



Republic of the Philippines
Province of Quezon
MUNICIPALITY OF POLILLO
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OFFICE OF THE SANGGUNIANG BAYAN

**EXCERPTS FROM THE MINUTES OF THE 86TH REGULAR SESSION
OF THE SANGGUNIANG BAYAN OF POLILLO, QUEZON HELD AT
THE SANGGUNIANG BAYAN SESSION HALL, MUNICIPAL BUILDING,
POLILLO, QUEZON ON MARCH 8, 2021 AT 9:00 A.M.**

PRESENT:

Honorable Rufino Rene Q. Marquita,	Municipal Vice-Mayor & Presiding Officer,
Honorable Albert R. Agunias,	Municipal Councilor,
Honorable Cipriano A. Susa, Jr.,	Municipal Councilor,
Honorable Joel V. Asis,	Municipal Councilor,
Honorable Judy Rev V. Verzosa,	Municipal Councilor,
Honorable Bella A. Correces,	Municipal Councilor,
Honorable Claro A. Marasigan,	Municipal Councilor,
Honorable Hubert Bismarck A. Espiritu,	Municipal Councilor,
Honorable Ronald R. Madrinan,	President-PPLB/Ex-Officio,
Honorable Ian Kristoffer R. Del Moro,	President-PPSK/Ex-Officio.

ABSENT:

Honorable Rudy S. Pumarada,	Municipal Councilor.
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RESOLUTION NO. 027-2021

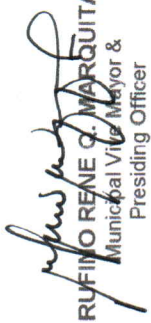
**A RESOLUTION AMENDING RESOLUTION NO. 190-2019, ADOPTING THE
INTERNAL RULES OF PROCEDURE (IRP) OF THE SANGGUNIANG BAYAN
OF POLILLO, QUEZON FOR THE PERIOD 2019-2022**


WHEREAS, it is provided under Section 50 of Republic Act 7160, otherwise known as the Local Government Code of 1991, that on the first regular session following the election of its members and within ninety (90) days thereafter, the Sanggunian concerned shall adopt or update its existing rules & procedure;

WHEREAS, the Rules of Procedure shall provide for the organization of the Sanggunian and the creation of standing committees, the order and calendar of business for each session, the legislative process, the parliamentary procedures, the discipline of members and such other rules as the Sangguniang may adopt;

NOW THEREFORE, on motion from the Committee on Rules and Privileges/Ordinances & Legal Matters through its Chairman, Municipal Councilor Albert R. Agunias, be it:

RESOLVED, as it is hereby resolved, to approve the following amendments of Resolution No. 102-2019 adopting the Internal Rules of Procedures of the Sangguniang Bayan of Polillo, Quezon for the term 2019-2022;


RUFINO RENE Q. MARQUITA
Municipal Vice-Mayor &
Presiding Officer


MEDICINE C. ASIS
Secretary to the Sangguniang Bayan I



**INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN
OF POLILLO, QUEZON
(2019-2022)**

RULE I – MEMBERSHIP

Section 1. Composition. The Sangguniang Bayan shall be, as provided by existing law, specially by R.A 7160, otherwise known as the "Local Government Code of 1991", composed of the Vice-Mayor as Presiding Officer and the regular members, the President of the Municipal Chapter of the Liga ng mga Barangay, and the President of the Pambayang Pederasyon ng Sangguniang Kabataan, as members.

Section 2. Term of Office. The term of office of the members of the Sangguniang Bayan of Polillo shall be three (3 years), which shall commence on such date as may be provided by law.

Section 3. Oath of Affirmation of Office. All members of the Sangguniang Bayan of Polillo, Quezon shall, upon assumption of office, take an oath of office for affirmation in the prescribed form, duly subscribed before a person authorized to administer.

Copies of the Oath of Affirmation of Office shall be filed and preserved in the Office of the Municipal Mayor of Polillo, Quezon.

RULE II – POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN

Section 1. The powers, duties and functions of this Sanggunian shall be as provided for under Article 100, Rule XVII of the Rules & Regulations implementing the Local Government Code of 1991.

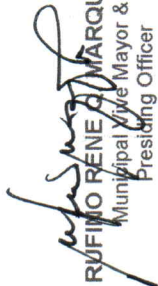
RULE III – DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS

Section 1. Every member of the Sanggunian shall make a full disclosure of his/her financial and business interests required of him under Art. 104, Rule XVII, of the Rules and Regulations Implementing the Local Government Code of 1991;

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

Section 3. As a general rule, every member is required to vote on every question or proposed measure being voted upon by the Sanggunian. **Abstentions** may be allowed if it can be shown that the member concerned has a pecuniary interest either directly or indirectly on the matter being acted upon by the body. **Inhibition** – it is an act of restraint or prohibition amongst the members of Sangguniang Bayan present, in any case related to pecuniary/conflict of interest.

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


RUFINO RENE MARQUITA
Municipal Vice Mayor &
Presiding Officer


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Secretary to the Sangguniang Bayan I



RULE IV – PRESIDING OFFICER

Section 1. The Vice-Mayor shall be the Presiding Officer of the Sangguniang Bayan of Polillo, Quezon except when he/she is the Acting-Municipal Mayor.

In the event of the inability of the Vice-Mayor to act as Presiding Officer, the Sangguniang Bayan members present, constituting a quorum, shall elect from among themselves a Temporary Presiding Officer.

Section 2. Powers and Duties of the Presiding Officer. The Presiding Officer shall:

- a) Preside over sessions of the Sangguniang Bayan of Polillo, Quezon;
- b) Preserve order and decorum of sessions, 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;
- c) Decide on all questions of order, subject to appeal by the Sangguniang Bayan members in accordance with their rules;
- d) Sign all acts, ordinances, resolution, memorials, writs, warrants and subpoena relative to the attendance and participation of SB Members, issued by or upon order of the Sangguniang Bayan;
- e) To vote but only to break a tie. Hence, he cannot vote in order to create a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it;

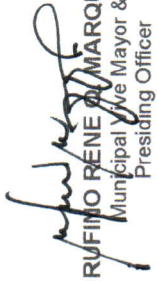
Note : *If a tie occurs, the motion is declared lost unless the Presiding Officer votes in the affirmative.*


- f) Since the Vice Mayor is not a regular member or an ex-officio member of the Sanggunian, he cannot relinquish a chair in order to participate in the deliberation of the body.
- g) Exercise such other powers and perform such other functions as may be provided by law, ordinance or resolution.

The Regular Presiding Officer shall not be a Chairman of any Standing Committee. He may, however, be elected as Chairman of any special or Ad-Hoc Committee which the Sanggunian may organize for specific purposes.

RULES IV-A – TEMPORARY PRESIDING OFFICER

Section 1. There shall be a Temporary Presiding Officer to preside over a Sanggunian session, elected from among the members of the Sanggunian who, without losing his status as a regular member including his right to vote, shall temporarily exercise all the power, duties and functions of the presiding officer whenever the latter is absent during the sessions of the Sanggunian.


RUFINO RENE B. MARQUITA
Municipal Vice Mayor &
Presiding Officer


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Secretary for the Sangguniang Bayan I



Section 2. The Temporary Presiding Officer may, on his own discretion, relinquish the chair temporarily to any member of the Sanggunian if he would like to go down the floor and participate in the deliberation in his capacity as a regular member.

Section 3. The Temporary Presiding Office shall certify within ten (10) days from the passages of ordinances enacted or resolutions adopted by the Sanggunian in the session over which he temporarily presided.

RULE V - SECRETARY

Section 1. Appointment and Composition. The Secretary to the Sangguniang Bayan shall be appointed by the Municipal Vice-Mayor. The Secretary to the Sanggunian is a career official with the rank and salary equal to a head of department or office.

The appointment of the Secretary to the Sangguniang Bayan shall be in accordance with Civil Service Law, Rules and Regulations.


In the event of the inability or absence of the Secretary to the Sangguniang Bayan during the regular or special session of the Sangguniang Bayan, the Sangguniang Bayan members present shall elect a temporary secretary from the Sangguniang Bayan secretarial staff to record the minutes of the meeting.

Section 2. Powers and Duties of the Secretary. The Secretary to the Sangguniang Bayan shall: take charge of the Office of the Secretary to the Sanggunian and shall:

- a) Attend sessions and meetings of the Sanggunian and keep a journal of its proceedings, including video footages of the same;
- b) Keep the seal of the Local Government Unit and affix the same with his signature to all ordinances, resolutions, and other official acts of the Sanggunian and present the same to the Presiding Officer for his signature;
- c) Forward to the Municipal Mayor for approval copies of ordinances enacted by the Sanggunian and duly certified by the Presiding Officer, in the manner provided in Sections 54-55 under Book 1 of this code.

Note: *R.A. 7160 provides that only the following are to be forwarded to the Municipal Mayor for approval:*

- **Appropriation Ordinance**
- **Ordinance or Resolution Adopting a Local Development Plan**
- **Public Investment Program**
- **Ordinance directing the payment of money or creating liability**
- **However, other ordinances/resolutions can be forwarded to the office of the Local Chief Executive if the Sangguniang Bayan decides or if the situation requires.**


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Municipal Vice Mayor &
Presiding Officer


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Secretary to the Sangguniang Bayan I



- d) Forward to the Sangguniang Panlalawigan concerned copies of duly approved ordinances, in the manner provided in Section 56 and 57 under Book 1 of this code;
- e) Furnish, upon request of any interested party, certified copies of records of public character in his custody, upon payment to the treasurer or such fees as may be prescribed by ordinance;
- f) Record in a book kept for the purpose, all ordinances and resolutions enacted or adopted by the Sanggunian, with the dates of passage and publication thereof.
- g) Keep his office and all non-confidential records therein open to the public during the usual business hours.
- h) Translate into the dialect used by the majority of the inhabitants all ordinances and resolutions immediately after their approval, and cause the publication of the same together with the original version in a manner provided under this code;
- i) Take custody of the local archives and, where applicable, the local library and annually account for the same.

RULE VI – SESSIONS

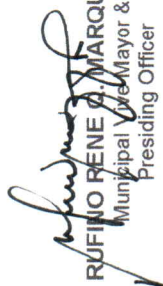
Section 1. Regular Sessions. The regular sessions of the Sangguniang Bayan of Polillo, Quezon shall be held once a week of each month on the first working day of the week at such time and place stipulated in the Internal Rules, at 9:00 o'clock in the morning, at the Session Hall of the Municipal Building, or as may be decided upon in the immediately preceding session;

Section 2. Attendance in Session. Every member of the Sangguniang Bayan shall be present in all sessions, except in case of sickness or necessarily prevented from doing so by other unavoidable circumstances duly reported to the Sangguniang Bayan through the Secretary.

The following are considered valid reasons or excuses:

- a. *If the Sangguniang Bayan member is on official travel*
- b. *If the Sangguniang Bayan member is sick, with medical certificate.*
- c. *Circumstances like illnesses or any accident of the members of the family: parents, wife/husband, children, wherein the physical presence or assistance of the Sangguniang Bayan member is needed.*
- d. *Fortuitous Event – the Chairman of the Committee on Rules and Privileges/Ordinances & Legal Matters shall have the power to decide on the postponement or rescheduling of the regular session, with proper information and dissemination. The regular session will be held at the Session Hall of the Sangguniang Bayan.*
- e. **Online Regular Session is allowed upon the approval of the majority or 2/3 votes by the Members of the Sangguniang Bayan.**

Important points to be observed during regular sessions:


RUFINO RENE G. MARQUITA
Municipal Vice Mayor &
Presiding Officer


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a. Only accepted attire:

Ladies – on the first Regular Session of the Month, Filipiniana dress with the corresponding Philippine Councilors' League (PCL) and Philippine Flag pin, and to succeeding **Regular Sessions**, Ladies Barong with Slacks or Skirts with corresponding Philippine Councilors' League (PCL) & Philippine flag pin.

Gentlemen – on the first Regular Session of the Month, Barong Tagalog (long sleeves) with corresponding Philippine Councilors' League (PCL) & Philippine flag pin, slacks pants, and leather shoes, and to succeeding **Regular Sessions**, Polo Barong with corresponding Philippine Councilors' League (PCL) & Philippine flag pin, slacks pants, and leather shoes.

The following fines shall be imposed for those who shall not comply to wear prescribed/proper attire during regular sessions:

Barong Tagalog (gentlemen) & Filipiniana Dress (Ladies)	-	₱ 200.00
Slacks Pants	-	₱ 200.00
Leather Shoes (black/brown)	-	₱ 200.00
VM <u>(right)</u> / or PCL <u>(right)</u> & Ph Flag Pin <u>(left)</u>	-	₱ 50.00

The fine will be surrendered to the Secretary of the Sangguniang Bayan or his/her designate, who will keep his/her own records and acknowledgements.

- b. **Cigarette smoking**, as well as in the influence of liquor during sessions of the Sangguniang Bayan of Polillo, is **prohibited**.
- c. As stipulated in Section 50 of the Local Government Code of 1991, **disciplinary actions** will be imposed on members who will be **absent without justifiable cause for four (4) consecutive sessions**;
- d. A member shall be considered late if he/she arrived 30 minutes after the roll call. **Latecomers**, without valid/reasonable excuse, should be imposed a fine of **One Hundred Pesos (₱100.00)**.

All fines shall be collected and shall be used to cover expenses agreed upon by the Sangguniang Bayan Members.

- *Notice of Absence, whether written or text message, should be sent to the Presiding Officer or his/her designate or the Sangguniang Bayan Secretary before the start of the session.*
- *In the event a member of the Sangguniang Bayan leaves the session without permission prior to adjournment, he/she shall be imposed of fine of Php200.00.*

- e. Attendance to Town Parade and Program – all SB Members are enjoined to attend town parade and program, without valid/reasonable

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Municipal Vice Mayor &
Presiding Officer

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excuse, a fine of **One Hundred Pesos (₱100.00)** should be imposed for failure to attend.

Section 3. Special Sessions. As often as necessary, when public interest so demands, special sessions may be requested by the Local Chief Executive or may be called by a majority of the members of the Sangguniang Bayan.

In special sessions, a written notice to the Sangguniang Bayan members, stating the date, time, and purpose of the sessions, shall be personally brought to or left with a member of the household of the Sangguniang Bayan member at his usual place of residence at least one (1) day before the meeting. Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

Online Special Session shall be allowed (if needed) upon the approval of the 2/3 votes by the Members of the Sangguniang Bayan.

- Without prior notice or valid excuse during the Special Sessions of the Sangguniang Bayan, **absentees** shall be imposed a fine of **Five Hundred Pesos (₱ 500.00)**.
- **After Roll Call** without valid/reasonable excuse, **latecomers**, shall be imposed a fine of **Two Hundred Pesos (₱ 200.00)**.
- **Attire:** All members are required to wear "**collared shirts/long pants/shoes or sandals**" during Special Sessions and a fine of **One Hundred Fifty Pesos (₱150.00)** shall be imposed for failure to comply.

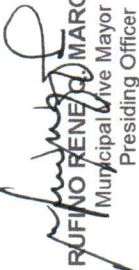
Section 4. Conduct during Sessions. During the session, the members shall be in proper attire and observe proper decorum. While the Presiding Officer is addressing the Sangguniang Bayan or placing a question, no member shall walk out or moved around the session hall.

Section 5. Quorum. **Six (6)** is the quorum, including the Presiding Officer, for the Sangguniang Bayan of Polillo to officially transact business. The quorum may be reduced only if there are members who are "**effectively absent**" (*suspended, expelled, deceased, resigned, removed and out of the country*).

Section 6. Absence of Quorum. When there is no quorum in a given session, the Presiding Officer may declare a recess until such time as a quorum is constituted or a majority of the members present may adjourn from day to day, and may compel the immediate attendance of any absent member without good cause by issuing to the National Police assigned in the area an order for the arrest and presentation 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 of twice calling a 15-minute recess (or a maximum of 30 minute-recess), duly approved by the members present, shall then declare the session adjourned for lack of quorum.

Section 7. Order of Business. The Order of Business of the Sangguniang Bayan for every session shall be:


RUFINO RENEO MARQUITA
Municipal Vice Mayor &
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- a) Call to Order – *(The Session of the Sangguniang Bayan must be opened at exactly 9:00 in the morning)*
- b) Invocation
- c) Councilor's Creed
- d) Roll Call
- e) Approval of Agenda
- f) Reading and Consideration of Previous Minutes
- g) Privilege Hour

Note:

1. *Since the Sangguniang Bayan Members are required to attend flag raising ceremony every Monday morning, the singing of the National Anthem can be dispensed with.*

*A fine of **One Hundred Pesos (Php100.00)** shall be imposed to those who failed to attend flag raising ceremony.*

A Sangguniang Bayan Member shall be considered late if he/she arrived after the singing of the Philippine National Anthem. A fine of fifty (Php50.00) shall be imposed.

If the regular session of the Sangguniang Bayan shall be held in any Barangay, all Sangguniang Bayan Members are not required to attend in flag raising ceremony, but the start of the regular session shall be at the same time (9:00 in the morning).

2. **All privilege speech should be in writing with signature of the speaker and submitted to be calendared for the next session, otherwise, if it is urgent it must be approved by 2/3 votes of the members present.**

- h) Reading and Referral of Communication from different Sectors

Note: *All communications/letters shall be accepted and read in regular session; however, the appropriate committee shall determine its merit.*

- i) First Reading and Referral of Proposed Ordinances and Resolutions
- j) Visitor's Hour

Note: *The Sangguniang Bayan secretarial staff shall assist the visitor. If the main purpose of the visitor is for public interest, the visitor shall be entertained during the visitor's hour, however, the Sangguniang Bayan session shall not accept the visitor if the intention is for solicitation purposes, likewise he/she be advised to remain until session adjournment.*

- k) Committee Reports
- l) Calendar of Business


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- Unfinished Business – refers to proposals or measures that have been left undated upon, postponed or left unfinished during the previous meeting or session. This is also includes items of business left unfinished or unacted upon the end of the term of the previous administration.
- Business for the Day – refers to a list of items that have been reported out by committees and are ready for deliberation on “**second reading**” as determined by the Committee on Rules. This is also includes those items for the body’s decision on “**third and final reading**”.

Note: *No resolution could be requested to be calendared in Second Reading if there is no written whereas clause which should be duly signed by the proponent.*

(THREE READING PRINCIPLES)

1. **First Reading** - at this stage the secretary shall read the title of the ordinance/resolution and name of author or authors. There after the presiding officer shall refer it to the committee but no debate should be allowed.
2. **Second Reading** - at this stage any proposed ordinance or resolution that has already been reported out by the concerned committee and has been calendared by the committee on rules by second reading may be sponsored by the reporting committee chairman or his vice chairman or any committee member designated for that purpose.

Since every member of the Sanggunian is supposed to have been furnished a copy thereof, the proposed ordinance/resolution may not be read in full unless the sponsoring committee or the Sanggunian itself decided otherwise.

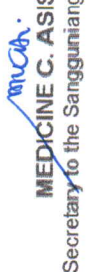
After the usual sponsorship speech has been delivered, the proposed ordinance shall be subjected to the following:

- period of debate
- period of amendment
- approval of the second reading

3. **Third & Final Reading** - at this stage the secretary shall read the title of the proposed ordinance/resolution and the name of its sponsor or co-sponsor, if any. Immediately thereafter, the Presiding Officer shall put the proposed ordinance/resolution to a vote. The Presiding Officer shall then formally announce the result thereof and directs the Secretary to enter it in the record.

- Unassigned Business - refers to pending matters or measures including new ones arising out during the deliberation but not yet assigned or referred to any committee for appropriate action.


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- m) Announcement
- n) Adjournment

Section 8. Open to Public. Sangguniang Bayan sessions or meeting of any committee thereof shall be open to the public unless a closed door session is decided or ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reasons of security, decency, or morality, or when confidential matters are being considered.

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

Video Coverage and Voice Recording shall not be allowed during Session unless permission is secured from the Sangguniang Bayan prior to start of the Session.

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

Section 9. Suspension and Adjournment of Session. Sessions of the Sangguniang Bayan shall not be suspended or adjourned except by direction of the Sanggunian itself, but the Presiding Officer may, in his discretion, declare a recess of short intervals.

Section 10. Opening and Adjournment of Session. The exact time of the opening and adjournment of the session of the Sanggunian shall be entered in the minutes. For this matter, the Sangguniang Bayan of Polillo shall have a legislative clock to be placed conspicuously inside the session hall.

Section 11. Motion to Adjourn Vacates Call. At any time after the roll call has been completed, a motion to adjourn shall be in order, and if approved by a majority of those present, all proceeding shall be vacated.

Section 12. Proposed 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. In addition, every proposed ordinance shall be accompanied by brief explanatory note containing the justification for its approval. It shall be signed by the authors and submitted to the secretary as a guide in drafting the ordinance or resolution. Proposed ordinances and resolutions shall be prepared by its proponent.

Section 13. Approval of Minutes. The minutes of each session shall be returned to the Sangguniang Bayan for correction and signature.

Section 14. Conducting a Session. No two (2) sessions, whether regular or special, may be held in a single day. Also, there shall be no special session without having a regular session during the week.

RULE VII – RULE ON DEBATES AND AMENDMENTS

Section 1. As a general rule, no member shall speak before this Sanggunian without first “obtaining the floor”. A member who has obtained the floor


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shall address all his remarks to the Presiding Officer. He shall conduct himself with proper decorum by confirming his remarks or argument to the question under debate and by avoiding personalities.

Section 2. No member rendering a committee report or delivering the sponsoring speech shall speak for more than thirty (30) minutes unless allowed by a majority of the members present.

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

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

Section 5. The member rendering a committee report or delivering the sponsoring speech of a proposed measure may move to open or close the debate within thirty (30) minute period allowed to him. If he fails to exercise his option, the Presiding Officer may use the "assumed motion" to open or close the debate, or any member may formally move for it. In any case, after a member has rendered a committee report or has finished his sponsorship speech of a proposed measure it shall be considered open to debate.

Section 6. While having the floor, a member may be interrupted in his speech or talk by the Presiding Officer to state a point of order, to respond to questions from the floor, to clarify something related to the issues being discussed or make certain remarks within his privilege.

Section 7. The speaker may also be interrupted by another member if the latter desires to interpellate and proposed the following motions:

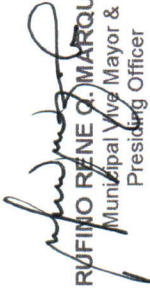
- Point of Order
- Point of Information
- Point of Parliamentary Inquiry
- Call for Orders of the Day
- Divide the Assembly
- Raise a Question of Privilege
- Reconsider
- Appeal for the decision of the Presiding Officer.


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

Section 9. The Speaker being interpellated may decline to answer question, if he desires.

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

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


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Municipal Vice Mayor &
Presiding Officer


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Secretary to the Sangguniang Bayan I



Section 12. A motion to close the debate is in order if three (3) members have already spoken in the affirmative side and two (2) in the negative side; or, only one (1) member has spoken in favor but none against it.

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

Section 14. When the motion "to call for the previous question" is proposed by a member who would result in the closing of debate on a pending question, two-thirds of the member's present, affirmative vote shall be required.

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

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

Section 17. Unless a different method is adopted by the members present in a particular session, amendments to any proposed measure or parts thereof shall be in seriatim. Under this seriatim method, the proposed measure is read paragraph or section by section and after each one is read, amendments can be proposed and debated upon. Thereafter, a vote is taken on the proposed amendment. Eventually, this process will reach its conclusion and the original measure or proposition is said to have passed the "second reading".

RULE VIII – COMMITTEE

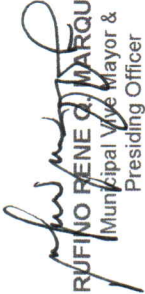
Section 1. Creation of Committee. The following rules shall be observed in the creation of committees:

- a) A regular or standing committee may be created or re-organized by a majority vote of all the members of the Sanggunian;
- b) The Presiding Officer may recommend the creation or re-organization of any regular or standing committee. The Sanggunian shall act on his recommendation without debate and vote on it immediately;
- c) Special or Ad-Hoc Committees may be created upon the initiative of the Presiding Officer or any member subject to the affirmative votes of a majority of the members present, there being a quorum.

Section 2. Membership, Officers, Election. Each regular, standing or special committee to be created shall be composed of five (5) Sangguniang Bayan members: Chairman (who shall be elected by majority vote of the Sangguniang Bayan), Vice-Chairman and three (3) members (who shall be chosen by the Chairman from among the members.)

Section 3. Restrictions

- a) The Presiding Officer shall not be a member of any regular committee. However, he may be designated by the body as Chairman of an Ad-Hoc or Special Committee, provided that the purpose or task which the


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Municipal Vice Mayor &
Presiding Officer


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Secretary to the Sangguniang Bayan I



committee is created does not involve legislative matters or policy-making;

- b) No person other than members of the Sanggunian shall be made a member of any standing committee;
- c) No member of the Sanggunian shall be made a Chairman of more than three (3) standing committees;
- d) No member shall participate in the committee's deliberations if he has a direct or indirect personal or pecuniary interest on the matter being handled by that committee.

Section 4. Public Hearings. Under the Local Government Code of 1991 (RA 7160), prior public hearings are required where:

- a) Local Government site, offices and facilities are to be transferred (par. b par. c, Section 11, RA 7160);
- b) Reclassification of agricultural lands (Sec. 20, *ibid*);
- c) Contribution of funds, real estate, equipment, and other kinds of property and appointment or assignment of personnel in support of undertakings commonly beneficial to local government units which have grouped themselves, consolidated their efforts, services and resources (Sec. 33, *ibid*);
- d) Levy of taxes, fees or charges on any base or subject not otherwise specifically enumerated in the Local Government Code as taxed under the NIRC, as amended, or other applicable laws (Sec. 186, *ibid*);
- e) Enactment of Local Tax ordinances and revenue measures (Sec. 187, *ibid*).

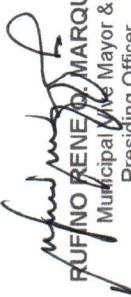
All public hearings must be initiated by the Committee on Rules and Privileges/Ordinances and Legal Matters.

Section 5. Committee Meetings/Committee Hearings

Committee Meetings. A committee meeting shall be attended only by committee members unless the majority members thereof decided to allow other persons to be present especially invited resource persons or consultants, for the primary purpose of decision-making.

Committee Hearing. As an activity of the Sanggunian, the hearing shall be attended by the committee members, wherein the general public particularly those representing different sectors that may be interested or to be affected are invited to attend to hear and be heard on that matter.

- **Notice of Meeting /Hearing:** Whether written, verbal, text messages, should be sent to all concerned at least one (1) day before the scheduled Committee Meeting/Hearing. All committee meetings shall be held on Mondays to Wednesdays, unless there are urgent or indispensable issues needed to be tackled immediately.


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- Without prior notice or valid excuse during the Committee Meeting/Hearing of the Sangguniang Bayan, **absentees** shall be imposed a fine of **Five Hundred Pesos (P500.00)**.
- **After Roll Call** without valid/reasonable excuse, **latecomers**, shall be imposed a fine of **One Hundred Fifty Pesos (P 150.00)**.
- **Attire:** All members are required to wear “**collared/long pants/shoes or sandals**” during committee meetings and a fine of **One Hundred Pesos (P100.00)** shall be **imposed** for failure to comply.
- **Online Committee Meetings/Hearings if needed shall be allowed upon the approval of committee members majority.**

Section 6. Quorum. A majority of all the members of the committee, including the Chairman, shall constitute a quorum to do business. ***With or without a quorum a penalty of One Hundred Fifty Pesos (Php150.00) shall be imposed to the committee members for failure to attend.***

Section 7. Calling of the Committee Meeting/Hearing. A committee meeting/ hearing may be called by the following:

- a) Chairman
- b) Majority of the committee members

Section 8. Vacancy. Vacancy in a committee shall be filled:


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

Section 9. Appearance of Head of Department/Offices in Committee Meeting/ Hearing. The following rules shall be observed in requesting for the appearance of heads of department or offices.

- a) Official invitation or request by any committee to appear before it of any head of department or offices, whether local, provincial or national, shall be coursed thru the Chairman of the Committee. The Chairman of the Committee shall then endorse it to the Local Chief Executive, in the case of local officials or employees and directly to the heads of provincial or national offices in this locality.
- b) The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.
- c) The Secretary of the Sangguniang Bayan may, upon instruction of the Chairman of the Committee, invite the department heads. The department head may or may not attend, depending on his/her will but with valid reason. If the invitation is made in writing, the department head shall communicate, also in writing, the reasons for his/her refusal to attend the committee meeting.

Section 10. Mandatory Standing Committees, Other Standing Committees and Special Committees. The Sanggunian shall, thru a resolution, create the following mandatory regular committees, other standing committees and special committees. All committees, except the Committee on Ethics, Human


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Rights and Good Government, shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, the general jurisdiction of which shall be as hereunder provided:

1. **COMMITTEE ON AGRICULTURE** - *(Mandatory Standing Committees)*

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Agricultural production
- Agricultural inputs
- Agricultural facilities
- Development of agri-business enterprises
- Aqua-culture
- Fisher folk and farmers
- All other matters related to agriculture, including plants and animals

2. **COMMITTEE ON BARANGAY AFFAIRS** - *(Other Standing Committees)*

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with:

- All other matters pertaining to barangay government affairs.

3. **COMMITTEE ON SOLID WASTE MANAGEMENT/CLEAN & GREEN**
(Other Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with:

- Cleanliness and beautification of the community
- All other matters relating to proper solid waste disposal and climate change

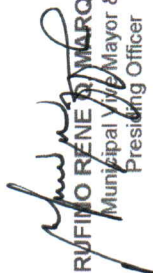
4. **COMMITTEE ON DISASTER PREPAREDNESS** - *(Other Standing Committees)*

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with:

- All other matters relating to proper disaster preparedness and mitigation

5. **COMMITTEE ON COOPERATIVES, ASSOCIATIONS AND OTHER ORGANIZATION** - *(Other Standing Committees)*

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:


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- Cooperatives/Organizations and Development
- Accreditation of organizations
- Incentives to Cooperatives and Other Organizations
- All matters affecting the cooperatives /organizations development program of government.

6. **COMMITTEE ON CULTURAL MINORITIES** - (Other Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with:

- Well-being of our cultural minorities, their needs and concerns.

7. **COMMITTEE ON EDUCATION, CULTURE & ARTS** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

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

8. **COMMITTEE ON ENERGY AND WATER SUPPLY** - (Other Standing Committees)

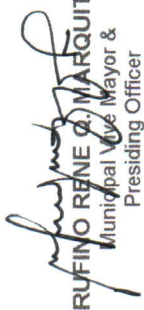
This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:


- Measures that affect the regulation and operation of electricity and water facilities
- All other matters related to energy and water supply

9. **COMMITTEE ON ETHICS, HUMAN RIGHTS AND GOOD GOVERNMENT**
(Committee of the Whole/Committee En Banc) - (Mandatory Standing Committees)

This committee shall be composed of all the members of the Sangguniang Bayan, to which shall be referred all matters or questions pertaining to or connected with the following:

- Conduct and ethical standard for local officials & employees
- Violation of the civil service law, rules, and regulations perpetrated by local government personnel
- Violation of human rights committed by local officials
- Infraction committed by barangay officials and other local government personnel
- Public accountability of local officials & employees
- All matters affecting human rights
- All other matters related to good governance.


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10. **COMMITTEE ON FINANCE, BUDGET AND APPROPRIATION** -
(Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Annual and Supplemental Budgets
- Appropriation ordinances
- Local taxes, fees and charges
- Loans and other sources of local revenues
- Determination of personnel
- All other matters related to local taxation and fiscal administration.

11. **COMMITTEE ON GAMES AND AMUSEMENT** - (Other Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Operations/establishments of amusement places
- Measures that affect the regulation of games and amusement including, but not limited to, the promotion of holding of cockfights, boxing, basketball tournaments and other kinds of games and amusement
- All other matters related to games and amusements.

12. **COMMITTEE ON HEALTH AND SANITATION** - (Other Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Health, sanitation and welfare of all local residents
- Proposed measures related to hospitals, health centers and health programs.

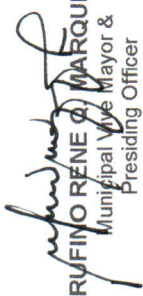
13. **COMMITTEE ON HOUSING AND LAND UTILIZATION** - (Other Standing Committees)


This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- All matters related to housing and land.
- All matters related to reclassification of land utilization.

14. **COMMITTEE ON LABOR AND EMPLOYMENT/LIVELIHOOD AND ENTREPRENEURSHIP** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:


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- All matter related to labor disputes and conciliation
- Labor employment and manpower development
- Maintenance of industrial peace and promotion of employee-employer cooperation, labor education, standards and statistics, organization of labor market, including recruitment, training and placement of workers and employment, manpower promotion and development of labor-intensive technology.

15. **COMMITTEE ON NATURAL RESOURCES & ENVIRONMENTAL PROTECTION** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Environmental protection
- Air & water pollution
- Destruction of the environment and its natural resources
- All other matters or measure affecting the environment.

16. **COMMITTEE ON PEACE & ORDER AND PUBLIC SAFETY** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members, including its Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

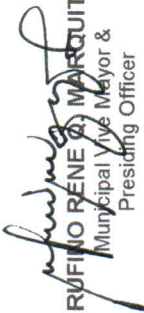
- Police matters
- Maintenance of peace and order
- Protective services
- Fire preventions and control measures
- Public morals
- All other matters related to peace and order and public safety.


17. **COMMITTEE ON PUBLIC IMPROVEMENTS/SPECIAL PROJECTS** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Construction, maintenance and repair of roads, bridges and government infrastructure projects
- Measures that pertain to drainage and sewerage systems and similar projects
- All other matters related to municipal planning, public works and infrastructure projects
- All matters relating to special projects received from national agencies and other organizations

18. **COMMITTEE ON RULES AND PRIVILEGES/ORDINANCES & LEGAL MATTERS** - (Mandatory Standing Committees)


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Presiding Officer


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Secretary to the Sangguniang Bayan I



This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Sangguniang Bayan Internal Rules of Procedure and violation thereof
- Order of Business and Calendar of Business
- Privileges of members
- Enactment, revision or amendments of all kind of ordinances except the appropriation of ordinance
- Exercise of the legislative power (taxing power, police power, corporate powers and propriety rights)
- Legality of proposed measures to be acted upon by the Sanggunian
- Review ordinances and resolutions submitted by Sangguniang Barangays

19. **COMMITTEE ON SENIOR CITIZENS/WOMEN, CHILDREN AND FAMILY/SOCIAL SERVICES** - (Other Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Senior Citizens welfare, rights and privileges
- Senior Citizens organization
- All other matters related to senior citizens
- Women's welfare, right and privileges
- Women's organization
- Family welfare
- Family Planning
- Welfare of the Disabled/Differently Abled
- Social welfare services
- All other matters related to women, children and family and social welfare

20) **COMMITTEE ON SPECIAL ISSUES, CONCERNS AND EVENTS** - (Other Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- All other matters relating to Special Issues and Special Concerns
- All other matters relating to Special Events

21. **COMMITTEE ON TOURISM** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with:

- All matters or questions pertaining to or connected with tourism industry.


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22. **COMMITTEE ON TRANSPORTATION AND COMMUNICATION** -
(Mandatory Standing Committees)

This committee shall be composed of five (5) members, including its Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with:

- Traffic rules and regulations
- All other matters related to all forms of transportation, including telecommunication.

23. **COMMITTEE ON WAYS AND MEANS/TRADE & INDUSTRY/
ECONOMIC ENTERPRISE** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Revenues, taxes, fees, licenses
- Loans, study & revision of tax measures
- All other matters pertaining to other source and forms of revenues
- Establishment/operation of all kind of trade & industry
- Measures that affect trade, commerce & industry
- Incentives to promote trade, commerce & industry
- All other matters related to trade, commerce and industry

24. **COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT** - (Mandatory Standing Committees)

This committee shall be composed of five (5) members: Chairman, Vice Chairman and three (3) members, to which shall be referred all matters or questions pertaining to or connected with the following:

- Youth and students welfare and development
- Sports Development
- All matters affecting the youth and development of sports


RULE IX – SUSPENSION OF THE RULES


Section 1. Motion to Suspend. A motion to suspend the parliamentary rules is proper when the Sangguniang Bayan would like to entertain an urgent measure that requires immediate approval of the body or when entertaining queries, manifestations or the like of non-sanggunian members during the session.

Section 2. Who Can Move. Any member of the Sangguniang Bayan can move for the suspension of the rules, **giving priority however to the Chairman of the Committee on Rules and Privileges.**

Section 3. Vote Required. No rule shall be suspended except by a vote of two thirds ($\frac{2}{3}$) of the members, a quorum being present.

Section 4. Interruption of Motion. When a motion to suspend the rules (parliamentary rules) is pending, one motion to adjourn may be entertained. If it is


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Presiding Officer


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lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

Section 5. Effect of Suspension. If the Sangguniang votes to suspend the rules, it shall forthwith proceed to consider the measure. A two-thirds ($\frac{2}{3}$) vote of the members present shall be necessary for the passage of said measure, a quorum being present.

RULE X – ADDITIONAL RULES

Section 1. Internal Rules. All other rules mentioned in the “Rules and Regulations Implementing the Local Government Code of 1991, (RA 7160)” are part of these rules and regulations.


Section 2. Travel Order. Travel Orders of all Sangguniang Bayan Members and Municipal Vice Mayor is chargeable to the Sangguniang Funds, the recommendation of the Vice Mayor is necessary and the approval of the Mayor becomes a ministerial function because under Section 445 (a) (1) of the same code, the Vice Mayor is given the authority to sign all expenditures appropriated for the operation of the Sangguniang Bayan. The Sanggunian, through the Vice Mayor, is actually acting as a legislative body of the Local Government Unit (LGU) and operating on a separate budget though forming part of the entire budget of the municipality. As such, it becomes a duty on the part of the Municipal Mayor to authorize, including the issuance of corresponding travel order thereto to members of the Sangguniang Bayan and its employees whenever the Vice Mayor had already issued his/her prior recommendation and had already signed the warrant drawn on the municipal treasury for all expenditures necessary for such official travel (DILG Opinion No. 5, s. 2004).

Section 3. Districting. All Sangguniang Bayan Members, except the Ex-Officio Members shall be given a district/districts under their supervision, with a provision that there will be a reshuffle of districts among the said Sangguniang Bayan members thru draw lots in the middle of their term (after 1 ½ years) at the pleasure of the Sangguniang Bayan members involved.

Section 4. Official Seal. The Sangguniang Bayan shall adopt the new official seal of the Municipality of Polillo in accordance with the following design specified in Kapasiyahan Blg. 70, t. 2002 and Municipal Ordinance No. 129-2018 under Resolution No. 061-2018.




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RULE XI – AMENDMENTS

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

RULE XII – EFFECTIVITY

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

RESOLVED FURTHER, to furnish the Offices of the Municipal Mayor, and the Office of the Department of the Interior and Local Government (DILG) Provincial Office through the Municipal Local Government Operations Officer (MLGOO) of Polillo for information, reference and record..

APPROVED UNANIMOUSLY.

March 8, 2021

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*Pursuant to Section 54 and 469 of the Local Government Code of 1991, I hereby certify that **Resolution No. 027-2021** was adopted by the Sangguniang Bayan on the date mentioned above.*

MCAH.
MEDICINE C. ASIS

Secretary to the Sangguniang Bayan I

**ATTESTED AND CERTIFIED TO
HAVE BEEN DULY ADOPTED:**


RUFINO RENE O. MARQUITA
Municipal Vice Mayor & Presiding Officer

Excerpted on:
March 15, 2021