

Republic of the Philippines
City of Santiago
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OFFICE OF THE SECRETARY – SANGGUNIANG PANLUNGSOD

EXCERPT FROM THE MINUTES OF THE 2ND REGULAR SESSION OF THE 8TH CITY
COUNCIL HELD ON JULY 30, 2013 AT THE SESSION HALL

APPROVED UNANIMOUSLY

Sponsored by: Coun. Arlene Jane Alvarez-Reyes
Co-sponsored by: Coun. Celine Jeanne Abaya Siquian
Coun. Wolfrando R. Lugod
Coun. Christian Vincent Neville A. Aggabao
Coun. Aisen Faith S. Marrero
Coun. Nicasio B. Bautista III
Coun. Kathrina V. Sable
Coun. Hexilon G. Alvarez
Coun. Alester Alejandro G. Dirige
Coun. Brenda Ragsac-Luna
Coun. Maurice S. Navarro
Coun. Arrel Shayne D. Sagad

RESOLUTION NO. 8THCC-004

**ADOPTING THE HOUSE RULES OF THE SANGGUNIANG PANLUNGSOD
OF THE CITY OF SANTIAGO FOR THE 8TH CITY COUNCIL**

WHEREAS, Section 50(a) of Republic Act No. 7160, otherwise known as the Local Government Code of 1991 states 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 of proceedings*”;

WHEREAS, adoption of House Rules for the 8th City Council is necessary for an orderly proceedings during sessions and committee hearings;

WHEREFORE, on motion of Coun. Arlene Jane Alvarez-Reyes, with the unanimous accord of the Members of the Sangguniang Panlungsod present, be it-

RESOLVED, as it is hereby resolved, to adopt the House Rules of the Sangguniang Panlungsod of the City of Santiago for the 8th City Council as follows:

RULE 1

OFFICERS AND THEIR DUTIES

Section 1. Officers of the Sangguniang Panlungsod – The following are the Officers of the Sangguniang Panlungsod:

- a) Presiding Officer - Vice Mayor
- b) Presiding Officer Pro - Tempore
- c) Assistant Presiding Officer Pro - Tempore
- d) Floor Leader

Except for the Presiding Officer, the Presiding Officer Pro-Tempore and Assistant Presiding Officer Pro-Tempore shall be elected by the members of the Sangguniang Panlungsod.

The Majority Floor Leader shall be selected by the majority party and the Minority Floor Leader shall be chosen by the Minority Group.

Section 2. Election of Officers – The Sangguniang Panlungsod, in its first regular session, shall elect from among themselves, a Presiding Officer Pro-Tempore and an Assistant Presiding Officer Pro-Tempore.

Any member of the Sanggunian can make nominations for the positions of Presiding Officer Pro-Tempore and Assistant Presiding Officer Pro-Tempore.

Section 3. Term of Office of Elective Officers – The term of office of the Officers of the Sangguniang Panlungsod, except the Presiding Officer, shall begin upon their election and end when their successors shall have been elected.

Section 4. Duties of Officers

a) **The Presiding Officer** – The City Vice Mayor shall be the Presiding Officer of the Sangguniang Panlungsod. He shall have the following powers and duties, to wit:

1. To preside over all regular and special sessions and meetings of the Sanggunian and to sign all ordinances and resolutions approved during such sessions within ten (10) days from the date of his receipt thereof from the Office of the Secretary to the Sanggunian;
2. To call the Sanggunian session or meeting to order and, where a quorum exists, to order the reading of the minutes of the previous meeting and, after the Sanggunian shall have acted on the minutes, to proceed in accordance with these rules with the discussion and disposition of the matters indicated in the order of business as set forth in the agenda;
3. To appoint, with the approval of the majority of the members of the Sangguniang Panlungsod present, the chairperson and members of Ad-Hoc (special) committees which may be created or authorized by the Sanggunian;
4. To enforce and to compel compliance with all rules, resolutions and ordinances affecting the internal affairs of the Sangguniang Panlungsod;
5. To act as administrative head of the Sangguniang Panlungsod;
6. To exercise such duties and to perform such other functions which the law and/or rules of the Sangguniang Panlungsod may grant or entrust;
7. To consider all matters, to be included in the agenda; provided, that any proposal, measure or matter shall be calendared upon written petition of at least two (2) other members of the Sangguniang Panlungsod;
8. In the event that the Presiding Officer shall be unable to preside over a particular session, he shall inform, in writing, the Presiding Officer Pro-Tempore, two (2) days before the session.

During a particular session, the Presiding Officer may designate a member to temporarily perform the duties of the Chair. Such designation shall cease upon the adjournment of that particular session unless the Presiding Officer takes back the Chair before that time.

b) **Presiding Officer Pro-Tempore** – The Presiding Officer Pro-Tempore, shall exercise, discharge and perform the following functions, responsibilities and duties:

In the event of the absence or inability of the Presiding Officer to preside at a Sanggunian session, he shall preside over such session for the purpose of electing from among themselves a temporary Presiding Officer; provided, that the body may decide to allow the Presiding Officer Pro-Tempore to continue performing the duties of the Chair;

"Inability" as construed in this Section shall mean death, physical incapacity, abandonment, refusal without any justifiable cause or any act analogous to the foregoing.

- c) **Assistant Presiding Officer Pro-Tempore** – The duly elected Assistant Presiding Officer Pro-Tempore shall have the following powers and duties, to wit:
1. In the event of the temporary incapacity of the Presiding Officer Pro-Tempore to act and perform the duties under circumstances as heretofore provided, the Assistant Presiding Officer Pro-Tempore shall assume the powers and duties of the Presiding Officer Pro-Tempore;
 2. To exercise such duties and to perform such other functions as, from time to time, may be required by the Sangguniang Panlungsod through proper resolution and ordinance.
- d) **Majority Floor Leader** – The Majority Floor Leader's primary function aside from being the spokesperson of the majority party, is to direct the deliberations on the floor on the part of the majority.
- e) **Minority Floor Leader** – The Minority Floor Leader is the acknowledged spokesperson for his party or group and to direct the deliberation on the floor on the part of the minority party.

Section 5. Secretary to the Sanggunian – In addition to the duties prescribed by law, the Secretary shall perform the following functions and duties, to wit:

- a) He shall attend all sessions of the Sanggunian;
- b) He shall prepare the agenda, subject to Section 16 of Rule III of these rules, and shall certify the minutes of the Sanggunian;
- c) He shall notify the members of the Sanggunian on the creation of regular, special and Ad-Hoc Committees and their appointment to such committees;
- d) He shall transmit to the proper committee all matters referred to it by the Sangguniang Panlungsod;
- e) He shall send out notices of all sessions, other meetings and public hearings at least two (2) days before any meeting, session, and public hearing;
- f) He shall carry out or enforce or cause to be enforced orders of the Sanggunian when such functions are devolved upon him;
- g) He shall keep a compilation in an orderly manner of all ordinances, resolutions, memorials and such other papers which have been approved by the Sanggunian, and issue copies of certified true copies thereof upon request of any member of the Sangguniang Panlungsod;

- h) Translate into the dialect used by a majority of the inhabitants all ordinances and resolutions immediately after their approval, and cause the publication thereof, together with the original version in the manner provided in Rule XVII of these Rules;
- i) He shall perform such other functions as may be assigned to him by the Sanggunian or the Presiding Officer;
- j) He shall provide copies of the Minutes of the Session to the Members of the Sanggunian at least two (2) days prior to the next session;
- k) In the event that the Secretary to the Sanggunian shall be unable to attend a particular session, he shall inform, in writing, the Presiding Officer and the members of the Sangguniang Panlungsod, two (2) days before the said session.

RULE II

COMMITTEES – COMPOSITION, POWERS, FUNCTIONS AND PROCEDURES

Section 6. The Sangguniang Panlungsod shall have regular committees which shall consider, investigate, hold public hearings or otherwise take action on matters or subjects within the scope of their functions and other matters referred to them. For purposes of these rules, the following provisions shall apply:

a) Committee Composition:

A committee shall be composed of a Chairperson and at least two (2) regular members, but not more than four (4) regular members. Except for the Committee on Barangay Affairs and Community Relations; and the Committee on Youth and Sports Development which are reserved for the President of the Liga ng mga Barangay and the President of the Panlungsod na Pederasyon ng mga Sangguniang Kabataan, respectively, the Chairman and members of each regular committee shall be elected by the majority of the regular members of the Sangguniang Panlungsod.

Every member of the Sangguniang Panlungsod shall be made Chairperson of at least one regular committee but in no case a member of the Sangguniang Panlungsod be made a Chairperson of more than six (6) regular committees. In case of any vacancy in the committee, the remaining members shall appoint a replacement, and shall inform the Sangguniang Panlungsod of such replacement.

The Chairpersons and the members of the regular committees shall exercise of their duties upon their election and end when their successors shall have been elected or designated.

Both the Majority and the Minority Floor Leaders shall be ex-officio members of all the regular committees.

b) Committee Hearings

1. Every committee shall determine the frequency of regular hearings. If it so desires, a committee may choose to hold hearings on a weekend.
2. Special hearings may be called by the Chairperson of the committee or upon a written request by the two (2) regular members, but notice, including the agenda, place and time of the hearing, shall be given three (3) days in advance to every member of the committee.

3. Two (2) of the regular members of the committee shall constitute a quorum. Where there are more than two (2) regular members in the committee, three (3) of the regular members shall constitute a quorum.
4. Unjustified absences in three (3) consecutive committee hearings or public hearings or combination of both may operate to relinquish regular membership therein. Provided, that in the case of the Chairperson of a committee, it shall be construed as a refusal or failure to perform the duties of the Chair.
5. Any member of a committee who is absent during a committee hearing without any justifiable cause, shall be presumed to have concurred in the report being presented during the session and shall be precluded from questioning the same, unless he enters his objection thereto or files with the Secretary of the Sanggunian his written dissenting opinion before the Committee Report is discussed on the floor or unless, upon satisfactory written explanation made by the member concerned.

c) **Committee Procedure** -- the Committee shall function in the following manner:

1. The Chairperson of the Committee shall, from time to time, convene the committee to a meeting. In the event that Chairperson fails or refuses or neglects to convene such meetings, the committee may call for or convene upon the written request of the two (2) regular members of the said committee.
2. When a proposed resolution or ordinance is referred to more than one committee, the Presiding Officer, *motu proprio*, or at the instance of any member of the Sangguniang Panlungsod, may move to designate the main/lead committee. The Chairperson of the Committee to which the proposed measure was also referred shall automatically become a Co-Chairperson of the main/lead committee, as far as the consideration of the measure is concerned. The report of the main committee shall then be the basis for the consideration by the Committee on Rules in cases where such referral has been ordered.
3. All proposed ordinances, resolutions, or other matters referred to the committee for study, investigation and recommendation shall be considered in the committee meetings and only such ordinances, resolutions and matters which have been approved by the committee shall be reported to the Sangguniang Panlungsod for further deliberation and consideration.
4. All proposed ordinances, resolutions, or other matters referred to the committee for the conduct of Committee hearings shall be considered by the specific committee or committees wherein it is referred within a period of thirty (30) days from the date of referral. Failure of the committee/s to act on the same would result to the taking out of the ordinance, resolution or any matter under consideration from the said committee and the same shall be deliberated upon by the whole membership of the Sangguniang Panlungsod as a committee of the whole. The Secretary to the Sanggunian shall report to the Sanggunian if the said subjects for consideration within the reglementary period have already lapsed in a particular committee.
5. In the deliberation and consideration of any matter in the committee, the committee may call on any person or persons to appear in such committee

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hearings and request his opinion and/or views, concerning which he was invited to appear.

6. During the final deliberation of the committee, no person or persons shall be allowed in the meeting except the members thereof and such members of the Sangguniang Panlungsod as may be necessary or expedient to facilitate the performance of its functions.
7. All questions before the committee shall require a majority vote for their approval.

Section 7. Regular Committee of the Sangguniang Panlungsod - The Sangguniang Panlungsod shall have the following regular committees, with the duties, powers and general jurisdiction specified hereunder:

1. **Committee on Rules** - All matters relating to the legal aspects of action taken up by or submitted to the Sanggunian; legality of contracts entered into by City Government; all matters affecting the Rules of the Sangguniang Panlungsod; the calendar as well as parliamentary rules and the order and manner of transacting business and the creation of committees.
2. **Committee on Appropriations** - All matters relating to appropriations of funds for expenditure of the city government, the payment of public indebtedness, auditing and adjustment of accounts and expenditures; claims against the city government; and in general, all matters relating to the disbursement of Local Government Funds.
3. **Ways and Means** - All matters relating to the collection of revenues, taxes and fees, loans, sales and other sources of revenues for the evaluation, and determination of the value of real and personal property for purposes requiring the valuation of any property and other related revenue matters.
4. **Committee on Public Works and Infrastructure** - All matters relating to public works and infrastructure, improvements and maintenance of city government streets, roads and public buildings, highways and bridges, shrines, monuments and other public edifices and structures.
5. **Committee on Public Utilities, Transportation and Communications** - All matters relating to the conduct and operation of public and private utilities, transportation and communication facilities, the enforcement of regulatory measures, rules and regulation relative thereto as they affect public welfare and interest.
6. **Committee on Tourism, Trade and Industry** - (1) All matters relating to the promotion, development and regulation of dynamic business climate in the City; promotion of tourism, trade and industry which will improve the livelihood of the people of the City; (2) all matters pertaining to public and private markets, slaughterhouse and other related franchises and of the supervision, administration and enforcement of the pertinent rules relative thereto; (3) all matters relating to the organization, development of and support to cooperatives within the City.
7. **Committee on Labor and Employment** - All matters relating to the promotion and enhancement of a good relationship between labor and capital and to provide a healthy atmosphere in settling labor disputes based on justice and equity.

8. **Committee on Public Order and Safety** - All matters relating to the Police and Fire Departments, regulations affecting the welfare and safety of the public, general orders, enforcement of public order, prevention and abatement of public nuisances, the enforcement of existing laws and local ordinances, within the jurisdiction of the City as they affect public interest and the general welfare.
9. **Committee on Education and Culture** - All matters relating to training and education in all levels, educational facilities, national and local languages; all matters relating to the promotion, development and preservation of arts and culture, as well as the support to the indigenous people.
10. **Committee on Social Welfare and Community Development** - (1) All matters relating to the enhancement of social welfare services, the protection of women, children and family, the welfare of the less privileged and the indigent people of the City of Santiago; (2) all matters relating to the creation of conditions of economic and social progress and the promotion of active participation and collective action, and the fullest reliance upon community initiative.
11. **Committee on Youth and Sports Development** - (1) All matters relating to youth development, their leadership potentials and the promotion of their moral, physical, intellectual and social well-being, their development into responsible citizens; (2) the promotion of sports as an instrument for youth development and in fulfilling their affiliative needs.
12. **Committee on Food and Agriculture** - (1) All matters relating to the promotion of local and healthy foods sources and production; (2) all matters covering agricultural concerns affecting economic and physiological welfare of the people of the City.
13. **Committee on Health and Sanitation** - All matters relating to the promotion and protection of their right to health, and all matters pertaining to the promotion, enforcement and regulatory measures covering the sanitation policies of the City.
14. **Committee on Games and Amusement** - All matters relating to the proper supervision and enforcement of regulatory measures, pertinent to the conduct and operation of games and amusements in places of entertainment within the City of Santiago.
15. **Committee on Barangay Affairs and Community Relations** - All matters relating to the affairs of the local government units known as barangays and to the objective to bringing the government closer to the people.
16. **Committee on Good Governance, Public Ethics and Accountability** - Handles all matters relative to honesty, decorum, discipline, value orientation of public officials and employees; all matters relative to the investigation or inquiries designed to acquire informative facts and circumstances relating to complaints and/or reported irregularities and investigation of all matters that may be referred to it by the Sangguniang Panlungsod in aid of legislation; all matters relating to the promotion and protection of individual rights, interest as defined by law and Constitution, with the primordial purpose that no man shall be deprived of his rights and interests without due process of law.

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17. **Committee on City Planning, Building and Zoning Regulations** - All matters pertaining to the preparation and development of an integrated and comprehensive master plan for the physical, economic, socio-cultural, religious and other aspect of the present and future development of the City and all matters relative to zoning, the permission, the use of the construction and activities in said zones, the proper enforcement of regulations thereon, the construction of buildings, other structures and matters pertaining to the proper implementation and observance of the National Building Code, and all matters relating to house, subdivisions, and real estate, the distribution, acquisition and expropriation of private lands within the territorial jurisdiction of Santiago City. The determination and definition of extent and boundaries of public and private lands included in the territorial limits of the city.

18. **Committee on Environmental Protection and Climate Change** - All matters relating to the protection and preservation of the environment, such as pollution control and maintenance of a balanced and healthy ecology, all matters relating to the establishment, improvement, preservation and maintenance of parks and other open spaces relative to ecology and environmental protection and beautification.

Section 8. Concurrent Approval - All matters, proposed ordinances and resolutions referred to the proper committee shall require the concurrent approval of either the Committee on Rules and the Committee on Appropriations or both in the following cases:

- a) All matters in connection with the creation, conversion or abolition of any position in the city government;
- b) All matters in connection with the standardization, adjustments and increase of salaries or other forms of compensation;
- c) All matters relating to the purchase, sales or lease of equipment, materials and supplies;
- d) All matters relating to the opening, construction, or repair of all public streets, which also should have the concurrent approval of the Committee on Public Works and Infrastructure;
- e) All matters relating to the expropriation of private properties;
- f) All matters affecting the general welfare and safety of the public, general orders, enforcement of city laws and regulations which also be concurrently approved by the Committee on Public Order and Safety;
- g) All matters affecting the legality of any report, recommendation, contract, resolution or ordinance;
- h) All matters relating to transfer, sale or acquisition of city government property and all contracts affecting the City Government.

Section 9. Ad-Hoc Committees - The Sangguniang Panlungsod may from time to time create ad-hoc committees for special purposes and which shall cease to exist as soon as their reports have been submitted to the Council. An Ad-Hoc Committee created shall be independent of the regular committees but the procedure thereto shall be determined by the same rules governing committees.

Section 10. Special Committees –Whenever necessary, special committees shall be organized, the membership and jurisdiction of which shall be determined by the Presiding Officer.

There shall be a **COMMITTEE ON MONITORING**, the duties and functions of the members thereof are as follows:

- a) To coordinate with the Chief Executive, specifically on the concerned Department Head, for monitoring of approved Resolutions/Ordinances by the Sangguniang Panlungsod;
- b) To make a report to the Sangguniang Panlungsod as to the extent of the accomplishment/implementation thereof;
- c) To make recommendation to the Sanggunian, for appropriate action by the Executive Department, of the Resolution or Ordinance that is not being observed or implemented.

Section 11. Report of Committees – The committees shall conduct hearings, decide and submit a report on all matters transmitted to them. The report shall be approved and signed by majority of the regular members thereof.

If the committee fails to act or to render a report on any matters referred to it within thirty (30) session days from its submission, the committee shall be deemed to have waived its rights to act on the same, in which case, five (5) members of the Sangguniang Panlungsod may move for its inclusion in the Calendar of Business and the Presiding Officer shall so order.

When a matter is referred to two or more regular committees the corresponding committees may submit a joint or separate report thereon.

When a report is returned to a committee or is transmitted to another, unless it is returned for purposes of conducting further public hearings on new matters arising after the report, all previous proceedings in connection therewith shall be deemed to be void and that matter in question shall revert to its original status.

Barangay ordinances referred to appropriate committees shall be acted within thirty (30) days, pursuant to Sec. 57 of the Local Government Code of 1991 (R.A. 7160).

Section 12. Report of Committees; Discharge – The different committees shall report to the Sangguniang Panlungsod any matter referred to them for study, comment and recommendation within thirty (30) working days from receipt hereof. In case of failure of a committee to render such report, the majority members of the Sangguniang Panlungsod may by written petition, discharge the committee, unless there is valid, legal and reasonable ground for the delay and/or its extension, in which case the matter shall be submitted for disposition. In case a majority of the members of any particular committee dissent and/or object to the report, the said report shall be laid on the table; provided, that upon written petition of the majority of the members of the Sangguniang Panlungsod the matter which was laid on the table may be taken from the table and it shall be submitted to the Sanggunian for its final decision.

RULE III

SESSION OF THE SANGGUNIANG PANLUNGSOD AND PROCEDURE

Section 13. Regular and Special Sessions – The Sangguniang Panlungsod shall meet regularly at least four times a month. It shall fix the time for such meeting and all members shall be in their formal attire during all sessions.

Unless otherwise provided by the Sanggunian, regular session shall be held every TUESDAY which shall start at exactly 2:00 o'clock in the afternoon.

Special Sessions may be called by the Mayor or upon the request of a majority of the members of the Sangguniang Panlungsod.

The Presiding Officer may postpone, after consultation with and the approval of the Majority Floor Leader and the Minority Floor Leader, respectively, the holding of a specific session due to *force majeure* or the occurrence of an emergency which may prevent the convening of the Sanggunian.

In the event there is a disagreement between the Presiding Officer, the Majority Floor Leader and the Minority Floor Leader on the postponement of a specific session based on the foregoing reasons, there shall be no postponement for that particular session and the Presiding Officer Pro-Tempore shall preside during the said session in the absence, inability, or refusal without any justifiable cause of the Presiding Officer to preside.

During sessions, it is necessary to ban firearms within fifty (50) meters radius from the session hall and committee rooms, as well as the use and operation of cellular phones within five (5) meter radius of the session hall and committee room.

Section 14. Quorum – A quorum shall be one-half (1/2) plus one (1) of all members of the Sangguniang Panlungsod including the Vice Mayor and the ex-officio members.

Whenever any member raises the question of quorum, the Presiding Officer shall immediately order a roll call and forthwith announce the result thereof. In the absence of a quorum, after a roll call, the Presiding Officer may declare a recess and compel the attendance of absent members by causing the arrest of any absentee member who has no valid reason for being absent.

If there is no prospect of constituting a quorum, the Presiding Officer shall declare the session adjourned for lack of quorum.

Section 15. Agenda and Order of Business – The order of Business of the Sangguniang Panlungsod shall be as follows:

- A) Call to Order
- B) Opening Prayer
- C) National Anthem
- D) Roll Call
- E) Hearing on the application for tricycle franchise
- F) Reading of the minutes of the preceding sessions and approval of the same; however, the reading of the minutes may be dispensed with provided it is approved by majority of the members present.
- G) Privilege Hour
- H) Question and Answer Hour (During sessions where such is mandated)
- I) Calendar of Business

1. Unfinished Business

2. Business of the Day

- a. Third reading
- b. Committee reports
- c. Second reading of proposed ordinances and resolutions
- d. First reading and referral to committees of proposed ordinances and resolutions, letters, petitions, resolutions; barangay ordinances.

3. Unassigned Business

- J) Informational Matters
- K) Closing Prayer
- L) Adjournment

The **Question and Answer Hour** shall be held during the first Tuesday of the month. The subject matter shall be limited only to those matters pertaining to a privilege speech delivered by a City Councilor, or relating to an ordinance or resolution or other measure pending before the Sanggunian. This item shall not in any manner be so interpreted as to preempt any committee in the exercise of its powers and functions.

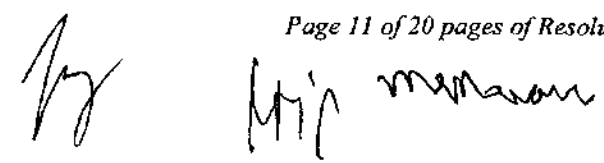
All Department Heads, Chiefs of Office and other Officials and Employees of the City of Santiago and other persons who may be invited by the Sanggunian are required to appear before the Body to answer the questions that may be propounded by the members of the Sangguniang Panlungsod. All officers and employees under the Executive Department shall appear only when authorized by the City Mayor on their appearance before the Sangguniang Panlungsod.

The Sangguniang Panlungsod shall take up only matters listed in the agenda in a particular session and such agenda shall be distributed to the members of the Sangguniang Panlungsod not less than two (2) days preceding a regular session and twenty four (24) hours before a special session. Provided, that all matters to be considered for inclusion in the Calendar of Business shall be submitted not later than Thursday prior to the next regular session.

However, should there be any matter that needs to be acted upon immediately by the Sanggunian, either from the Chief Executive, the City Vice Mayor or members of the Sangguniang Panlungsod, a Certificate of Urgency should be attached to the Proposed Resolution/Ordinance, stating the grounds therein.

Section 16. Minutes of the Session – The records of the proceedings of the Sangguniang Panlungsod shall be referred to as “Minutes”. It shall contain a clear, concise and orderly account of the business for that session and the actions taken thereon. It shall contain the following;

- a) Nature of Session, whether regular or special;
- b) Date and place of session;
- c) Statement whether the minutes of the previous sessions were approved, reading dispensed with and the date of said sessions;
- d) Statement regarding the presence of the Presiding Officer and the members in attendance;



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- e) All motions made except those withdrawn;
- f) Points of orders and appeal, and results thereof;
- g) Duration of session, stating the time of commencement and time of adjournment; and
- h) Pagination.

The minutes shall be signed by the members of the Sangguniang Panlungsod as adopted, and the Secretary, authenticated by the Presiding Officer and entered into the record book with an indication of the pagination and date of approval or disapproval as the case maybe.

Section 17. Filing, Consideration and Approval of Resolutions and Ordinances:

- a) **Filing** – Proposed resolutions and ordinances shall be signed by the author or authors and filed with the Secretary who shall transmit the same to the Presiding Officer for inclusion in the agenda. The Secretary shall likewise transmit to the Presiding Officer all matters endorsed by the City Mayor to the Sanggunian and all petitions and other communications received from the city residents for the same purpose of being included to the agenda.
- b) **First Reading** – All proposed measures shall be calendared for the first time and shall consist only in the reading of the title. After the reading thereof, it shall be referred to the proper committee/s for study, comment and recommendation. No debate shall be allowed at this stage.
- c) **Second Reading** – After a proposed measure is reported favorably by the committee concerned, it shall be calendared for the second reading; provided, that the same shall have been posted in the bulletin boards of the Sangguniang Panlungsod for three (3) consecutive days prior thereto.

During the second reading the author or sponsors of the proposed measures shall deliver his sponsorship speech and to make the necessary motion for its adoption.

After the motion has been duly seconded, the Presiding Officer shall restate the motion and open the period for debate which shall require majority vote of the members present.

When the period of discussion or debate has been closed, the Presiding Officer shall then announce the period of amendments.

After the period of amendments has been closed, the Sangguniang Panlungsod shall take final action on the proposed measure.

- d) **Third Reading** All ordinances and resolutions that have been approved by the Sangguniang Panlungsod on second reading shall again be presented by the Secretary to the Sanggunian in their final form for purposes of confirmation not later than the next session day immediately following the day of their approval. However, in cases of ordinances or resolutions approved under suspended rules, copies of their final form marked “**Approval on Third/Final Reading Under Suspended Rules**” on the upper right portion shall be attached to the last portion of the materials of the Agenda not later than the next session day immediately following the day of their approval.

Ordinances shall be considered enacted and resolutions adopted on the date such measures, were approved on third reading.

Section 18. Debate, Rules and Procedures – For purposes of decorum and to maintain a system of orderly proceedings, the following rules shall be observed.

- a) During debates, a member shall confine himself to the question before the Sangguniang Panlungsod. He shall observe proper decorum and avoid attacking personalities during the entire proceedings.
- b) In referring to another member, the latter shall always be referred to by his official title.
- c) For purposes of obtaining the floor, a member shall rise or raise his hand and address the Presiding Officer “Honorable Presiding Officer” or “Honorable Chairperson”. A Member can do so only after the member who has the floor yields the same or under other circumstances allowed by parliamentary rules and procedures.
- d) The Presiding Officer shall be the only authority to recognize any member by announcing the latter’s name as a sign of recognition that such has the floor unless such recognition may be dispensed with under circumstances allowed by parliamentary rules and procedures.
- e) When two or more members simultaneously ask for recognition from the Chair, the member whose name was called first by the Presiding Officer is recognized and shall be entitled to the floor.
- f) Any member sponsoring measure under consideration may open and close debate where a general debate has been ordered.
- g) When the Sangguniang Panlungsod is in session, no member shall pass between another who has the floor and the Presiding Officer.
- h) No member shall walk out of or cross the session hall when the Presiding Officer is addressing the Sanggunian.

Section 19. Voting – If the proposition on the floor is not debatable or the debate and period for amendments has been properly closed, the Presiding Officer shall put the same into a vote, allowing only such time for members to rise if they wish to state a motion of higher rank. The voting procedure shall be as follows:

- a) The Presiding Officer shall put the question into a vote.
- b) No member can vote on a question in which he has a direct or personal pecuniary interest. This does not, however, preclude any member from voting for himself as candidate for any position as an officer in the Sangguniang Panlungsod.
- c) A member can change his vote only before the Presiding Officer announces the results of the voting. After the announcement, a member can change his vote only by unanimous consent.
- d) Any member may be allowed to explain his vote not exceeding five (5) minutes.
- e) No member may be compelled to vote, he may however, abstain from voting.
- f) No motion or question shall be entertained during the voting.

Section 20. Reconsideration – After a proposed motion, resolution or ordinance has been adopted or lost, only a member who voted with the majority may present a motion for

reconsideration, if a member who voted with the majority seconds him. A member who abstained from voting shall have no right to ask for reconsideration or second such motion.

Motion for reconsideration may be made on the same session day when the matter was acted upon by the Sanggunian but not later than the next session day.

Section 21. Motions and their Order of Preference – While a motion on a proposed ordinance or resolution is being considered, no other motion shall be entertained, except the following and in the order in which they appear below:

- a) Motion to fix time to which to adjourn;
- b) Motion to adjourn (if unqualified);
- c) Motion to suspend the session or to recess;
- d) Motion to raise a question of privilege;
- e) Motion to call for order of the day;
- f) Motion to lay on the table;
- g) Motion to call for the previous question;
- h) Motion to modify the limits of debate;
- i) Motion to postpone definitely;
- j) Motion to commit or refer to a committee;
- k) Motion to amend (unadopted questions);
- l) Motion to postpone indefinitely;
- m) Main motions.

All motions to adjourn or to suspend the session or to hold executive session shall be resolved without debate.

A question laid on the table shall be taken up not later than the next regular session, otherwise the motion shall be considered lost.

Section 22. Privilege Motion or Privilege Questions – The following shall be considered as privilege motions:

- a) Motion to adjourn;
- b) Motion to take a recess;
- c) Motion to raise a question or privilege;
- d) Motion to call for the orders of the day.

All the foregoing motions shall be undebatable and shall have precedence in their consideration according to the above-cited order.

RULE IV

INTERNAL GOVERNMENT

Section 23. Unparliamentary Acts and Words and Language – Acts, words and language which offend any member of the Sangguniang Panlungsod or any public institution shall be deemed unparliamentary.

No Sangguniang Panlungsod member, under any circumstances, shall use offensive or improper language against another member or against any institution.

In construing this Section, the Presiding Officer shall be considered and is contemplated to be included as a member of the Sangguniang Panlungsod.

The following acts, words and language shall be deemed as unparliamentary:

- a) use of offensive or slanderous language;
- b) any attempt or actual provocation to a fight;
- c) actual physical assault;
- d) making insulting comments or actions;
- e) staging a walk-out or showing gross disregard of an on-going proceedings, or;
- f) any act analogous to the foregoing.

When a Sangguniang Panlungsod member, by word or by deed, violates this Section, the Presiding Officer, *motu proprio* or at the instance of another member, may call him to order. The Sangguniang member concerned shall immediately take his seat if he happens to have the floor; and, in case the point of order raised has been sustained by the Presiding Officer, said member shall not continue speaking without the consent of the Sanggunian. The motion permitting the member concerned to continue speaking shall be resolved without debate.

In case it is the Presiding Officer who committed any violation of this Section, any member may move that the Presiding Officer shall be declared to be not in order. If the motion is duly seconded, the Presiding Officer shall immediately call for a division of the house. In case of an affirmative vote in favor of the motion, the Presiding Officer shall be meted the penalty as provided by this section. The penalty shall be determined through an affirmative vote by two-thirds (2/3) of all the members of the Sanggunian.

When a Sanggunian member is called to order for using unparliamentary language, any member may ask that the objectionable words be read for the information and decision of the Sanggunian.

Upon the recommendation of the Committee on Good Government, Public Ethics and Accountability, the Sangguniang Panlungsod may punish any member for disorderly behavior and, with the concurrence of two-thirds (2/3) of the entire membership, suspend or expel a member. A penalty of suspension shall not exceed sixty (60) calendar days.

This Section shall be applicable during regular and special sessions, committee hearings and public hearings.

Section 24. Disorderly Behavior and Absences without Justifiable Cause – Members who may be found guilty of disorderly behavior or of incurring absences without justifiable cause for four (4) consecutive sessions, either regular or special, may be censured, reprimanded,

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excluded from the session or suspended for not more than sixty (60) days, or expelled. Expulsion shall require the concurrence of at least two-thirds (2/3) vote of all the members; provided, further, that a member convicted by a final judgment of imprisonment of any crime involving moral turpitude or an offense punishable by at least prison mayor shall be removed from office by order of the proper court.

Section 25. Questions of Privilege – Questions relating to the rights and privileges of the Sangguniang Panlungsod or any of its members shall take precedence over all motions except those relating to adjournment and recess. The following shall constitute question of privilege, to wit:

- a) Any member may interrupt another member's speech when required by urgency and immediate action is called for as when a speech which is being read cannot be heard;
- b) Questions of personal privilege relating to charges against his character which, if true, will disqualify him from becoming a member of the Sanggunian;
- c) Those relating to matters pertinent to the comfort and convenience of the members of the Sangguniang Panlungsod;
- d) Those relating to the organization of the Sangguniang Panlungsod;
- e) Those relating to freedom from noise, interference and conduct of officers or other employees;
- f) Those relating to the punishment of a member for disorderly conduct of other offenses;
- g) Those relating to the security of published reports.

Section 26. Point of Order All points of order may be raised at any time and even without recognition from the Chair. The Presiding Officer shall resolve such questions immediately. The decision of the Presiding Officer may be appealed to the Sangguniang Panlungsod and a majority vote shall be sufficient to confirm or reverse the decision made.

Section 27. Privilege Speech - Any member desiring to deliver a privilege speech, may, after informing the Majority Floor Leader and with the recognition of the Presiding Officer, speak for not more than one hour; provided, that if more than one member wishes to deliver their privilege speech, their respective speaker shall be limited to only thirty minutes. Not more than two privilege speeches may be delivered in one session. In case where more than two members register their intention to deliver a privilege speech, the same may be taken up in the next succeeding session of the Sangguniang Panlungsod. No motions may be represented and/or entertained in connection with the subject matter touched upon in the privilege speech.

Section 28. Appearance or Report of Department Heads and Other Officials – Any Department Head or any City Official or Employee, when the public interest so requires or in aid of the report by the Sangguniang Panlungsod or by any of the regular or ad-hoc committees to appear and/or report on any matter pertaining to his department or office. The Department Head or Public Official or employee called to appear or report may answer verbally or in writing the questions propounded to him. The Sangguniang Panlungsod or the Committee concerned may take such action provided for under Section 3 of Republic Act No. 3019, otherwise known as the Code of Conduct and Ethical Standard for Public Officials and Employees.

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RULE V

EXECUTIVE SESSION

Section 29. – The executive sessions of the Sangguniang Panlungsod shall be held behind closed doors. An executive session may be held when requested by a member who shall explain his reasons to the rest of the members and the same is duly seconded. It shall be 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, order and morality. The public shall be excluded from the gallery and the doors of the session hall shall be closed. The minutes of the proceedings in an executive session shall be recorded in a separate book and shall be treated as confidential. The Presiding Officer and the members of the Sangguniang Panlungsod as well as the official or persons who took part in the executive session are strictly prohibited from divulging or revealing any of confidential matters taken up in the session and all actuations which have taken place therein. The restriction and ban on the secrecy may be lifted by a two-thirds (2/3) vote of the Sangguniang Panlungsod, any member who violates the prohibition on the secrecy may, by a two-thirds (2/3) vote of the Sangguniang Panlungsod be excluded from attending executive sessions. If the violation is committed by a City Official, he shall be dealt with in accordance with the provisions of an ordinance which may be enacted by the Sangguniang Panlungsod.

RULE VI

SUSPENSION OF THE RULES

Section 30. The Rules of the Sangguniang Panlungsod may be suspended upon motion for the purpose, duly seconded and a two-third (2/3) vote of the members present, there being a quorum.

Section 31. When making said motion, the specific purpose/s for said suspension shall be stated and no other matter/s shall be considered other than that/those for which the rules were suspended.

Attendance of the following circumstances may justify the suspension of rules:

- a) Time is of the essence;
- b) The denial of the motion shall:
 1. cause irreparable damage to life, limb, or property;
 2. gravely hampers the delivery of basic services; or
 3. adversely affect peace and order or security;
- c) Urgent financial or budgetary requirements; and
- d) In such similar circumstances which will prejudice the interest of the public.

Section 32. The number of votes required in order to suspend the Rules of the Sangguniang Panlungsod shall be two-thirds (2/3) vote of the members present, there being a quorum. If no objection is raised, it shall be presumed that a unanimous vote/consent of the members was taken. Otherwise, the number of votes required in this section shall be strictly complied with.

RULE VII

UNANIMOUS CONSENT

Section 33. The unanimous consent to any action or proceeding may be given expressly or impliedly.

RULE VIII

UNFINISHED BUSINESS

Section 34. Unfinished business at the end of the session shall be taken up at the next session in the same status.

All pending matters and proceedings shall terminate upon the expiration of term of office of the incumbent Sangguniang Panlungsod members, but may be taken by the succeeding Sangguniang Panlungsod membership as if for the first time.

RULE IX

SUPPLEMENTARY RULES

Section 35. – In the Absence of specific provisions in these rules applicable to a given situation, the pertinent provisions of the rules governing the proceedings of the Senate of the Philippines shall be made applicable which shall be deemed suppletory to these rules. In the absence of specific rules or provisions in the Rules of both the Sangguniang Panlungsod and the Senate, the Robert's Rules of Order will govern; however, the Sanggunian may adopt such rules to govern the situation not herein contemplated consistent with the provision of the Local Government Code of 1991 and in keeping with the tenets of fair play and justice.

RULE X

AMENDMENTS OF THE RULES

Section 36. – Any amendment to these rules may be made by filing of written motion which shall contain the proposed amendment/s and the reasons for the said amendment/s. The motion shall be filed at least one (1) week before its consideration and a two-thirds (2/3) vote of all the members of the Sanggunian shall be required for the approval of the amendments.

RULE XI

REVIEW OF RULES OF THE SANGGUNIANG PANLUNGSOD

Section 37. – The Committee on Rules shall conduct a continuing study, review and evaluation of the existing rules of the Sanggunian and prepare updated sets of rules which shall be attuned with the needs of the Sangguniang Panlungsod of the City.

RULE XII

REPEALING CLAUSE

Section 38. – The Provision of any resolution or portions thereof which are inconsistent herewith are hereby repealed, revoked or amended accordingly.

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RULE XIII

EFFECTIVITY CLAUSE

Section 39. This Revised House Rules shall take effect upon the approval by the Sanggunian.

RESOLVED FINALLY, to furnish a copy of this resolution to all persons and offices concerned for their information and guidance.

ADOPTED, July 30, 2013.

CERTIFIED APPROVED BY THE SANGGUNIAN


ARLENE JANE ALVAREZ-REYES
City Councilor


CELINE JEANNE ABAYA SIQUIAN
City Councilor


WOLFRANDO R. LUGOD
City Councilor


CHRISTIAN VINCENT NEVILLE A. AGGABAO
City Councilor




AISEN FAITH S. MARRERO
City Councilor



NICASIO B. BAUTISTA III
City Councilor


KATHRINA V. SABLE
City Councilor


HEXLON G. ALVAREZ
City Councilor



ALESTER ALEJANDRO G. DIRIGE
City Councilor


BRENDA RAGSAC-LUNA
City Councilor


MAURICE S. NAVARRO
LMB President
City Councilor


ARREL SHAYNE D. SAGAD
SK Federation President
City Councilor

CERTIFIED TRUE AND CORRECT:


ORLANDO C. TUMANUT
(Administrative Officer II)
Temporary Secretary to the Sanggunian

ATTESTED:


MARCELINO C. CABUCANA JR.
City Vice Mayor & Presiding Officer

APPROVED:


JOSEPH S. TAN
City Mayor

