A. Tejada

**13. Committee on Public Safety and Disaster Preparedness**

**Chairman** –SBM Emiliano C. Clarin

**Vice Chairman** –SBM Loreto C. Caballes

**Member** –SBM Joseph A. Tejada

**14. Committee on Rules, Privileges, Good Governance, Public Ethics, Ordinances and Legal Matters**

**Chairman** – SBM Bernadette Cauton-Lim

**Vice Chairman** – SBM Edna Cabalo-Sanidad

**Member** – SBM Reina Alexa V. Antolin

**15. Committee on Sports and Physical Fitness Development**

**Chairman** – SBM Joseph A. Tejada

**Vice Chairman** – SBM Jovenniano B. Ampo, Jr.

**Member** – SK Joemar Grey A. Cabico

**16. Committee on Cooperatives and other Non-Government Organization and Livelihood**

**Chairman** – SBM Jovenniano B. Ampo, Jr

**Vice Chairman** – SBM Emiliano C. Clarin

**Member** – SBM Charito Copiozo-Viloria

**17. Committee on Local Government and Barangay Affairs**

**Chairman** – SBM Loreto C. Caballes

**Vice Chairman** – SBM Reina Alexa V. Antolin

**Member** – SBM Emiliano C. Clarin



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**18. Committee on Youth Affairs**

**Chairman** –SK Joemar Grey A. Cabico

**Vice Chairman** –SBM Joseph A. Tejada

**Member** –SBM Reina Alexa V. Antolin

**SECTION 17. Jurisdiction and Functions of Standing Committee** – The general jurisdiction and functions of foregoing standing committees, are as follows:

1. **Committee on Appropriations, Budget and Finance, Ways and Means**

All matters relating to the passing and/or approval of the budget; the appropriation of funds for the payment of obligations; the determination of compensation of personnel.

2. **Committee on Infrastructure and Public Works, and Slaughterhouse**

All matters relating to the construction of public buildings, roads, settlements, relocation and the like; monitoring and evaluating all projects, whether nationally or locally funded; formulating plans for the effective implementation of all projects and its impact to the community; and integration of all public work projects.

3. **Committee on Transportation and Communication**

All matters relating to transportation and communication.

4. **Committee on Agriculture, Fishery and Marine Resources**

All matters relating to agriculture, fishery and marine resources, food production and agribusiness, agriculture economic and research, agricultural education and extension services; animal industry and livestock quarantine, farm credit, organization and supervision of local agriculture.

5. **Committee on Public Enterprise, Trade and Industry**

All matters relating to the exploration, development, utilization and development of cottage industries; identification, promotion and development areas of business opportunities; development of industries; and the protection of consumers.

6. **Committee on Social Services (PWD, Gender and Development, and Family Affairs)**

All matters relating to social services.

All matters relating to the development of gender, women and women organizations, family welfare and strengthening and development of family life and the protection of children.

7. **Committee on Senior Citizens Affairs**

All matters relating to senior citizens.

8. **Committee on Health, Sanitation, Food, and Nutrition program**

All matters relating to the Health of the Community, prevention and curative measures in the spread of diseases; public health and hygiene, medical hospitals, health centers and quarantine services, sanitation and cleanliness of public market/toilet.

All matters relating to Food and Nutrition.

9. **Committee on Tourism**

All matters relating to the promotion of tourism; the identification, development and maintenance of sites as tourists/visitors destination in this municipality.

10. **Committee on Solid Waste, Clean and Green, Natural resources and Environmental Protection**

All matters relating to solid waste management.

All matters relating to clean and green.

All matters relating to natural resources and environmental protection.

11. **Committee on Education, Culture and Arts**

All matters relating to education.

All matters relating to culture and arts, local schools and such other institution of learning; libraries and museums; non-formal and community adult education, scientific and technological research, and development advancement.

12. **Committee on Peace and Order**

All matters relating to the maintenance of peace and order and other police matters/works.

13. **Public Safety and Disaster Preparedness**

All matters relating to security of public officials offices and properties and disaster preparedness

13. **Committee on Rules, Privileges, Good Governance, Public Ethics, Ordinances and Legal Matters**

All matters relating to the formulation of policies towards effective and responsive government; investigation and anomalies and similar acts in the government.

All matters relating to and/or pertaining with the enactment, drafting, formulating, finalizing and review of all laws, ordinances, resolutions and all other legislative acts emanating from the Sangguniang Bayan; review ordinances, resolution and/or other legislative acts of Barangay Councils sent to the Sangguniang Bayan for review; given advice to the Sanggunian on matters relating to the foregoing; and to do such other acts and functions that will effectively inform the people of such laws, ordinances, resolutions and other similar acts.

14. **Committees on Sports and Physical Fitness Development**

All matters relating to the promotion of sports; sports building and facilities, organizing and conducting sports activities especially for the youth and inculcating in them the healthy effect of fair competition.

All matters relating to physical fitness development.

15. **Committee on Cooperatives and other Non-Government Organizations and Livelihood**

All matters relating to organization and supervision of local cooperatives.

All matters relating to non-government organizations.

All matters relating to livelihood.

16. **Committee on Local Government and Barangay Affairs**

All matters relating to the effective and efficient running of local government in all levels (Provincial, Municipal, and Barangay).

17. **Committee on Youth Affairs**

All matters relating to the encouragement of the organization of youth groups and Sangguniang Kabataan (SK) and, such other matters that will redound to the welfare of the youth.

**SECTION 18. Limitation** – No Sangguniang Bayan Member shall be a Chairman of more than three (3) Standing Committees.

The Regular Presiding Officer and the Sanggunian members have a voice in all committees.

No member of a committee shall act upon or participate in any matter in which he has a direct, special and/or substantial interest under consideration.

**SECTION 19. Special Committees** – The Sanggunian may organize special committees as it may deem necessary. The Officers and Members of special committees shall likewise be elected by the majority vote of all the Sangguniang Bayan (SB) Members.

The Regular Presiding Officer may be elected by majority vote of all members to chair a Special Committee.

**SECTION 20. Vacancy** – Whenever avacancy occurs or is declared to exist in any of the committees, the same shall be filled by election of the Sanggunian.

**SECTION 21. Committee Hearing/Meetings** – The committee shall determine the frequency of their hearings or meetings, provided they meet once a month. A majority of all the members of the committees shall constitute a quorum. Committee hearings and meetings shall be heard or conducted only in public places and/or buildings.

**SECTION 22. Committee Report and Orders** – Committee reports and orders or any ordinance or resolution shall be considered in formal meetings and shall not be submitted to the Sanggunian unless accompanied by the minutes of the meeting or hearing of the Committee which adopted them.

When a Committee submits a report, the members therefore shall be presumed to have concurred in the report and shall be precluded from opposing the same, unless they have entered their objection thereto during the committee meeting.

**SECTION 23 Medium Of Communication** – The English language shall generally be used for all communications including documents and reports submitted to or by the Sanggunian Bayan.

In the session proper, specifically during interpolation or deliberation, English, Ilocano and Tagalog may be used by the Members of the Sangguniang Bayan to express themselves and shall be taken down or quoted in the minutes in Ilocano or Tagalog as well.

#### **RULE VI – ORDER AND CALENDAR OF BUSINESS**

**SECTION 24. Order of Business** – The Order of Business of the Sangguniang Bayan for every session shall be:

- I Call to order
- II Short prayer
- III Roll Call
- IV Reading, consideration, and adoption of the minutes of the previous session
- V Privilege hour
- VI Question hour (to any invited employee, official or visitor who give updates, information or issuances)
- VII First reading and referral of measures and other communications
- VIII Committee reports
- IX Calendar of business
  - A. Unfinished business from the previous session
  - B. Business for the day
    1. Third and final reading
    2. Second reading
  - C. Unassigned business/Other Matters
- X Adjournment

**SECTION 25. Approval of Minutes** – The minutes of each session shall be submitted to the Sanggunian for approval. It shall comprise a clear and succinct account of the business transacted and the actions taken thereon. The minutes shall contain the following

- a) Nature of sessions held (whether regular or special);
- b) Name of Sangguniang Bayan of the Municipality of Narvacan;
- c) Date, time and place of session;
- d) Proper Statement of Presence of Presiding Officer and Members;
- e) Statement whether minutes of previous sessions were approved, readings dispensed with and the dates of said session citing corrections;
- f) Title, number and authors of every resolution or ordinance, if the resolutions or ordinances were not approved unanimously, a brief statement of the minority or nominal voting;
- g) All main motions
- h) Points of order and appeals, whether sustained or lost;
- i) Veto message of the Major, in full;
- j) Time of meeting and adjournment.

The minutes shall be signed by the Secretary and authenticated by the Presiding Officer. It shall be entered in a good well-bound record book and the corresponding date of approval or disapproval properly placed therein.

**SECTION 26. Calendar of Business** – The Calendar of Business shall consist of the following parts:

a) **Unfinished Business** – Business being considered by the Sanggunian at the time of its adjournment. Its consideration shall be presumed until such unfinished business is disposed of. Thereafter, the Presiding Officer shall call for the Business for the Day.

b) **Business for the Day** – Proposed Ordinances, Resolutions and other measures set on the Calendar for consideration on the Day, to be considered in the order in which they are listed in the calendar.

c) **Unassigned Business** – Proposed Ordinances, Resolutions and other measures reported out of Committees but not calendared earlier. Any business included in this part of the calendar may be set for consideration on motion of a member with unanimous approval of the council members present at a session, there being a quorum.

**SECTION 27. Distribution of Calendar** – The Calendar for the next session shall be furnished to Sangguniang Bayan Members at least a day before the scheduled sessions.

**SECTION 28. Ordinances and Resolutions** – Distinguished – Legislative actions of 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 private concern shall also be enacted upon by resolutions.

**SECTION 29. Essential Parts of Ordinances and Resolutions** – 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 and the name of the author/sponsor. In addition, every proposed ordinance shall be accompanied by a brief explanatory note containing the justification of its approval. It shall be signed by the authors and submitted to the Secretary who shall report the same to the Sanggunian at its next session.

**SECTION 30. First Reading** – The Secretary shall report all proposed ordinances and resolutions to the Sangguniang Bayan Members for First Reading at least a day before a regular or special session.

The First Reading of a proposed ordinance or resolution shall only be by reading the title and, thereafter, the same shall be referred to the appropriate committee provided however, that upon motion, duly seconded, the proponent may be allowed to deliver sponsorship speech for a period not longer than five (5) minutes.

Any erroneous referral of a proposed ordinance or resolution may be corrected any day after the approval of the minutes.

Only the Chairman or Acting Chairman of the Committee to which a proposed ordinance or resolution was erroneously referred, as well as the Chairman or Acting Chairman of the Committee claiming jurisdiction over the proposed ordinance or resolution may move that referral be declared erroneous, and ask for its correction. However, the Presiding Officer may *moto proprio* rectify an erroneous referral.

**SECTION 31. Period to Report** – The Committee shall submit a report on the proposed ordinance or resolution within fifteen (15) days after it has been referred to it.

If the Committee Report on a proposed ordinance or resolution is favorable, it shall be included in the Calendar of Business.

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

**SECTION 32. Urgent Measures** – Any legislative matter duly certified by the Mayor as urgent, whether or not it is included in the Calendar of Business, may be presented and considered, immediately debated and acted upon for approval by a majority vote of the Sanggunian Members in the same session without need of suspending the Rules.

The Sanggunian, likewise, may, on motion made by the Chairman or Acting 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 Sanggunian Bayan shall forthwith prepare a detailed timetable fixing the date on or before which the proposed ordinance or resolution shall be reported by the Committee concerned, the number of days or hours to be allotted for consideration of the measure on Second Reading, and the date or hour at which proceedings shall be concluded and final vote on said measure taken.

**SECTION 33. Second Reading and Debate** – No proposed ordinance or resolution shall be considered on Second Reading in any regular session unless it has been reported out by the proper Committee to which it has been referred to or certified as urgent by the Municipal Mayor.

On the day set for the consideration of a proposed ordinance or resolution for Second Reading, the same shall be read in full with the amendments proposed by the Committee, if any, unless copies thereof has been distributed earlier and such reading is dispensed with upon motion duly seconded. Thereafter, the ordinance or resolution shall be subject to debate and pertinent motions.

**SECTION 34. Debate and Closure of Members** – In the discussion of any measure, on motion to close the debate shall be in order after two (2) speeches for and one against or after only one speech for has been delivered and none against it.

When several members have registered or signified their intention to speak on the matter under consideration and when said matter has been sufficiently or thoroughly discussed by the Member speaking, the Presiding Officer, *moto proprio*, or upon motion of a Member, order that Member having the floor shall desist from speaking further so that other Members may not be deprived of their opportunity to speak.

**SECTION 35. Five-Minute Rule** – After the close of debate, the Sangguniang Bayan shall proceed with the consideration of the submitted Committee 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. Approval of Measure on Second Reading** – The Sangguniang Bayan Secretary 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 Member a copy thereof, except that a measure certified by the Municipal Mayor as urgent be submitted for final voting immediately after debate and/or amendments during the Second Reading .

After amendments have been acted upon, the proposed ordinance or resolution shall be voted on the Second Reading.

**SECTION 37. Third Reading** – A proposed ordinance approved on Second Reading shall be included in the Calendar under Third Reading.

A **resolution** shall be enacted in the same manner prescribed for an ordinance, except that **it need not go through a third reading** for its final consideration unless decided otherwise by a majority of all the sanggunian members. (Art. 107, Implementing Rules and Regulations of the LGC)

No ordinance shall be approved unless it has passed three readings, and copies thereof in its final form have been distributed to the Members at least one (1) day before its passage, except when the Municipal Mayor or the Sanggunian certifies to the necessity/urgency of its immediate enactment including immediate measures to meet a calamity or emergency. Upon the Third Reading of a proposed ordinance or resolution, no amendment thereto shall be allowed, and the vote thereon shall be taken immediately thereafter and the *Ayes* and *Nays* entered in the minutes.

**SECTION 38. Majority Requirement** – No ordinance or resolution passed by the Sanggunian shall be valid unless approved by the 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 affirmative vote of the majority of all the members of the Sanggunian for its passage.

Upon message of all ordinances or resolution, the Sanggunian Secretary shall record the ayes and nays. Each approved ordinance or resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purposes.

**SECTION 39. Special Provisions on the Budget Ordinance** – The Sanggunian shall in no case increase the appropriation measures but shall be considered only if supported by actual available funds as certified to by the local treasurer or by funds to be raised by corresponding revenue proposals included therein.

After the Municipal Mayor shall have submitted the annual general appropriation measure, **supplemental appropriation measures** shall be considered only if supported by actual available funds as certified to by the local treasurer or by funds to be raised by corresponding revenue proposals including therein.

**SECTION 40. Approval of the Municipal Mayor** – Every Ordinance or Resolution passed by the Sanggunian shall be forwarded to the Municipal Mayor for approval. The Municipal Mayor shall affix his initial on each and every page of the ordinance or resolution and word "APPROVED" shall appear with his signature on the last page thereof.

Within ten (10) days after receipt of the ordinance or resolution, the Municipal Mayor shall return the said ordinance or resolution to the Sanggunian with either his approval or his veto. If the Municipal Mayor does not return it within that time, the ordinance or resolution shall be deemed approved.

**SECTION 41. Veto Power of the Municipal mayor** – The Municipal Mayor may veto an ordinance or resolution on the ground that it would be prejudicial to the public welfare particularly stating his reasons therefore in writing.

The Municipal Mayor shall have the power to veto any particular item or items of an appropriation ordinance, or of an ordinance or resolution directing the payment of money or creating liability. In such case, the veto shall not effect the item/s which is/are not objected to. The vetoed item/s shall not have effect unless the Sanggunian overrides the veto in the manner herein under provided, otherwise the item/s in the appropriate ordinance of the previous year corresponding to those vetoed shall be deemed re-enacted.

The Sanggunian may override the veto of the Municipal Mayor by two thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective.

The Municipal Mayor may veto the ordinance or resolution only once.

**SECTION 42. Review by the Sangguniang Panlalawigan** – Within Seventy Two (72) hours after approval, the Secretary shall forward to the Sangguniang Panlalawigan for review, copies of all approved ordinances and resolutions.

Within thirty (30) days after receipt of copies of approved ordinances, resolutions and executive order promulgated by the Mayor, the Sangguniang Panlalawigan shall examine the documents or transmit them to the Provincial Attorney, or if there be none, to the Provincial Fiscal for prompt examination. The Provincial Fiscal or Provincial Attorney shall within fifteen (15) days from receipt of the documents, inform the Sangguniang Panlalawigan of his written comments or recommendations which may be considered by the said Sanggunian in making its decision.

If the Sangguniang Panlalawigan finds that an ordinance, resolution or executive order is beyond the power conferred upon the Sangguniang Bayan or the Municipal Mayor, it shall declare such ordinance, resolution or executive order invalid in whole or in part. The Sangguniang Panlalawigan shall enter its actions upon the minutes and shall advise two corresponding municipal authorities of the action it has taken. The action of the Sangguniang Panlalawigan shall be final.

If no action has been taken by the Sangguniang Panlalawigan within thirty (30) days after the submission of an ordinance, resolution or executive order, the same shall be presumed consistent with law, and therefore, valid.

**SECTION 43. Review of the Sangguniang Bayan** – Within the ten (10) days after enactment, the Barangay Council shall furnish copies of the ordinance to the Sangguniang Bayan for review, as to whether the ordinance is consistent with law, and with Municipal Ordinances.

Failure on the part of the Sanggunian Bayan to take action on Barangay Ordinance within thirty (30) days, the measure shall be deemed approved. In case, the Sangguniang Bayan finds the Barangay Ordinance inconsistent with laws or ordinances, the Sangguniang Bayan shall return the ordinance with its comments and recommendations to the Barangay Council for adjustment, amendment or modification, in which case, the affectivity of the ordinance shall be deemed suspended.



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**SECTION 44. Enforcement of Disapproved Measures** – Any attempt to enforce, promulgate or execute any ordinance, resolution or executive order after the disapproval thereof shall be sufficient ground for the suspension or dismissal of the officer making such attempt;

**SECTION 45. 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 in bulletin board at the entrance of the Municipal building/hall and in at least two (2) other conspicuous place such as the public market, church or chapels.

Not later than five (5) days after the passage of the ordinance or resolution, the Sangguniang Bayan Secretary shall cause the posting thereof in English together with a *copy translated, if necessary* in the dialect used by the majority of the people in the area, and shall record such in a book kept for the purpose stating the dates of approval and posting thereof.

#### **RULE VII – DECORUM AND DEBATE**

**SECTION 46. Manner of Addressing the Chair** – Where a Member desires to speak, he/she shall rise respectfully and address the Chair. “Mr./Ms. Presiding Officer” or “Mr./Ms. Chairman” as the case may be. In hearings and sessions all statements must be addressed through the chair.

**SECTION 47. 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 48. Time Limit for Speeches** – No member shall occupy more than five (5) minutes in debate on any question or speak for more than once on any question without leave of the Sanggunian, except as hereafter provided.

The period of interpellation shall not be counted against the time of the member speaking.

**SECTION 49. Sponsor to Open and Close Debate** – The member reporting a measure under consideration from a Committee may open and close the debate thereon, if the debate should extend beyond one session day, he shall be entitled to an additional fifteen (15) minutes to close.

**SECTION 50. Decorum to Open and Close Debate** – For purposes of decorum, the following shall be observed:

- a. In all cases, the Member who has obtained the floor shall confine himself to questions under debate, avoiding personalities. He shall refrain from uttering words, or performing acts, which are inconsistent with decorum.
- b. In referring to another member, the latter shall always be referred to by his official titles or as “the members who spoke last”.
- c. Before any matter shall be debated upon, a motion should first be made duly second and stated by the “Chair”.
- d. It shall only be the “Chair” who can rule any verbal motion of another; otherwise, the Chair shall state the question before the Council for consideration and approval.

- e. Any Member may modify a motion through suggestions. The movant, with the consent of the "seconder" shall have the right to make such modifications as he pleases or withdraws in its entirety a motion before the Presiding Officer state the question.
- f. For purposes of obtaining the floor, a member shall rise and then address the Presiding Officer, "Mr./Madam Presiding Officer". The member can do so only after a former member has yielded the floor.
- g. The Presiding Officer shall be the only authority to recognize any member by announcing the latter's name as a sign of recognition to the floor.
- h. When two or more Members rise at the same time, the member whose name is first called by the "Chair" shall be entitled to the floor.
- i. Any member sponsoring any measure under consideration may open and close the debate where general debate has been ordered thereon. 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 excepted to, and they shall be taken down in writing by the Secretary and read aloud. The Member who utter such words shall not be held to answer, nor be subject to censure by the Sanggunian if further debate or other business has intervened.
- j. When the Sanggunian is in session, no member shall pass between another who has the floor and the "Chair".
- k. No member shall walk out of or across the session hall when the Presiding Officer is addressing the Sanggunian.

**SECTION 51. Attire and Conduct During Session Proper** – During sessions, the Members shall be in proper attire and proper decorum, polo barong with slacks for men while corporate attire/dress for women. Non-wearing of proper attire means a fine of Five Hundred Pesos (Php 500.00) per violation time.

**SECTION 52. Discipline of Members** – The Sanggunian may punish its members for disorderly behavior specified in the Local Government Code, and with the concurrence of two thirds (2/3) of all Members may suspend or exclude from the session a Member thereof, however, if the penalty is suspension, this shall not exceed sixty (60) days.

Any Member of the Sanggunian who shall fail to observe the rules as prescribed herein shall be declared out of order and if he has the floor, may be compelled to take his seat. In case of refusal to abide by the ruling of the Chair, the Sanggunian upon motion of any Member and duly seconded, may officially reprimand the erring Member which reprimand shall appear in the Minutes of the Sessions of the Sanggunian.

The same punishment may be imposed for dereliction of duty, as when a Member refuses to attend the Session after a quorum is questioned.

#### **RULE VIII – VOTING AND MOTIONS**

**SECTION 53. A tie on an Appeal** – A tie vote on an appeal from the ruling of the Chair sustains the decision of the Chair.

**SECTION 54. Who May Move** – Where a motion, report or proposed measure is adopted or lost, it shall be in order for a member who voted with the majority to move 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 55. 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 56. Reading and Withdrawal of Motions** – When a motion is made, the Presiding Officer shall state it before debated, except as herein otherwise provided, a motion may be withdrawn any time before its approval or amendment.

**SECTION 57. 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, lay on the table, or postpone to certain day ( which motions shall be decided without debate) refer, amend or postpone indefinitely (which motions shall be decided subject to the five-minute rule). Said motion shall have precedence in the foregoing order. No motion to postpone to any day certain, or refer or postpone indefinitely, having failed passage, shall again be allowed on the same day.

**SECTION 58. Amendments** – When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order. It shall also be in order to offer further amendment by substitution, but it shall not be voted upon until the original motion or proposition is perfected. Any of said amendments may be withdrawn before a decision is had thereon.

**SECTION 59. Rider Prohibited** – No motion or proposition on a subject different from that under consideration shall be allowed under color of amendment.

**SECTION 60. Motion to Cover One Subject Matter** – No motion shall cover more than one subject matter.

**SECTION 61. Amendment of Title** – Amendment to the title of a proposed ordinance or resolution shall not be ordered until after the text thereof has been perfected. Amendments to the title shall be decided without debate.

**SECTION 62. Call to Order** – A motion to read any part of the Rules is equivalent to a Call to Order and takes precedence over any motion other than to adjourn.

**SECTION 63. Question of Privilege** – Question of Privilege – Question of Privilege are:

- a) Those affecting the rights of the Sanggunian; its safety, dignity and integrity of its Members.
- b) Those affecting the rights, reputation and conduct of the Members, individually, in their capacity as such members.

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

**SECTION 64. Privileged Questions** – Privilege questions are those motions or subject matter which, under the rules, take precedence over other motions and subject matters and shall include the following, to wit:

1. A call for the order of the day shall be a demand that the Sanggunian conform to its order of business, a motion to the effect requiring no second.
2. Any member shall have the right to demand that the order of business be conformed to.

3. Any member who shall call for the order of the day when there is no deviation from the order of business shall be declared out of order.

#### **RULE IX – SUSPENSION OF THE RULES**

**SECTION 65. Who can Move** – Any member of the Sanggunian subject to votation can move for the suspension of the rules.

**SECTION 66. Vote Required** – No rule shall be suspended except by a vote of two thirds (2/3) of the members, a quorum being present.

**SECTION 67. 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 68. Effect of Suspension** – If the Sanggunian votes to suspend the rules, it shall forthwith propose to consider the measure. A two-thirds (2/3) vote of the Members present shall be necessary for the passage of said measure, quorum being present.

#### **RULE X – OFFICIAL SEAL**

**SECTION 69. Official Seal** – The Seal of the Sangguniang Bayan of Narvacan, Ilocos Sur shall be the same seal presently used by the body until the same shall be revised or changed.

**INSCRIPTION** – Office of the Sangguniang Bayan with thirty four (34) stars representing the thirty four (34) Barangays, surrounding the canefields and ricefields.

#### **RULE XI – AMENDMENTS**

**SECTION 70. Amendments** – Any portion of these rules may be amended by a majority of all the Sangguniang Bayan Members.

#### **RULE XII – SUPPLEMENTAL RULE**

**SECTION 71.** These Rules shall be subject to the provisions of the Rules and Regulations implementing the Local Government Code of 1991 (R.A. 7160)


**SECTION 72.** Any procedural matter not hereunto covered by this Code shall be referred to the **Robert's Rule of Order.**

#### **RULE XIII – EFFECTIVITY**

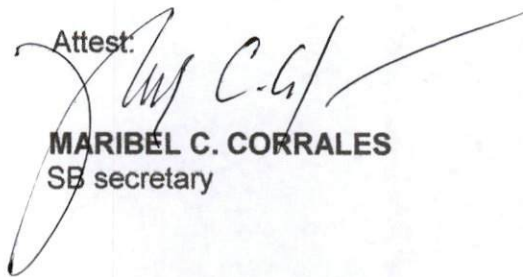
**SECTION 73. Effectivity** – These Rules shall take effect on the date of their adoption.

**PASSED AND APPROVED.**

Certified Correct:

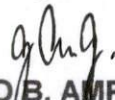
  
**PABLITO V. SANIDAD SR.**  
Vice Mayor / Presiding Officer

Attest:


  
**MARIBEL C. CORRALES**  
SB secretary

CONFORME:

  
**EDNA C. SANIDAD**  
Sangguniang Bayan Member

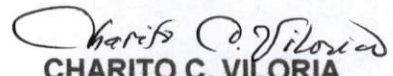
  
**JOVENNIANO B. AMPO, JR.**  
Sangguniang Bayan Member

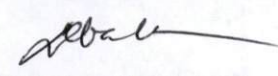
**BERNADETTE C. LIM**  
Sangguniang Bayan Member

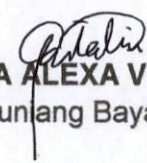
  
**EMILIANO C. CLARIN**  
Sangguniang Bayan Member

  
**ROMULO C. REA**  
ABC President

**JOSEPH A. TEJADA**  
Sangguniang Bayan Member

  
**CHARITO C. VILORIA**  
Sangguniang Bayan Member

  
**LORETO C. CABALLES**  
Sangguniang Bayan Member

  
**REINA ALEXA V. ANTOLIN**  
Sangguniang Bayan Member

**JOEMAR GREY A. CABICO**  
SK Federated President

Approved:

  
**LUIS "CHAVIT" C. SINGSON**  
Municipal Mayor



Republic of the Philippines  
Province of Ilocos Sur  
**MUNICIPALITY OF NARVACAN**

**OFFICE OF THE SANGGUNIANG BAYAN 2019-2022**

1<sup>st</sup> Regular Session  
Held at the SB Session Hall  
On July 1, 2019

**RESOLUTION NO. 01-SS  
Series of 2019**

**RESOLUTION APPROVING THE REVISED INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN OF NARVACAN, ILOCOS SUR, FOR THE YEARS 2019-2022**

**WHEREAS**, the Sangguniang Bayan of Narvacan, Ilocos Sur is the legislative body mandated and empowered by the Constitution, the Local Government Code and other relevant statutes, to exercise local legislative power, to provide for efficient local governance and a more responsive and accountable local government structure, and the promotion of general welfare within its territorial and legal jurisdiction;

**WHEREAS**, Sec. 50 of the Local Government Code of 1991 (R.A. 7160, as amended) provides that "on the first regular session following the election of its members and within ninety (90) days thereafter", a Sangguniang Bayan "shall adopt or update its existing rules of procedure";

**WHEREAS**, while there is an existing set of Internal Rules of Procedure for the Sangguniang Bayan of Narvacan, which is Resolution No. 29, s. 2016, the Sangguniang Bayan found need to revise the same;

**WHEREAS**, pursuant to the command of the Local Government Code of 1991, the members of the Sangguniang Bayan, elected in the general elections held on May 13, 2019, have met for its First Regular Session, and adopted the following Revised Internal Rules of Procedure;

**NOW THEREFORE, BE IT RESOLVED AS IT IS HEREBY RESOLVED**, by the Sangguniang Bayan of Narvacan, duly assembled, to enact the following Rules of Procedures to govern its conduct and deliberations:

**RULE 1 – MEMBERSHIP**

**SECTION 1. Composition** – The Sangguniang Bayan (SB) shall be composed of the Vice Mayor, eight (8) Councilors elected at large, and two Ex-Officio Members (ABC & SK), and such other sectoral or other representatives, as may be in the future be allowed to be chosen pursuant to law.

**SECTION 2. Term of Office** – The term of office of the members of the Sangguniang Bayan of Narvacan pursuant to Sec. 43 of the Local Government Code shall be for three (3) years and shall commence at noon of June 30, 2019 and ending at noon on June 30, 2022;

**SECTION 3. Oath of Affirmation** – All the members of the Sangguniang Bayan of Narvacan shall, upon assumption of office, take an Oath of Office or Affirmation in the prescribed form and duly subscribed before a person authorized to administer oath with the affixed signature of the elected officials.

Copies of the Oath or Affirmation of Office shall be filed and preserved in the Office of the Secretary to the Sangguniang Bayan of the Municipality of Narvacan and copy furnished to the Provincial Government, Department of Local Government and such other government offices as may be required by law or regulations.

## **RULE II – PRESIDING OFFICER**

**SECTION 4. The Presiding Officer** – The Vice Mayor shall be the Regular Presiding Officer of the Sangguniang Bayan. As such Presiding Officer the Vice Mayor can vote only in case of a tie.

After he/she has called the session to order, the Vice Mayor may relinquish the chair to any Member of the body of his choice, for the latter to preside temporarily and perform the duties of the Chair. The Vice Mayor may thereafter actively participate in the deliberation on the floor and sponsor or co-author a bill or measure.

In the event of the inability of the regular Presiding Officer to preside at a sanggunian session, the members present and constituting a quorum shall elect from among themselves a temporary presiding officer. The temporary Presiding Officer 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.

The temporary Presiding Officer shall retain the chairmanship of the standing committees he/she is assigned to, prior to his temporary designation.

**SECTION 5. Power and Duties of the Presiding Officer – The Presiding Officer shall:**

- a) Preside over all sessions and caucuses of the Sangguniang Bayan with the right to vote only to break a tie on all matters submitted for a final vote by the entire Sangguniang Bayan. He/She may not, however, be compelled to vote. The Vice Mayor when participating as an ordinary member in a committee, can cast a vote, but not when the matter is reported out by the committee for final voting by the entire body;
- b) He/she shall approve matters for inclusion in the agenda; Provided however, that any proposed measure or matter not included in the agenda may be calendared upon written petition of a majority of the members;
- c) He/She shall announce the business in the order in which it is to be acted upon;
- d) Preserve order and decorum during session, and in case of disturbance or disorderly conduct in the session hall or within the premises, take measures as he may deem advisable or as the Sangguniang Bayan may direct;
- e) He/She shall recognize any member who is entitled to the floor;
- f) He/She shall state all questions before the Sanggunian and put the same into a vote, when regularly moved, and seconded and announce the result thereof;
- g) He/She shall assist in expediting business compatible with the rights of the members, allowing brief remarks in cases of pending motions, He/She may co-sponsor measures;

- h) He/She shall rule on all pending questions, subject to appeals by Members of the Sanggunian, which appeals shall not be debatable. Any member may explain his appeal for not more than two (2) minutes. Any ruling on an appeal shall be submitted to the Sanggunian for its approval or disapproval which shall be final.
- i) He/She shall sign/authenticate all acts, ordinances, resolutions, memorials, writs, warrants, subpoena and notices issued by, or upon order of the Sangguniang Bayan;
- j) He/She shall oversee the distribution of the Agenda to the SB Members and see to it that copies thereof are furnished to the Members at least twenty four (24) hours before the session;
- k) He/She shall declare the session adjourned when the Sanggunian so votes or *motu proprio* any time in the event of a sudden emergency such as fire, riots, serious disorder or great emergency;
- l) He/She shall appoint the Sanggunian Secretary and employees of the Sanggunian Bayan subject to civil service law, rules and regulations;
- m) 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 *ad hoc* committee which the Sangguniang Bayan may organize for specific purposes.

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

**SECTION 6. Appointment and Compensation** – The Secretary to the Sanggunian shall be appointed in accordance with the Civil Service Law, Rules and Regulation, and the Implementing Guidelines, Rules and Regulation of the Local Government Code 1991 – R. A. 7160.

In case of absence and/or inability of the Secretary, the Sangguniang Bayan Members present constituting a quorum, may designate from the permanent employees a temporary acting SB Secretary.

**SECTION 7. Powers and Duties of the Secretary to the Sanggunian** – The Sangguniang Bayan Secretary shall:

- a) Perform all the duties mandated by Sec. 469 (c) of the Local Government Code and such other law, rules and issuances relevant to his/her office and in addition thereto he/she shall perform the following:
- b) Attend meetings of the Sangguniang Bayan and keep a JOURNAL and RECORD of its proceedings which may be published upon resolution of the sanggunian, pursuant to Art. 105 of the Implementing Rules and Regulations of the Local Government Code;
- c) Record in a book kept for the purpose, all ordinances enacted with the dates of their enactment and publications;



- d) Forward to the Local Chief Executive, for appropriate action, all ordinances enacted and resolutions approved certified as such by the presiding officer within ten days after their approval;
- e) Keep the seal of the local government unit and affix the same with his/her signature on all ordinances, resolutions and other official acts of the sanggunian and present the same to the presiding officer for his/her signature.
- f) All ordinances and resolutions immediately after approval shall be posted at the main entrance of the Municipal Hall and in two (2) conspicuous public places for a period of not less than one (1) month unless a longer period is provided for by the Sanggunian.
- g) Upon request of any interested party, to furnish certified copies of records of public character in his/her custody, upon payment to the local treasurer of such fees prescribed by ordinance.
- h) He/She shall notify officers and special committees of their appointment or creations;
- i) He/ She shall transmit to the proper committees matters referred to them by the Sanggunian;
- j) He/She shall send out proper notices of all call sessions, other meeting and public hearings.
- k) He/She shall perform such other duties and functions that the Sanggunian may order and deem related to or necessary in the performance of the his/her functions enumerated above.

**SECTION 8. Call to Order** – The Presiding Officer shall open the session by calling the Sanggunian to order.

**SECTION 9. Attendance in Sessions**– Every Member of the Sanggunian shall be present in every session, unless expressly excluded by it or necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the Sanggunian through the Sangguniang Bayan Secretary. **Mondays** shall be the regular session day at 9:30 in the morning but in case a Monday is declared a non-working holiday, automatically, the regular session shall be held the following regular working day.

All referrals and documents for submission to the Sangguniang Bayan shall be forwarded from Tuesday to Thursdays, henceforth, Fridays shall be reserved for scheduling of assignments, planning of the agenda for the regular session, preparation of the journals, documentation and drafting of ordinances, resolutions and minutes of the next regular session.

**SECTION 10. a) Session Defined** – A session is a meeting which, although lasting for several hours, is but one meeting. The Sanggunian shall meet in regular sessions at least once a week for transacting business, and when public interest so demands such number of special sessions as may be called by the Mayor or Vice Mayor or by a majority vote of the Members of the Sanggunian. No two (2) sessions, regular or special shall be held in a single day.

In the case of special sessions of the Sanggunian Bayan, a written notice to the Members shall be served personally at the latter's usual place of residence at least twenty four (24) hours before the special session is held, except in extreme emergencies, requiring quick and immediate action such as but not limited to

natural calamities, natural or man-made disasters, uprisings, general or widespread disorder and the like.

No other matters may be considered at a special session except those stated in the call and contained in the notice subject to the exception stated in the immediately preceding paragraph.

**b) Sessions Open to Public** – Sanggunian sessions or meetings of any Committee thereof shall be open to the public unless a closed session is decided or ordered by an affirmative vote of a majority of the Members present, there being a quorum, for reasons affecting the dignity of the Sanggunian or any of its Members, or when confidential matters are being considered including sensitive and controversial issues that would affect or humiliate any person or sector of society in the Municipality or for reasons of national security and defense.

On a motion to hold a closed session duly approved, the Presiding Officer shall direct the session hall cleared and the doors closed.

Only the Secretary and such other person authorized by the Sanggunian shall be admitted to the closed sessions. They shall preserve the secrecy of whatever may be read or said during the session.

Members of the media shall be monitored and when decided by majority of the members of the Sanggunian may be restricted for the sake of preserving order and decorum in order to prevent or avoid violence or disorderly conduct or behavior during official sessions or proceedings. Freedom of the press shall however be primordial and be given respect to the best extent possible.

Disorderly behavior is precluded on all spectators inside the Session Hall.

Members of media shall submit their application for accreditation to the SB Secretariat, which shall be approved by a majority of those present constituting a quorum.

Armed personalities, whether members of the military/police or private persons, and whether wearing military/police uniforms or not, shall not be allowed entrance into the session hall unless the firearms or deadly weapons are surrendered to the SB Secretariat.

Lawmen who are however requested by the Presiding Officer, or members of the Sanggunian, to help or intercede to stop or prevent violence, disorderly conduct and criminal activity shall be allowed to enter but only for the purpose requested and with the exercise of maximum tolerance to a reasonable extent possible.

A gallery shall be provided for the media and the public to the extent that space within the session hall may allow.

**SECTION 11. Suspension and Adjournment of Session** – Session of the Sanggunian shall not be suspended or adjourned except by the Sanggunian itself, but the Presiding Officer may, in his/her discretion, declare a recess of short intervals.

**SECTION 12. Opening and Adjournment to be Entered in Minutes** – The exact hour of opening and adjournment of a session shall be entered in the minutes.

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**RULE IV – ROLL CALL AND QUORUM**

**SECTION 13. Quorum** – a majority of all (*half plus one including the presiding officer*) the elective and appointive members of the Sanggunian shall constitute a quorum to transact official business.

Should a question of a quorum be raised during session, the Presiding Officer shall immediately proceed to call the roll of the members and thereafter announce the result.

**SECTION 14. Absence of Quorum** – Where there is no quorum in a given session the Presiding Officer may declare a recess until such time as a quorum is constituted, or the majority of the members present may adjourn from day to day and may compel the immediate attendance of any habitual (3 or more consecutive absences) absentee SB Member without good cause by issuing to the Philippines National Police assigned in the area, an order for the arrest and presentment of the absent member at the session.

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.

**SECTION 15. Motion to Adjourn /Vacate Call** – At any time after the roll call has been completed, a motion to adjourn shall be in order, and if approved by the majority of those present, all proceeding shall be vacated.

**RULE V –COMMITTEES**

**SECTION 16. Standing Committees** – The Sangguniang Bayan shall elect the Chairman and Members of the following standing committees.

**1. Committee on Appropriations, Budget and Finance, Ways and Means**

**Chairman** – SBM Edna Cabalo-Sanidad

**Vice Chairman** – SBM Bernadette Cauton-Lim

**Member** – SBM Joseph A. Tejada

**2. Committee on Infrastructure and Public Works, and Slaughterhouse**

**Chairman** – SBM Joseph A. Tejada

**Vice Chairman** – SBM Emiliano C. Clarin

**Member** – SBM Loreto C. Caballes

**3. Committee on Transportation and Communication**

**Chairman** – SBM Loreto C. Caballes

**Vice Chairman** – SBM Charito Copiozo- Vilorio

**Member** –SBM Jovenniano B. Ampo, Jr.

**4. Committee on Agriculture, Fishery and Marine Resources**

**Chairman** –SBM Jovenniano B. Ampo, Jr.

**Vice Chairman** –SBM Charito Copiozo- Viloría

**Member** – SBM Joseph A. Tejada

**5. Committee on Public Enterprise, Trade and Industry**

**Chairman** –SBM Charito Copiozo-Viloria

**Vice Chairman** –SBM Bernadette C. Lim

**Member** –SBM Edna C. Sanidad

**6. Committee on Social Services (PWD, Gender and Development, and Family Affairs)**

**Chairman** –SBM Reina Alexa V. Antolin

**Vice Chairman** –SBM Edna Cabalo-Sanidad

**Member** –SBM Bernadette Cauton-Lim

**7. Committee on Senior Citizens Affairs**

**Chairman** – SBM Charito Copiozo-Viloria

**Vice Chairman** – SBM Edna Cabalo-Sanidad

**Member** – SBM Bernadette Cauton-Lim

**8. Committee on Health, Sanitation, Food and Nutrition**

**Chairman** – SBM Edna Cabalo-Sanidad

**Vice Chairman** – SBM Reina Alexa V. Antolin

**Member** – SBM Charito Copiozo-Viloria

**9. Committee on Tourism**

**Chairman** – SBM Reina Alexa V. Antolin

**Vice Chairman** – SBM Jovenniano B. Ampo, Jr.

**Member** – SBM Joseph A. Tejada

**10. Committee on Solid Waste, Clean and Green, Natural Resources and Environment Protection**

**Chairman** – SBM Jovenniano B. Ampo, Jr.

**Vice Chairman** – SBM Reina Alexa V. Antolin

**Member** – ABC Romulo Rea

**11. Committee on Education, Culture and Arts**

**Chairman** – SBM Bernadette Cauton-Lim

**Vice Chairman** – SBM Joseph A. Tejada

**Member** – SBM Edna Cabalo-Sanidad

**12. Committee on Peace and Order**

**Chairman** –SBM Emiliano C. Clarin

**Vice Chairman** –SBM Loreto C. Caballes

**Member** –SBM Joseph A. Tejada

**13. Committee on Public Safety and Disaster Preparedness**

**Chairman** –SBM Emiliano C. Clarin

**Vice Chairman** –SBM Loreto C. Caballes

**Member** –SBM Joseph A. Tejada

**14. Committee on Rules, Privileges, Good Governance, Public Ethics, Ordinances and Legal Matters**

**Chairman** – SBM Bernadette Cauton-Lim

**Vice Chairman** – SBM Edna Cabalo-Sanidad

**Member** – SBM Reina Alexa V. Antolin

**15. Committee on Sports and Physical Fitness Development**

**Chairman** – SBM Joseph A. Tejada

**Vice Chairman** – SBM Jovenniano B. Ampo, Jr.

**Member** – SK Joemar Grey A. Cabico

**16. Committee on Cooperatives and other Non-Government Organization and Livelihood**

**Chairman** – SBM Jovenniano B. Ampo, Jr

**Vice Chairman** – SBM Emiliano C. Clarin

**Member** – SBM Charito Copiozo-Viloria

**17. Committee on Local Government and Barangay Affairs**

**Chairman** – SBM Loreto C. Caballes

**Vice Chairman** – SBM Reina Alexa V. Antolin

**Member** – SBM Emiliano C. Clarin

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**18. Committee on Youth Affairs**

**Chairman** –SK Joemar Grey A. Cabico

**Vice Chairman** –SBM Joseph A. Tejada

**Member** –SBM Reina Alexa V. Antolin

**SECTION 17. Jurisdiction and Functions of Standing Committee** – The general jurisdiction and functions of foregoing standing committees, are as follows:

1. **Committee on Appropriations, Budget and Finance, Ways and Means**

All matters relating to the passing and/or approval of the budget; the appropriation of funds for the payment of obligations; the determination of compensation of personnel.

2. **Committee on Infrastructure and Public Works, and Slaughterhouse**

All matters relating to the construction of public buildings, roads, settlements, relocation and the like; monitoring and evaluating all projects, whether nationally or locally funded; formulating plans for the effective implementation of all projects and its impact to the community; and integration of all public work projects.

3. **Committee on Transportation and Communication**

All matters relating to transportation and communication.

4. **Committee on Agriculture, Fishery and Marine Resources**

All matters relating to agriculture, fishery and marine resources, food production and agribusiness, agriculture economic and research, agricultural education and extension services; animal industry and livestock quarantine, farm credit, organization and supervision of local agriculture.

5. **Committee on Public Enterprise, Trade and Industry**

All matters relating to the exploration, development, utilization and development of cottage industries; identification, promotion and development areas of business opportunities; development of industries; and the protection of consumers.

6. **Committee on Social Services (PWD, Gender and Development, and Family Affairs)**

All matters relating to social services.

All matters relating to the development of gender, women and women organizations, family welfare and strengthening and development of family life and the protection of children.

7. **Committee on Senior Citizens Affairs**

All matters relating to senior citizens.

8. **Committee on Health, Sanitation, Food, and Nutrition program**

All matters relating to the Health of the Community, prevention and curative measures in the spread of diseases; public health and hygiene, medical hospitals, health centers and quarantine services, sanitation and cleanliness of public market/toilet.

All matters relating to Food and Nutrition.

9. **Committee on Tourism**

All matters relating to the promotion of tourism; the identification, development and maintenance of sites as tourists/visitors destination in this municipality.

10. **Committee on Solid Waste, Clean and Green, Natural resources and Environmental Protection**

All matters relating to solid waste management.

All matters relating to clean and green.

All matters relating to natural resources and environmental protection.

11. **Committee on Education, Culture and Arts**

All matters relating to education.

All matters relating to culture and arts, local schools and such other institution of learning; libraries and museums; non-formal and community adult education, scientific and technological research, and development advancement.

12. **Committee on Peace and Order**

All matters relating to the maintenance of peace and order and other police matters/works.

13. **Public Safety and Disaster Preparedness**

All matters relating to security of public officials offices and properties and disaster preparedness

**13. Committee on Rules, Privileges, Good Governance, Public Ethics, Ordinances and Legal Matters**

All matters relating to the formulation of policies towards effective and responsive government; investigation and anomalies and similar acts in the government.

All matters relating to and/or pertaining with the enactment, drafting, formulating, finalizing and review of all laws, ordinances, resolutions and all other legislative acts emanating from the Sangguniang Bayan; review ordinances, resolution and/or other legislative acts of Barangay Councils sent to the Sangguniang Bayan for review; given advice to the Sanggunian on matters relating to the foregoing; and to do such other acts and functions that will effectively inform the people of such laws, ordinances, resolutions and other similar acts.

14. **Committees on Sports and Physical Fitness Development**

All matters relating to the promotion of sports; sports building and facilities, organizing and conducting sports activities especially for the youth and inculcating in them the healthy effect of fair competition.

All matters relating to physical fitness development.

15. **Committee on Cooperatives and other Non-Government Organizations and Livelihood**

All matters relating to organization and supervision of local cooperatives.

All matters relating to non-government organizations.

All matters relating to livelihood.

16. **Committee on Local Government and Barangay Affairs**

All matters relating to the effective and efficient running of local government in all levels (Provincial, Municipal, and Barangay).

17. **Committee on Youth Affairs**

All matters relating to the encouragement of the organization of youth groups and Sangguniang Kabataan (SK) and, such other matters that will redound to the welfare of the youth.

**SECTION 18. Limitation** – No Sangguniang Bayan Member shall be a Chairman of more than three (3) Standing Committees.

The Regular Presiding Officer and the Sanggunian members have a voice in all committees.

No member of a committee shall act upon or participate in any matter in which he has a direct, special and/or substantial interest under consideration.

**SECTION 19. Special Committees** – The Sanggunian may organize special committees as it may deem necessary. The Officers and Members of special committees shall likewise be elected by the majority vote of all the Sangguniang Bayan (SB) Members.

The Regular Presiding Officer may be elected by majority vote of all members to chair a Special Committee.

**SECTION 20. Vacancy** – Whenever avacancy occurs or is declared to exist in any of the committees, the same shall be filled by election of the Sanggunian.

**SECTION 21. Committee Hearing/Meetings** – The committee shall determine the frequency of their hearings or meetings, provided they meet once a month. A majority of all the members of the committees shall constitute a quorum. Committee hearings and meetings shall be heard or conducted only in public places and/or buildings.

**SECTION 22. Committee Report and Orders** – Committee reports and orders or any ordinance or resolution shall be considered in formal meetings and shall not be submitted to the Sanggunian unless accompanied by the minutes of the meeting or hearing of the Committee which adopted them.



When a Committee submits a report, the members therefore shall be presumed to have concurred in the report and shall be precluded from opposing the same, unless they have entered their objection thereto during the committee meeting.

**SECTION 23 Medium Of Communication** – The English language shall generally be used for all communications including documents and reports submitted to or by the Sanggunian Bayan.

In the session proper, specifically during interpolation or deliberation, English, Ilocano and Tagalog may be used by the Members of the Sangguniang Bayan to express themselves and shall be taken down or quoted in the minutes in Ilocano or Tagalog as well.

#### **RULE VI – ORDER AND CALENDAR OF BUSINESS**

**SECTION 24. Order of Business** – The Order of Business of the Sangguniang Bayan for every session shall be:

- I Call to order
- II Short prayer
- III Roll Call
- IV Reading, consideration, and adoption of the minutes of the previous session
- V Privilege hour
- VI Question hour (to any invited employee, official or visitor who give updates, information or issuances)
- VII First reading and referral of measures and other communications
- VIII Committee reports
- IX Calendar of business
  - A. Unfinished business from the previous session
  - B. Business for the day
    1. Third and final reading
    2. Second reading
  - C. Unassigned business/Other Matters
- X Adjournment

**SECTION 25. Approval of Minutes** – The minutes of each session shall be submitted to the Sanggunian for approval. It shall comprise a clear and succinct account of the business transacted and the actions taken thereon. The minutes shall contain the following

- a) Nature of sessions held (whether regular or special);
- b) Name of Sangguniang Bayan of the Municipality of Narvacan;
- c) Date, time and place of session;
- d) Proper Statement of Presence of Presiding Officer and Members;
- e) Statement whether minutes of previous sessions were approved, readings dispensed with and the dates of said session citing corrections;
- f) Title, number and authors of every resolution or ordinance, if the resolutions or ordinances were not approved unanimously, a brief statement of the minority or nominal voting;
- g) All main motions
- h) Points of order and appeals, whether sustained or lost;
- i) Veto message of the Major, in full;
- j) Time of meeting and adjournment.

The minutes shall be signed by the Secretary and authenticated by the Presiding Officer. It shall be entered in a good well-bound record book and the corresponding date of approval or disapproval properly placed therein.

**SECTION 26. Calendar of Business** – The Calendar of Business shall consist of the following parts:

a) **Unfinished Business** – Business being considered by the Sanggunian at the time of its adjournment. Its consideration shall be presumed until such unfinished business is disposed of. Thereafter, the Presiding Officer shall call for the Business for the Day.

b) **Business for the Day** – Proposed Ordinances, Resolutions and other measures set on the Calendar for consideration on the Day, to be considered in the order in which they are listed in the calendar.

c) **Unassigned Business** – Proposed Ordinances, Resolutions and other measures reported out of Committees but not calendared earlier. Any business included in this part of the calendar may be set for consideration on motion of a member with unanimous approval of the council members present at a session, there being a quorum.

**SECTION 27. Distribution of Calendar** – The Calendar for the next session shall be furnished to Sangguniang Bayan Members at least a day before the scheduled sessions.

**SECTION 28. Ordinances and Resolutions** – Distinguished – Legislative actions of 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 private concern shall also be enacted upon by resolutions.

**SECTION 29. Essential Parts of Ordinances and Resolutions** – 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 and the name of the author/sponsor. In addition, every proposed ordinance shall be accompanied by a brief explanatory note containing the justification of its approval. It shall be signed by the authors and submitted to the Secretary who shall report the same to the Sanggunian at its next session.

**SECTION 30. First Reading** – The Secretary shall report all proposed ordinances and resolutions to the Sangguniang Bayan Members for First Reading at least a day before a regular or special session.

The First Reading of a proposed ordinance or resolution shall only be by reading the title and, thereafter, the same shall be referred to the appropriate committee provided however, that upon motion, duly seconded, the proponent may be allowed to deliver sponsorship speech for a period not longer than five (5) minutes.

Any erroneous referral of a proposed ordinance or resolution may be corrected any day after the approval of the minutes.

Only the Chairman or Acting Chairman of the Committee to which a proposed ordinance or resolution was erroneously referred, as well as the Chairman or Acting Chairman of the Committee claiming jurisdiction over the proposed ordinance or resolution may move that referral be declared erroneous, and ask for its correction. However, the Presiding Officer may *moto proprio* rectify an erroneous referral.

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**SECTION 31. Period to Report** – The Committee shall submit a report on the proposed ordinance or resolution within fifteen (15) days after it has been referred to it.

If the Committee Report on a proposed ordinance or resolution is favorable, it shall be included in the Calendar of Business.

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

**SECTION 32. Urgent Measures** – Any legislative matter duly certified by the Mayor as urgent, whether or not it is included in the Calendar of Business, may be presented and considered, immediately debated and acted upon for approval by a majority vote of the Sanggunian Members in the same session without need of suspending the Rules.

The Sanggunian, likewise, may, on motion made by the Chairman or Acting 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 Sanggunian Bayan shall forthwith prepare a detailed timetable fixing the date on or before which the proposed ordinance or resolution shall be reported by the Committee concerned, the number of days or hours to be allotted for consideration of the measure on Second Reading, and the date or hour at which proceedings shall be concluded and final vote on said measure taken.

**SECTION 33. Second Reading and Debate** – No proposed ordinance or resolution shall be considered on Second Reading in any regular session unless it has been reported out by the proper Committee to which it has been referred to or certified as urgent by the Municipal Mayor.

On the day set for the consideration of a proposed ordinance or resolution for Second Reading, the same shall be read in full with the amendments proposed by the Committee, if any, unless copies thereof has been distributed earlier and such reading is dispensed with upon motion duly seconded. Thereafter, the ordinance or resolution shall be subject to debate and pertinent motions.

**SECTION 34. Debate and Closure of Members** – In the discussion of any measure, on motion to close the debate shall be in order after two (2) speeches for and one against or after only one speech for has been delivered and none against it.

When several members have registered or signified their intention to speak on the matter under consideration and when said matter has been sufficiently or thoroughly discussed by the Member speaking, the Presiding Officer, *moto proprio*, or upon motion of a Member, order that Member having the floor shall desist from speaking further so that other Members may not be deprived of their opportunity to speak.

**SECTION 35. Five-Minute Rule** – After the close of debate, the Sangguniang Bayan shall proceed with the consideration of the submitted Committee 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. Approval of Measure on Second Reading** – The Sangguniang Bayan Secretary 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 Member a copy thereof, except that a measure certified by the Municipal Mayor as urgent be submitted for final voting immediately after debate and/or amendments during the Second Reading .

After amendments have been acted upon, the proposed ordinance or resolution shall be voted on the Second Reading.

**SECTION 37. Third Reading** – A proposed ordinance approved on Second Reading shall be included in the Calendar under Third Reading.

A **resolution** shall be enacted in the same manner prescribed for an ordinance, except that **it need not go through a third reading** for its final consideration unless decided otherwise by a majority of all the sanggunian members. (Art. 107, Implementing Rules and Regulations of the LGC)

No ordinance shall be approved unless it has passed three readings, and copies thereof in its final form have been distributed to the Members at least one (1) day before its passage, except when the Municipal Mayor or the Sanggunian certifies to the necessity/urgency of its immediate enactment including immediate measures to meet a calamity or emergency. Upon the Third Reading of a proposed ordinance or resolution, no amendment thereto shall be allowed, and the vote thereon shall be taken immediately thereafter and the *Ayes* and *Nays* entered in the minutes.

**SECTION 38. Majority Requirement** – No ordinance or resolution passed by the Sanggunian shall be valid unless approved by the 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 affirmative vote of the majority of all the members of the Sanggunian for its passage.

Upon message of all ordinances or resolution, the Sanggunian Secretary shall record the ayes and nays. Each approved ordinance or resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purposes.

**SECTION 39. Special Provisions on the Budget Ordinance** – The Sanggunian shall in no case increase the appropriation measures but shall be considered only if supported by actual available funds as certified to by the local treasurer or by funds to be raised by corresponding revenue proposals included therein.

After the Municipal Mayor shall have submitted the annual general appropriation measure, **supplemental appropriation measures** shall be considered only if supported by actual available funds as certified to by the local treasurer or by funds to be raised by corresponding revenue proposals including therein.

**SECTION 40. Approval of the Municipal Mayor** – Every Ordinance or Resolution passed by the Sanggunian shall be forwarded to the Municipal Mayor for approval. The Municipal Mayor shall affix his initial on each and every page of the ordinance or resolution and word "APPROVED" shall appear with his signature on the last page thereof.

Within ten (10) days after receipt of the ordinance or resolution, the Municipal Mayor shall return the said ordinance or resolution to the Sanggunian with either his approval or his veto. If the Municipal Mayor does not return it within that time, the ordinance or resolution shall be deemed approved.

**SECTION 41. Veto Power of the Municipal mayor** – The Municipal Mayor may veto an ordinance or resolution on the ground that it would be prejudicial to the public welfare particularly stating his reasons therefore in writing.

The Municipal Mayor shall have the power to veto any particular item or items of an appropriation ordinance, or of an ordinance or resolution directing the payment of money or creating liability. In such case, the veto shall not effect the item/s which is/are not objected to. The vetoed item/s shall not have effect unless the Sanggunian overrides the veto in the manner herein under provided, otherwise the item/s in the appropriate ordinance of the previous year corresponding to those vetoed shall be deemed re-enacted.

The Sanggunian may override the veto of the Municipal Mayor by two thirds (2/3) vote of all its members, thereby making the ordinance or resolution effective.

The Municipal Mayor may veto the ordinance or resolution only once.

**SECTION 42. Review by the Sangguniang Panlalawigan** – Within Seventy Two (72) hours after approval, the Secretary shall forward to the Sangguniang Panlalawigan for review, copies of all approved ordinances and resolutions.

Within thirty (30) days after receipt of copies of approved ordinances, resolutions and executive order promulgated by the Mayor, the Sangguniang Panlalawigan shall examine the documents or transmit them to the Provincial Attorney, or if there be none, to the Provincial Fiscal for prompt examination. The Provincial Fiscal or Provincial Attorney shall within fifteen (15) days from receipt of the documents, inform the Sangguniang Panlalawigan of his written comments or recommendations which may be considered by the said Sanggunian in making its decision.

If the Sangguniang Panlalawigan finds that an ordinance, resolution or executive order is beyond the power conferred upon the Sangguniang Bayan or the Municipal Mayor, it shall declare such ordinance, resolution or executive order invalid in whole or in part. The Sangguniang Panlalawigan shall enter its actions upon the minutes and shall advise two corresponding municipal authorities of the action it has taken. The action of the Sangguniang Panlalawigan shall be final.

If no action has been taken by the Sangguniang Panlalawigan within thirty (30) days after the submission of an ordinance, resolution or executive order, the same shall be presumed consistent with law, and therefore, valid.

**SECTION 43. Review of the Sangguniang Bayan** – Within the ten (10) days after enactment, the Barangay Council shall furnish copies of the ordinance to the Sangguniang Bayan for review, as to whether the ordinance is consistent with law, and with Municipal Ordinances.

Failure on the part of the Sanggunian Bayan to take action on Barangay Ordinance within thirty (30) days, the measure shall be deemed approved. In case, the Sangguniang Bayan finds the Barangay Ordinance inconsistent with laws or ordinances, the Sangguniang Bayan shall return the ordinance with its comments and recommendations to the Barangay Council for adjustment, amendment or modification, in which case, the affectivity of the ordinance shall be deemed suspended.

**SECTION 44. Enforcement of Disapproved Measures** – Any attempt to enforce, promulgate or execute any ordinance, resolution or executive order after the disapproval thereof shall be sufficient ground for the suspension or dismissal of the officer making such attempt;

**SECTION 45. 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 in bulletin board at the entrance of the Municipal building/hall and in at least two (2) other conspicuous place such as the public market, church or chapels.

Not later than five (5) days after the passage of the ordinance or resolution, the Sangguniang Bayan Secretary shall cause the posting thereof in English together with a *copy translated, if necessary* in the dialect used by the majority of the people in the area, and shall record such in a book kept for the purpose stating the dates of approval and posting thereof.

#### **RULE VII – DECORUM AND DEBATE**

**SECTION 46. Manner of Addressing the Chair** – Where a Member desires to speak, he/she shall rise respectfully and address the Chair. “Mr./Ms. Presiding Officer” or “Mr./Ms. Chairman” as the case may be. In hearings and sessions all statements must be addressed through the chair.

**SECTION 47. 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 48. Time Limit for Speeches** – No member shall occupy more than five (5) minutes in debate on any question or speak for more than once on any question without leave of the Sanggunian, except as hereafter provided.

The period of interpellation shall not be counted against the time of the member speaking.

**SECTION 49. Sponsor to Open and Close Debate** – The member reporting a measure under consideration from a Committee may open and close the debate thereon, if the debate should extend beyond one session day, he shall be entitled to an additional fifteen (15) minutes to close.

**SECTION 50. Decorum to Open and Close Debate** – For purposes of decorum, the following shall be observed:

- a. In all cases, the Member who has obtained the floor shall confine himself to questions under debate, avoiding personalities. He shall refrain from uttering words, or performing acts, which are inconsistent with decorum.
- b. In referring to another member, the latter shall always be referred to by his official titles or as “the members who spoke last”.
- c. Before any matter shall be debated upon, a motion should first be made duly second and stated by the “Chair”.
- d. It shall only be the “Chair” who can rule any verbal motion of another; otherwise, the Chair shall state the question before the Council for consideration and approval.

- e. Any Member may modify a motion through suggestions. The movant, with the consent of the "seconder" shall have the right to make such modifications as he pleases or withdraws in its entirety a motion before the Presiding Officer state the question.
- f. For purposes of obtaining the floor, a member shall rise and then address the Presiding Officer, "Mr./Madam Presiding Officer". The member can do so only after a former member has yielded the floor.
- g. The Presiding Officer shall be the only authority to recognize any member by announcing the latter's name as a sign of recognition to the floor.
- h. When two or more Members rise at the same time, the member whose name is first called by the "Chair" shall be entitled to the floor.
- i. Any member sponsoring any measure under consideration may open and close the debate where general debate has been ordered thereon. 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 excepted to, and they shall be taken down in writing by the Secretary and read aloud. The Member who utter such words shall not be held to answer, nor be subject to censure by the Sanggunian if further debate or other business has intervened.
- j. When the Sanggunian is in session, no member shall pass between another who has the floor and the "Chair".
- k. No member shall walk out of or across the session hall when the Presiding Officer is addressing the Sanggunian.

**SECTION 51. Attire and Conduct During Session Proper** – During sessions, the Members shall be in proper attire and proper decorum, polo barong with slacks for men while corporate attire/dress for women. Non-wearing of proper attire means a fine of Five Hundred Pesos (Php 500.00) per violation time.

**SECTION 52. Discipline of Members** – The Sanggunian may punish its members for disorderly behavior specified in the Local Government Code, and with the concurrence of two thirds (2/3) of all Members may suspend or exclude from the session a Member thereof, however, if the penalty is suspension, this shall not exceed sixty (60) days.

Any Member of the Sanggunian who shall fail to observe the rules as prescribed herein shall be declared out of order and if he has the floor, may be compelled to take his seat. In case of refusal to abide by the ruling of the Chair, the Sanggunian upon motion of any Member and duly seconded, may officially reprimand the erring Member which reprimand shall appear in the Minutes of the Sessions of the Sanggunian.

The same punishment may be imposed for dereliction of duty, as when a Member refuses to attend the Session after a quorum is questioned.

#### **RULE VIII – VOTING AND MOTIONS**

**SECTION 53. A tie on an Appeal** – A tie vote on an appeal from the ruling of the Chair sustains the decision of the Chair.

**SECTION 54. Who May Move** – Where a motion, report or proposed measure is adopted or lost, it shall be in order for a member who voted with the majority to move 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 55. 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 56. Reading and Withdrawal of Motions** – When a motion is made, the Presiding Officer shall state it before debated, except as herein otherwise provided, a motion may be withdrawn any time before its approval or amendment.

**SECTION 57. 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, lay on the table, or postpone to certain day ( which motions shall be decided without debate) refer, amend or postpone indefinitely (which motions shall be decided subject to the five-minute rule). Said motion shall have precedence in the foregoing order. No motion to postpone to any day certain, or refer or postpone indefinitely, having failed passage, shall again be allowed on the same day.

**SECTION 58. Amendments** – When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order. It shall also be in order to offer further amendment by substitution, but it shall not be voted upon until the original motion or proposition is perfected. Any of said amendments may be withdrawn before a decision is had thereon.

**SECTION 59. Rider Prohibited** – No motion or proposition on a subject different from that under consideration shall be allowed under color of amendment.

**SECTION 60. Motion to Cover One Subject Matter** – No motion shall cover more than one subject matter.

**SECTION 61. Amendment of Title** – Amendment to the title of a proposed ordinance or resolution shall not be ordered until after the text thereof has been perfected. Amendments to the title shall be decided without debate.

**SECTION 62. Call to Order** – A motion to read any part of the Rules is equivalent to a Call to Order and takes precedence over any motion other than to adjourn.

**SECTION 63. Question of Privilege** – Question of Privilege – Question of Privilege are:

- a) Those affecting the rights of the Sanggunian; its safety, dignity and integrity of its Members.
- b) Those affecting the rights, reputation and conduct of the Members, individually, in their capacity as such members.

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

**SECTION 64. Privileged Questions** – Privilege questions are those motions or subject matter which, under the rules, take precedence over other motions and subject matters and shall include the following, to wit:

1. A call for the order of the day shall be a demand that the Sanggunian conform to its order of business, a motion to the effect requiring no second.
2. Any member shall have the right to demand that the order of business be conformed to.



3. Any member who shall call for the order of the day when there is no deviation from the order of business shall be declared out of order.

#### **RULE IX – SUSPENSION OF THE RULES**

**SECTION 65. Who can Move** – Any member of the Sanggunian subject to votation can move for the suspension of the rules.

**SECTION 66. Vote Required** – No rule shall be suspended except by a vote of two thirds (2/3) of the members, a quorum being present.

**SECTION 67. 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 68. Effect of Suspension** – If the Sanggunian votes to suspend the rules, it shall forthwith propose to consider the measure. A two-thirds (2/3) vote of the Members present shall be necessary for the passage of said measure, quorum being present.

#### **RULE X – OFFICIAL SEAL**

**SECTION 69. Official Seal** – The Seal of the Sangguniang Bayan of Narvacan, Ilocos Sur shall be the same seal presently used by the body until the same shall be revised or changed.

**INSCRIPTION** – Office of the Sangguniang Bayan with thirty four (34) stars representing the thirty four (34) Barangays, surrounding the canefields and ricefields.

#### **RULE XI – AMENDMENTS**

**SECTION 70. Amendments** – Any portion of these rules may be amended by a majority of all the Sangguniang Bayan Members.

#### **RULE XII – SUPPLEMENTAL RULE**

**SECTION 71.** These Rules shall be subject to the provisions of the Rules and Regulations implementing the Local Government Code of 1991 (R.A. 7160)

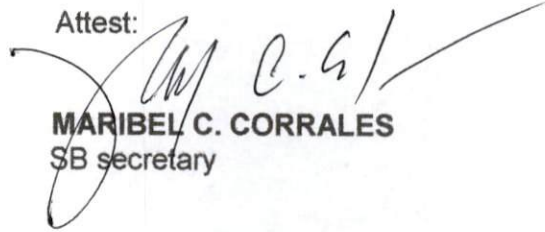
**SECTION 72.** Any procedural matter not hereunto covered by this Code shall be referred to the **Robert's Rule of Order.**

#### **RULE XIII – EFFECTIVITY**

**SECTION 73. Effectivity** – These Rules shall take effect on the date of their adoption.

**PASSED AND APPROVED.**

Attest:



**MARIBEL C. CORRALES**  
SB secretary

Certified Correct:



**PABLITO V. SANIDAD SR.**  
Vice Mayor / Presiding Officer

CONFORME:



**EDNA C. SANIDAD**  
Sangguniang Bayan Member



**JOVENNIANO B. AMPO, JR.**  
Sangguniang Bayan Member

**BERNADETTE C. LIM**  
Sangguniang Bayan Member

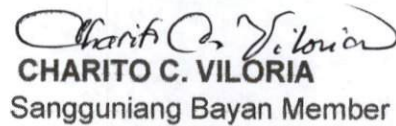


**EMILIANO C. CLARIN**  
Sangguniang Bayan Member

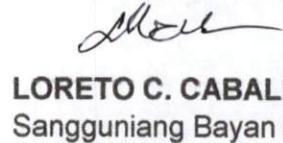


**ROMULO C. REA**  
ABC President

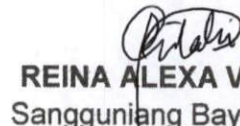
**JOSEPH A. TEJADA**  
Sangguniang Bayan Member



**CHARITO C. VILORIA**  
Sangguniang Bayan Member



**LORETO C. CABALLES**  
Sangguniang Bayan Member



**REINA ALEXA V. ANTOLIN**  
Sangguniang Bayan Member

**JOEMAR GREY A. CABICO**  
SK Federated President

Approved:



**LUIS "CHAVIT" C. SINGSON**  
Municipal Mayor