



Republic of the Philippines  
PROVINCE OF ZAMBOANGA DEL NORTE  
Municipality of Siayan



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF  
SIAYAN, ZAMBOANGA DEL NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 11<sup>TH</sup> DAY  
OF JULY 2022.

**PRESENT:**

Hon. Josecor S. Gepolongca, Presiding Officer  
Hon. Daisy A. Limbang, Majority Floor Leader  
Hon. Wilfredo A. Siasico, Asst. Majority Floor Leader  
Hon. Raul P. Dominise, Presiding Officer Pro-Tempore  
Hon. Roel J. Fabiran,  
Hon. Rey L. Anugon,  
Hon. Wencito B. Intoy,  
Hon. Billynel C. Catig,  
Hon. Estrella S. Zapatos, Minority Floor Leader  
Hon. Maribel C. Okay, LIGA President  
Hon. Phil A. Saraga, SK Fed. President  
Hon. Johnny C. Anugon, Sr. IPMR

Municipal Vice Mayor  
Sangguniang Bayan Member

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**ABSENT:**

None

**"RESOLUTION NO. 138  
Series of 2022**

**RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURES OF THE  
SANGGUNIANG BAYAN OF SIAYAN, ZAMBOANGA DEL NORTE FOR THE YEAR/TERM  
2022-2025.**

**WHEREAS**, as mandated under RA 7160 known as the Local Government Code of 1991, the Sangguniang Bayan as the legislative body shall adopt its Internal Rules of Procedures (IRP) as its useful instrument in ensuring orderly sessions and enhancing quality legislation;

**WHEREFORE**, premise of the foregoing consideration and on motion of Hon. Raul P. Dominise, duly seconded by Hon. Daisy A. Limbang, it was

**RESOLVED**, as this body hereby resolved by **ADOPTING THE INTERNAL RULES OF PROCEDURES OF THE SANGGUNIANG BAYAN OF SIAYAN, ZAMBOANGA DEL NORTE FOR THE YEAR/TERM 2022-2025.**

**RULE I. TITLE**

**SECTION 1.** This shall be known as the **"INTERNAL RULES OF PROCEDURES"** of the Sangguniang Sayan of Siayan, Zamboanga del Norte for the Term 2022-2025.

**RULE II. ORGANIZATION OF THE SANGGUNIANG BAYAN.**

**SECTION 2. THE LEGISLATIVE BODY.**

- a) The Legislative Body of the Local Government Unit is the Sangguniang Bayan.
- b) The Sangguniang Bayan of Siayan, Zamboanga del Norte is composed of the Municipal Vice Mayor, the eight (8) regular members of the Sangguniang Bayan, who are elected at large and the Three (3) ex-officio Sangguniang Bayan members, namely: the President of the Liga ng Barangay, the President of the Sangguniang Kabataan Federation and the Indigenous Peoples Mandatory Representative (IPMR).

- c) Other than the Municipal Vice Mayor as the Presiding Officer, the following are the Officers of the Sangguniang Bayan.

Hon. Raul P. Dominise - Presiding Officer Pro-Tempore  
Hon. Daisy . Limbang - Majority Floor Leader  
Hon. Wilfredo A. Siasico - Asst. Majority Floor Leader  
Hon. Estrella S. Zapatos - Minority Floor Leader

### **SECTION 3. DUTIES OF THE OFFICERS OF THE SANGGUNIAN.**

#### **1. The Presiding Officer Pro-Tempore.**

The Presiding Officer Pro-Tempore will act as temporary Presiding Officer over the regular and special session in the absence of the regular Presiding Officer.

#### **2. Floor Leader.**

As a matter of practice and tradition, majority floor leader and minority floor leader is chosen by their respective political parties to perform significant duties on the floor. Their duties include assigning speaker during debates, planning parliamentary strategies and assigning members behind partisan issues.

Normally, the majority floor leader shall be the Chairman of the Committee on Rules to facilitate and/ or coordinate the calendar of business and deliberations on the floor.

### **RULE III. DUTIES AND RESPONSIBILITIES OF THE LOCAL LEGISLATORS/SANGGUNIAN BAYAN**

**SECTION 4.** Once elected into political office, the following are the duties and responsibilities of the Sangguniang Bayan in addition to their prescribed functions granted by law or provided under the Local Government Code of 1991.

- a) Identify, aggregate and articulate the needs, problem and aspirations of his constituents before the Sangguniang Bayan in session and in other public decision-making or forums. This implies productive and sustained interaction with the part of the community, which he/she represents in the Sangguniang Bayan.
- b) To ensure what is finally decided, by the Sangguniang Bayan, and matches the needs and expeditions of his constituency.
- c) Communicate to the constituent's local decisions and actions that ultimately affect their lives and destinies.
- d) Monitor the effects of every legislative measure enacted.
- e) Initiate amendments to local policy where necessary towards the promotion of effective local governance and general welfare.
- f) Provide a pro-active role in bringing about a more enlightened citizenry within the community he/she
- g) Represent to encourage a more active citizen participation in local governance.
- h) Mobilize support system within the Sangguniang Bayan, the Local Administrative Bureaucracy and the community for purpose of benefits to his/her constituency.
- i) The function of the Sangguniang Bayan for effective legislation requires certain values and skills from each members, primarily are the following:
  1. Has the ability and actively participate in the deliberations during sessions.
  2. Advocacy for active and sustained participation of the citizenry in the decision-making process.

3. Sensitively to issue and concerns that are within the competence and authority of the Sangguniang Bayan to resolve.
4. Commitment to high legislative performance.
5. A thorough knowledge of the Sangguniang Bayan Internal Rules and parliamentary Procedures.
6. Ability to express his/her thoughts and ideas in a clear manner.
7. Objectiveness, fairness and justness, and has the ability to relate in the implementation of any laws and local ordinances.

j) In addition to its function enumerated above the Sangguniang Bayan members shall conduct visitation from time to time in their geographical area of coverage for consultation to ensure the identification of priority projects in the barangay.

**RULE IV. PERCENTAGE OF ACTUAL WORK/ATTENDANCE IN RELATION TO A FULL MONTHLY WORK SCHEDULE OF THE SANGGUNIANG BAYAN.**

DAYS	ACTUAL WORK/ATTENDANCE SCHEDULE	PERCENTAGE OF ACTUAL WORK SCHEDULE IN A WEEK	PERCENTAGE OF FULL MONTHLY WORK SCHEDULE IN A MONTH
MONDAY	REGULAR SESSION	12.5%	50%
TUESDAY TO FRIDAY	COMMITTEE HEARING/BARANGAY VISITATION/PROGRAMS AND ACTIVITIES INITIATED BY THE LOCAL GOVERNMENT UNIT/PUBLIC SERVICE		50%
TOTAL			100%

**RULE V. CREATION OF STANDING COMMITTEES**

**SECTION 5. COMMITTEES.** There shall be a permanent committees created in the Sangguniang Bayan composed of not more than Five (5) members, including the Chairman drawn from the Sangguniang Bayan membership and assign to address a specific area in local legislation. The elected members of the committee presumed to be experts in the area of responsibility of a particular committee.

- a) Considering the size of a Sangguniang Bayan committee, greater freedom of discussions is possible and fewer opinions in advance during committee deliberations and hereby obviate confusion that is likely to happen in a larger body. Committee deliberations are less formal thus making the transactions of a business more expeditious and the relationship more cordial.
- b) Standing committees remain operative during the term of office of the Sangguniang Bayan members whose membership and general jurisdiction are fixed and specified in the Internal Rules of procedures.
- c) Standing committees are required to be created to perform legislative work related to a particular field which the Sangguniang Bayan may choose to undertake or as maybe brought to its attention from time to time by the various sectors of the community with its constituents.
- d) More specifically and within their respective areas of competence, standing committees are hereby created for the purpose of:
  1. Ordinances or Resolutions sponsorship.
  2. Undertake public hearings on sponsored measures in aid of legislation, and
  3. Legislative referrals and review.

e) Standing committees are as follows:

1. COMMITTEE ON, AGRICULTURE, FOOD, LIVELIHOOD, AND COOPERATIVE, ENVIRONMENTAL PROTECTION AND ECOLOGY.
2. COMMITTEE ON FINANCE, APPROPRIATIONS, WAYS AND MEANS, PEACE AND ORDER, PUBLIC SAFETY, FIRE PROTECTION AND PENOLOGY.
3. COMMITTEE ON EDUCATION.
4. COMMITTEE ON HUMAN RESOURCE AND DEVELOPMENT, PUBLIC ETHICS, LABOR AND EMPLOYMENT AND SENIOR CITIZEN.
5. COMMITTEE ON PUBLIC WORKS & INFRASTRUCTURES, TRANSPORTATIONS AND COMMUNICATIONS AND HOUSING AND LAND USE.
6. COMMITTEE ON RULES, LAWS, ORDINANCES, RESOLUTIONS AND STYLE, GOOD GOVERNANCE, JUSTICE AND HUMAN RIGHTS, WOMEN, CHILDREN AND FAMILY WELFARE AND BARANGAY AFFAIRS AND COMMITTEE ON HEALTH AND SANITATION, SOCIAL SERVICES, AND MARKET AND SLAUGHTERHAUS.
7. COMMITTEE ON TOURISM, COMMERCE, TRADE AND INDUSTRY AND SOCIAL ACTIVITIES, COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT.
8. COMMITTEE ON CULTURE AND ARTS AND CULTURAL COMMUNITIES.

**SECTION 6. CHAIRPERSON AND MEMBERS ASSIGNED TO DIFFERENT STANDING COMMITTEES:**

1. COMMITTEE ON, AGRICULTURE, FOOD, LIVELIHOOD, AND COOPERATIVE, ENVIRONMENTAL PROTECTION AND ECOLOGY.

Chairperson: **Wencito B. Intoy**

Members:

Hon. Billynel C. Catig  
Hon. Raul P. Dominise  
Hon. Roel J. Pabiran  
Hon. Daisy A. Limbang  
Hon. Rey L. Anugon

2. COMMITTEE ON FINANCE, APPROPRIATIONS, WAYS AND MEANS, PEACE AND ORDER, PUBLIC SAFETY, FIRE PROTECTION AND PENOLOGY.

Chairperson: **Hon. Raul P. Dominise**

Members: **Hon. Roel J. Pabiran**

Hon. Daisy A. Limbang  
Hon. Wilfredo A. Siasico  
Hon. Wencito B. Intoy  
Hon. Rey L. Anugon

3. COMMITTEE ON EDUCATION.

Chairperson: **Hon. Rey L. Anugon**

Members: **Hon. Raul P. Dominise**

Hon. Wilfredo A. Siasico  
Hon. Wencito B. Intoy  
Hon. Billynel C. Catig  
Hon. Daisy A. Limbang

4. COMMITTEE ON HUMAN RESOURCE AND DEVELOPMENT, PUBLIC ETHICS, LABOR AND EMPLOYMENT AND SENIOR CITIZEN.

**Chairperson: Hon. Wilfredo A. Sisico**

**Members:** Hon. Raul P. Dominise  
Hon. Johnny C. Anugon Sr.  
Hon. Daisy A. Limbang  
Hon. Roel J. Pabiran  
Hon. Wencito B. Intoy

**5. COMMITTEE ON PUBLIC WORKS & INFRASTRUCTURES, TRANSPORTATIONS AND COMMUNICATIONS.**

**Chairperson: Hon. Roel J. Fabiran**

**Members:** Hon. Raul P. Dominise  
Hon. Wencito B. Intoy  
Hon. Johnny C. Anugon Sr.  
Hon. Billynel C. Catig  
Hon. Daisy A. Limbang

**6. COMMITTEE ON RULES, LAWS, ORDINANCES, RESOLUTIONS AND STYLE, GOOD GOVERNANCE, JUSTICE AND HUMAN RIGHTS, WOMEN, CHILDREN AND FAMILY WELFARE, BARANGAY AFFAIRS AND COMMITTEE ON HEALTH AND SANITATION, SOCIAL SERVICES, AND MARKET AND SLAUGHTERHAUS.**

**Chairperson: Hon. Daisy A. Limbang**

**Members:** Hon. Raul P. Dominise  
Hon. Rey L. Anugon  
Hon. Wencito B. Intoy  
Hon. Billynel C. Catig  
Hon. Wilfredo A. Siasico

**7. COMMITTEE ON TOURISM, COMMERCE, TRADE AND INDUSTRY AND SOCIAL ACTIVITIES AND COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT.**

**Chairperson: Hon. Billynel C. Catig**

**Members:** Hon. Phil A. Saraga  
Hon. Rey L. Anugon  
Hon. Raul P. Dominise  
Hon. Wencito B. Intoy  
Hon. Daisy A. Limbang

**8. COMMITTEE ON CULTURE AND ARTS AND INDIGENEOUS CULTURAL COMMUNITIES.**

**Chairperson: Hon. Jhonny C. Anugon Sr.**

**Members:** Hon. Daisy A. Limbang  
Hon. Wencito B. Intoy  
Hon. Rey L. Anugon  
Hon. Raul P. Dominise  
Hon. Roel J. Pabiran

**SECTION 7. DUTIES AND FUNCTIONS OF STANDING COMMITTEES.**

There is an increasing recognition of the need to structure the Sanguniang Bayan in a manner that will allow optimum legislative performance as local governments move towards the 21<sup>st</sup> century. For this purpose, the Sanguniang Bayan may create sub-committees under each standing committee to ensure extensive and exhaustive deliberations on all issues within the particular area of responsibility of the committee.

For example, under the committee on Social Services and Family Welfare and Community development, sub-committee be created for the elderly, the disable, street children, youth offenders and other marginal sectors of society.

The basic areas of legislative responsibility of the standing committees are specified hereunder.

**1. COMMITTEE ON, AGRICULTURE, FOOD, LIVELIHOOD, AND COOPERATIVE AND ENVIRONMENTAL PROTECTION AND ECOLOGY.**

All matters related to the, Agriculture, food production and agri-business, agricultural economic research, soil survey and conservation; agricultural education and extension services; animal industry and livestock quarantine, fisheries and aquatic resource preservation and development of fishing grounds; and construction of fishponds/pens, corrals, oyster beds and regulatory measure, Livelihood programs and Cooperative development thereof and related to Environmental protection and ecology.

**2. COMMITTEE ON FINANCE, APPROPRIATIONS, WAYS AND MEANS, PEACE AND ORDER, PUBLIC SAFETY, FIRE PROTECTION AND PENOLOGY.**

All matters related to taxes, fees, charges, loans, study and revision of tax measures and generation of other sources and forms of revenue from both public and private sectors, including codification of revenue ordinances, approval of the budget, appropriation of funds or payment of obligations, determination of compensation of personnel, reorganization of local offices, allocation of funds for projects and others services.

**3. COMMITTEE ON EDUCATION.**

All matters related to education, i.e., local schools, colleges and universities, libraries, museums, non-formal and community adult education; scientific and technological research development and advancement.

**4. COMMITTEE ON HUMAN RESOURCE AND DEVELOPMENT, PUBLIC ETHICS, LABOR AND EMPLOYMENT AND SENIOR CITIZEN.**

All matters related to labor disputes and conciliation, labor employment and manpower development, maintenance of industrial peace and promotion of employee-employer Corporation, 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.

**5. COMMITTEE ON HEALTH AND SANITATION, SOCIAL SERVICES, AND MARKET AND SLAUGHTERHAUS.**

All matters related to health, sanitation and hygiene, health centers, medical, hospitals and clinics, purchased of medicines and another health and sanitary measures; measures to protect working women by providing safe and healthful working condition, taking into account their maternal functions, and such facilities and opportunities that will enhance their welfare and potentials. Related to slaughterhouse management and development.

**6. COMMITTEE ON PUBLIC WORKS AND INFRASTRUCTURE, TRANSPORTATION AND COMMUNICATIONS AND HOUSING AND LAND USE.**

All matters related to planning, construction, maintenance, improvement and repairs of public buildings, highways, roads and bridges, parks, monuments, playgrounds and other public edifices; drainage, sewerage and floor control and protection; and irrigation and water utilities, planning, modernization, installation and construction of transportation and telecommunications facilities and related to housing and land use.

**7. COMMITTEE ON RULES, LAWS, ORDINANCES, RESOLUTIONS AND STYLE, GOOD GOVERNANCE, JUSTICE AND HUMAN RIGHTS, WOMEN, CHILDREN AND FAMILY WELFARE ND BARANGAY AFFAIRS.**

All matters related to the Rule in the Order of Business, the implementation of national laws and enforcement of local ordinances, revision and interrelation of the Sangguniang Bayan

Internal Rules of Procedures and Codification, misfeasance, malfeasance and nonfeasance against local officials and employees, Committees and their jurisdiction and privileges and disorderly conduct of the members of the Sanggunian. Measures to protect the right of spouse and children, including assistance to proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development; measures to protect the rights of families or family associations to participate in the planning and implementation of policies and programs that affect them; and other assistance that will safeguard the development of women and family and all matters related to barangay affairs.

#### **8. COMMITTEE ON TOURISM, COMMERCE, TRADE AND INDUSTRY AND SOCIAL ACTIVITIES AND COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT.**

All matters related to or connected with the promotion, establishment and operation of all kinds of trade and industry, including tourism development and other economic enterprises and other forms of social activities. All matters related to the promotion and protection of the youths physical, moral, spiritual, intellectual and social well-being, inculcation of patriotism and nationalism among the youth and their involvement in public and civic affairs; promotion and development of sports programs, amateur sports and compositions and all other related matters.

#### **9. COMMITTEE ON CULTURE AND ARTS INDIGENOUS CULTURAL COMMUNITIES**

All matters related to cultural preservation and enrichment of Filipino arts and culture, and other related programs thereof.

#### **RULE VI. ASSIGNMENT OF THE SANGGUNIANG BAYAN MEMBERS AS TO THEIR GEOGRAPHICAL AREA OF RESPONSIBILITY.**

**SECTION 8. GEOGRAPHICAL AREA OF RESPONSIBILITY.** All newly elected Sangguniang Bayan members upon assumption to office shall hold respective barangay(s) as their geographical area of responsibility.

HON. Daisy . Limbang	-	Datagan/Diongan/Sayaw
HON. Wilfredo A. Siasico	-	Dumpilas/Polayo/Denuyan
HON. Raul P. Dominise	-	Mangilay/Soguilon/Seriac/Litolet
HON. Roel J. Fabiran	-	Gunyan/Guibo/Munoz
HON. Rey L. Anugon	-	Moyo/Domogok/Paranglumba
HON. Wencito B. Intoy	-	Macasing/Pange
HON. Billynel C. Catig	-	Gonain/Balunokan/Poblacion/Balok

#### **RULE VII – ORDER AND CALENDAR OF BUSINESS IN EVERY SESSION.**

**SECTION 9.** The Order of Business is the summary of the succession of activities in the Sangguniang Bayan arrange in the order in which to be considered. Within this Summary is a calendar of business, consisting of specific items of questions scheduled for deliberation. Likewise arranged in the order they are to be taken-up as follows:

- I. Call to Order
- II. Invocation
- III. Roll Call (Declaration of Quorum)
- IV. Reading and Approving the Minutes of the previous regular session.
- V. Approval of the Order and Calendar of Business
- VI. Privilege Hour
- VII. Reference of Business (First reading, Subject for referrals to concern Committees/urgent)
  - A. Proposed Ordinances
  - B. Proposed Resolutions
  - C. Petitions or Request
  - D. Other Communications
- VIII. Committee Reports
- IX. Calendar of Business



- A. Unfinished Business
- B. Business for the Day (Business for second Reading)
- C. Unassigned Business
- X. Third and Final Reading
- XI. Other Matters
- XII. Adjournment

## **RULE VIII. LEGISLATIVE PROCESS**

**SECTION 10. INAUGURAL SESSION.** The newly assumed Sangguniang Bayan shall call for an inaugural session and fix the date, time and place of its regular session provided under this Internal Rules of Procedures (IRP).

**SECTION 11. REGULAR SESSION.** The Sangguniang Bayan shall hold its regular session four times a month. In every regular and/or Special Session, any rank and file personnel within the legislative support staff shall automatically takeover to take the minutes and journal of its proceedings in the absence of the Sangguniang Bayan Secretary.

**SECTION 12 TIME, DAY AND PLACE OF THE SESSION.** The regular session of the Sangguniang Bayan shall be held in every Monday of the week of the month, to be started at 9:00 o'clock in the morning at the Sangguniang Bayan session hall, Legislative Building, provided however, such schedule shall be reset in other day in case of holidays and official travel of the members.

**SECTION 13. SPECIAL SESSION.** When public interest so demand, a special session may be called by the Local Chief Executive or by a majority of the Sanggunian, provided however, that a written notice to the members shall be served personally or left with a responsible person at the member's regular place or residence. No other matter may be considered at a special session except those stated in the notice concurred by 2/3 votes of the members present.

**SECTION 14. OPEN DOOR POLICY.** The session of the Sangguniang Bayan shall be open to the public unless provided, a closed – door is decided or ordered by an affirmative vote of the members therein there being a quorum for reason of decency, morality and security.

**SECTION 15. QUORUM.** Majority of all elective and appointive members of the Sanggunian shall constitute a quorum to transact official business.

If there is no quorum, the Presiding Officer may declare a recess until such time as a quorum be constituted or the majority of the members present may adjourn from day to day and may compel the immediate attention of any member absent without good or reasonable cause by issuing the members of the police force assigned in this place an arrest order for the presentation of the absent members of the session.

If there is still no quorum, despite of the enforcement of the above-stated remedial action, no business shall be transacted by the Sanggunian. The Presiding Officer on his discretion or recognizance, or by the member through a proper motion duly approved shall then declare the session adjourn for lack of quorum.

**SECTION 16. ONE SESSION PER DAY POLICY.** The Sangguniang Bayan shall not hold two (2) Sessions whether regular or special in a single day.

**SECTION 17. DOCUMENTS OR ANY PAPERS.** Any document paper or instruments presented during the session of committee hearing must be properly kept in the files of the Sangguniang Bayan Secretary for future reference. No documents, paper or instruments must be withdrawn from the files of the Sangguniang Bayan without its authority if so authorized by majority votes of members attending session, a certified copy thereof shall be given.

**SECTION 18. REFERRALS.** Any proposed ordinances, resolutions, written messages and communications or any other matters which requires action by the Sangguniang Bayan may before its final consideration be referred to the appropriate committee for study and recommendations upon motion of any member duly approved by the body. Final consideration



of said proposed ordinance or resolution or any other matters shall be made when the committee concerned shall have submitted its reports or recommendations and the same is included in the agenda.

**SECTION 19. FURTHER COMMITTEE REFERRALS.** In the course of debate, deliberations or discussions whenever it appears that there are matters that need further study, a proposed measure may not be considered but upon by motion may be referred back to the appropriate committee for further study and recommendations.

**SECTION 20. COMMITTEE HEARING.** The Committee after referrals of any measures shall conduct committee hearing every Tuesday of the week anywhere of their convenient place, but preferable in the SB Session Hall, Legislative Building to be started at 8:00 O'clock in the morning.

**SECTION 21. ATTIRE DURING SESSION/UNIFORM.** As provided in this rule, all members attending session in the first Monday shall wear subanen attire and Barong Tagalog in 2<sup>nd</sup> Monday of the Month. On the 3<sup>rd</sup> and 4<sup>th</sup> Mondays shall be in formal attire. Provided however, clothing allowance shall be intended for uniforms in every session of the following years substituting the 3<sup>rd</sup> and 4<sup>th</sup> Mondays.

**SECTION 22. PRIVILEGE HOUR.** After the approval of the minutes of previous regular session, any member of the Sangguniang Bayan may avail of the privilege period, which may not last for more than fifteen (15) minutes. Only two (2) privilege speeches shall be allowed in every session.

In order to give and/or recognize any member who may wish to avail of the privilege period, he/she shall communicate to the Secretary of the Sangguniang Bayan on his desire one (1) day before the session. A member availing the privilege hour may yield to interpellation by any member. A period of interpellation shall not exceed fifteen (15) minutes. After the privilege period, the Sangguniang Bayan shall proceed to deliberate and consider each in the order of business.

#### **SECTION 23. ENACTMENT OF ORDINANCES AND RESOLUTIONS.**

The Sanggunian shall observe the following rules:

1. Legislative actions in general and permanent character shall be enacted in the form of ordinance, while those measures which are of temporary in character shall be passed in the form of resolution. Matters relating to proprietary functions and to private concerns shall also be acted upon by resolutions.
2. Proposed Ordinance and Resolution shall be in written and shall contained an assigned number, a title or caption, Ordaining clause, and the date of its effectivity. In addition, every proposed Ordinance shall be accompanied by a brief explanatory note containing the justification of its effect. It shall be signed by the authors or author and submitted to the secretary who shall report the same to the Sanggunian next regular session.
3. A resolution shall be enacted in the same manner as prescribed in an Ordinance except that it need not go through in third reading for its final consideration unless decided, otherwise by the majority of all the members of the Sanggunian.
4. No Ordinance or Resolution, shall be considered on second reading in any regular session unless it has been reported out by the concerned committee to which it was referred for study or it has been certified as urgent by the Mayor.
5. Any legislative matter duly certified by the mayor as urgent whether or not shall be included in the Order and Calendar of Business and may be presented and considered by the body at the same session or meeting without the need of suspending the rules.

6. The Sangguniang Bayan Secretary shall prepare copies of the proposed Ordinance or Resolution which is subject for second reading and shall be distributed to the Sanggunian members except that a measure certified by the Mayor as urgent may be submitted for final voting immediately after the period of debate or amendment during the second reading.
7. No Ordinance or Resolution shall be valid passed by the Sanggunian in a regular session or special session duly called for the purpose, unless approved by a majority of the members present there being a quorum. Any ordinance or resolution authorizing or directing the payment of money or creating liability shall require the affirmative vote of a majority of all members of the Sanggunian.
8. Upon the passage of any ordinance or resolution directing the payment of money, creating liability, and/or any other resolution and by the request or motion of some member to vote for its approval/disapproval, the Sanggunian Secretary shall record the "ayes" and "nays". All approved ordinances and resolutions shall be stamped with the seal of the Sangguniang Bayan and be recorded in a book kept for the purpose.
9. Upon submission of the proposed resolution and ordinances, the full text to support is hereby required to be attached before it will included in the reference of business subject for first reading except in the case of urgency or it involves voluminous documents.

**SECTION 24. APPROVAL OF ORDINANCES AND RESOLUTION.** Every ordinances or resolution enacted and or adopted by the Sangguniang Bayan shall be forwarded to the Mayor for approval. If the ordinance or resolution be approved by the Mayor, he shall affix his signature thereof on the page or last page below the word "approved."

Within ten (10) days after receipt of the Ordinance or resolution, the Mayor shall return the same to the Sanggunian with either his approval or veto and failure to return within the duration of time mentioned, the subject measure shall be deemed approved.

**SECTION 25. VETO POWER OF THE MAYOR.** The Mayor have the power to veto any ordinances or resolutions on the ground that it would be prejudicial to the public welfare however the veto shall be made only once in every ordinance or resolution.

The Mayor may veto to any particular item or items and /or section thereof of an ordinance or resolution directing the payment of money or creating liability, in such case the veto shall not affect the item which is/ are not objected to. The vetoed item(s) shall not take effect unless the Sanggunian over-ride the veto in the manner provided in the succeeding paragraph, otherwise, the item(s) in the appropriation ordinance of the previous year corresponding to those vetoed measure shall be deemed re-enacted.

The Sangguniang Bayan may over-ride the veto of the Mayor by two-third (2/3) vote of all members, thereby making the Ordinance or resolutions effective and enforceable.

**SECTION 26. ENFORCEMENT OF DISAPPROVED OR INVALIDATED ORDINANCES OR RESOLUTION.** Any attempt to enforce, promulgate or execute any ordinances, resolutions or Executive Order after the disapproval thereof shall be sufficient ground for the suspension or dismissal of the officer making attempt.

**SECTION 27. EFFECTIVITY OF ORDINANCES AND RESOLUTIONS.** Unless otherwise stated in the Ordinance or Resolutions, the same shall take effect after ten (10) days from the date of its approval.

**SECTION 28. POSTING.** A copy of approved ordinances or resolutions shall be posted in a bulletin board at the entrance of the municipal hall and other two conspicuous places in this municipality.

**SECTION 29. REVIEW BY THE SANGGUNIANG PANLALAWIGAN.** Within seventy-two (72) hours after approval, the Sangguniang Bayan Secretary shall forward to the Sangguniang Panlalawigan for review and consideration copies of approved ordinances, resolutions and other signed by the Mayor. If no action shall be made by the Sangguniang Panlalawigan within thirty (30) days after submission, the same shall be presumed consistent with the law and be deemed valid.

**SECTION 30. EXEMPTION.** Unless otherwise required by the Sangguniang Panlalawigan or by law, only resolution pertaining to the exercise of proprietary rights, organization and management of the municipal government and those that would affect private concerns shall be forwarded to the Sangguniang Panlalawigan for its review. Simple resolutions containing more expressions of the collective sentiments or aspirations of the Sangguniang bayan members such as resolution expressing sympathy, condolence, thanks and gratitude, appreciation and resolutions that are declarative or informative in nature which are stating a request or recommendation, and other resolution of similar kind or nature shall no longer be forwarded to the Sangguniang Panlalawigan for its review and consideration to avoid red tape or unnecessary.

#### **RULE IX. PARLIAMENTARY PROCEDURES**

**SECTION 31. ROLL CALL.** At the start of the session of the Sangguniang Bayan, the Presiding Officer may request the Secretary to call the roll to determine if there is quorum. After the roll call, the Secretary shall report to the Presiding Office whether there is a quorum. If there is a quorum the Chair declared session in quorum.

**SECTION 32. DISCUSSIONS AND DELIBERATIONS.** When a motion be presented and duly seconded, the same shall be open for discussions and deliberations. The sponsor may state his reason for sponsorship for not more than three (3) minutes. After which anyone in favor or against the proposed measure may interpellate him on any issue relevant thereto for not more than two (2) minutes each.

**SECTION 33. PERIOD OF AMENDMENTS.** After the proposed measure shall be discussed and deliberated, the period of amendment follows. Any provision in the proposed measure may by motion and duly seconded be amended by a majority vote of the members consisting a quorum. Amendments may further amended in the same manner.

**SECTION 34. RESTATEMENT OF THE MOTION.** After the period of amendments, the chair shall cause the motion as amended motion as further amended to be restated. Thereafter, the proposed measure shall be voted upon if there would be an objection for its approval.

**SECTION 35. MOTION TO BE CLOSE DEBATE.** After the proposed measure of amendment shall have been fully discussed, the Presiding Officer or any member of the Sangguniang Bayan through a motion may close the debate or may terminate further discussion.

**SECTION 36. MOTION TO BE SECONDED.** No motion shall be considered by the Sangguniang Bayan unless it is duly seconded, except privilege motions need not to be seconded, such as:

- a) Fix the time at which to adjourn.
- b) Motion to adjourn.
- c) Take a recess
- d) Raise question of Privilege
- e) Call for the order of the day.

**SECTION 37. MOTION TO BE ENTERTAINED BY THE CHAIR.** When a motion is under debate or deliberation, no other motion shall be entertain by the Chair except privilege motion as follows:

- a) Fix the time at which to adjourn.
- b) Motion to adjourn.
- c) Take a recess
- d) Raise Question of Privilege
- e) Call for the order of the day.

**SECTION 38 MOTIONS AND THEIR PRECEDENCE.** All motions shall be recorded and be entered in the minutes of the Sangguniang Bayan which shall be included in and part of its journal.

**SECTION 39. PRIVILEGE QUESTIONS.** Privilege questions means.

- a) Those affecting the right and integrity of the Sangguniang Bayan collectively, its safety, dignity and those affecting its proceedings.
- b) Those affecting the right, reputation and conduct of the individual members of the Sangguniang Bayan in his official and representative capacity.

**SECTION 40. PRIVILEGE QUESTION TAKE PRECEDENCE.** Privilege questions shall have precedence over all questions, except motion to adjourn, but its proponent may not be allowed to talk for more than five (5) minutes.

**SECTION 41. WHO MAY RISE ON PRIVILEGE QUESTIONS.** Any member of the Sangguniang Bayan may rise on privilege question by stating "Mr. Chairman, I rise for a question of personal or collective privilege as the case maybe with such announcement shall be then proceed to speak on the privilege question for not more than period stated in Section IX-52 hereof. Upon termination of his speech of any member hereof shall then present a motion relevant to the privilege question which is seconded shall be opened for discussions, debate or deliberations and to final voting as in other motion.

**SECTION 42. MOTION TO READ ANY PART OF THE RULE.** Motion to read any part of the rule or section thereof is equivalent to a call to order and takes precedence over any motion other than motion to adjourn.

**SECTION 43. SUSPENSION OF THE RULES AND DISCHARGE FROM THE COMMITTEE.** No motion to suspend the rules shall be entertained by the Chair unless properly seconded.

**SECTION 44. MOTION TO SUSPEND THE RULE THAT REQUIRED NUMBER OF VOTES.** No rule shall be suspended except by a vote of at least two-third (2/3) of all members present in the session there being a quorum.

**SECTION 45. MOTION TO ADJOURN DURING THE PENDENCY OF THE MOTION TO SUSPEND THE RULE.** During the pendency of the motion to suspend the rule, any motion to suspend the rule, any motion to adjourn may be entertained but if defeated, no other motion may be entertained until a vote is taken in the motion to suspend the rule.

**SECTION 46. A MOTION TO DISCHARGE A COMMITTEE.** A member may move to discharge a committee taking into consideration if the proposed ordinance, resolution or other matters which has been referred to it and which has not been acted upon within the period mentioned in Section of these rules. If said motion is favorably acted upon by the Sanggunian, it shall proceed to consider the proposed measure or matters and the same shall be returned to the committee concerned for further study.

**SECTION 47. MANNER OF VOTING.** The Presiding Officer shall put a question to vote by restating the motion or request the Secretary to restate the motion. Thereafter he shall proceed to the division of the house by stating "let's go to votation."

Unless a motion is presented for votes by roll duly seconded and approved by majority votes, the voting shall be in this manner.

1. In voting by roll call, the Presiding Officer or the Secretary upon his request shall call the name of each member in alphabetical order. Each member upon being called shall state verbally his vote to the question and if he so desires to explain briefly that same is not more than three (3) minutes.
2. In voting by raising hands, the Presiding Officer shall count as many as those who are in favor of the motion (state the motion or question) please raise your right hand. And after the affirmative votes are counted, the Presiding Officer shall say again, as many as those who are opposed please raised your right hand. The affirmative and negative votes cast shall be entered in the minutes. Any member does not raise his/her hand shall be considered abstained from voting.

**SECTION 48. FURTHER TO BE ENTERTAINED BY THE CHAIR AFTER VOTING.** After voting, no further comment shall be entertained by the chair except to explain one's vote.

**SECTION 49. VOTE REQUIRED.** Unless otherwise provided by law, ordinance or resolutions and these rules, simple majority votes of the members constituting a quorum.

**SECTION 50. MOTION FOR RECONSIDERATION.** When a motion for consideration of proposed ordinance or resolution has been adopted or lost, any member thereof voting with the majority may move to reconsider the action taken by the Sangguniang Bayan during the same session. If such motion is duly seconded and approved by the majority votes of the members present, the original motion shall be open for new debate. No second motion for reconsideration shall be entertained.

#### **RULE X. CONDUCT OF SANGGUNANG BAYAN MEMBERS DURING SESSION**

**SECTION 51. HOW TO RECOGNIZE BY THE CHAIR.** When a member desires to speak or to deliberate on any matter pending for discussion in the Sanggunian, he shall be rise and respectively address the Chair, "Mr. Chairman". No member shall be authorized to speak unless recognize by the Chair.

**SECTION 52. WHEN THE TWO OR MORE MEMBERS WISH TO BE RECOGNIZED.** When two (2) or more members wish to be recognized at the same time, the Presiding Officer shall name the member who is to speak.

**SECTION 53. SPEAKERS TIME LIMIT.** No speaker shall talk for more than five minutes unless permitted by the chair when there is no other speaker recognize or when there is no business to be considered by the Sangguniang Bayan.

**SECTION 54. INTERPELLATION.** After being recognized by the chair, any member who against a proposition may interpolate the proponent during the period of debate or discussions but not at any other time.

**SECTION 55. WHEN IS A MEMBER BE CALL OUT OF ORDER.** When a speaker speaks in violation any of these rules of the Sangguniang Bayan, the Presiding Officer on his own prerogative or through the request of any member may call him to order. Such call to order shall subject to appeal to the members of the Sangguniang Bayan and when the same is decided in his favor by majority votes he may continue to speak.

**SECTION 56. CALLED TO ORDER FOR WORD OR WORDS SPOKEN IN THE DEBATE.** If it is requested that a member be called to order for word or words spoken in the debate, such word must be announce by the Secretary, such word or words upon motion duly seconded and approved, may be stricken from the records but said member may not be able to answer nor subject to censure by the Sangguniang Bayan therefore.

**SECTION 57. PROPER PLACE DURING SESSION.** When the Chair declares the Sangguniang Bayan in session, all members must be properly seated in their assigned seats. No member shall pass between a member who has the floor and/or while the Presiding Officer is talking.

**SECTION 58- UNNECESSARY REMARKS.** While the Presiding Officer is addressing the Sangguniang Bayan or putting a question to vote, no member shall make unnecessary remarks.

**RULE XI. DISCIPLINE OF SANGGUNIANG BAYAN MEMBERS.**

**SECTION 59. Disorderly Conduct During Session.** Any member who act disorderly conduct during session shall be reprimanded, excluded from the session or suspended for not more than thirty (30) days of an earring official provided that concurred by at least two-thirds (2/3) vote of the Sangguniang Bayan Members present.

**RULE XII. APPEARANCE OF HEADS OF MUNICIPAL OFFICES.**

**SECTION 60. APPEARANCE OF HEADS OF OFFICES OF THE MUNICIPAL GOVERNMENT.** Any head of offices in the municipal government of Siayan, Zamboanga del Norte may be invited by the majority vote of the Sangguniang Bayan members present. Such head of office so invited must appear in the session on the date specified in the request unless for reason of public interest duly authorized by the Municipal Mayor.

When he/she so appears before the Sangguniang Bayan in session on the date specified of the request he/she may answer questioned asked by any member of the Sangguniang Bayan or to give information which may aid said body in its legislative function subject of his constitutional right.

**RULE XIII. LEGISLATIVE RESEARCH FUND.**

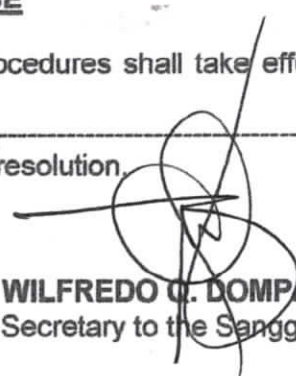
**SECTION 61.** There shall be a Legislative Research Fund to be appropriated from the General Fund to defray expenses in connection with the committee functions, as follows:

1. Inspection in areas which objects of research works, such as creation of barangays, boundary conflicts, settlement of administrative case and etc. including pictorials, documentation of pertinent papers.
2. Training expenses of Sangguniang Bayan members, experts and staff to include transportation and per diem expenses.
3. Honoraria/wages of services rendered by technocrats, experts, committee members and other personnel who works on various referrals for further study and recommendations.

**RULE XIV. EFFECTIVITY CLAUSE**

**SECTION 62. EFFECTIVITY.** The Internal Rules of Procedures shall take effect upon approval.

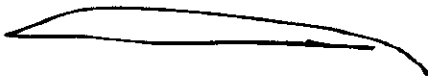
I HEREBY CERTIFY to the correctness of the foregoing resolution.

  
**WILFREDO Q. DOMPALES**  
Secretary to the Sanggunian

**CERTIFIED CORRECT  
AS TO ITS PASSAGE:**

  
**JOSECOR S. GEPOLONGCA**  
Municipal Vice Mayor  
(Presiding Officer)

**CONFORMED:**



**DAISY A. LIMBANG**  
SB Member



**WILFREDO A. SIASICO**  
SB Member



**RAUL P. DOMINISE**  
SB Member



**ROEL J. FABIRAN**  
SB Member



**REY L. ANUGON**  
SB Member



**WENCITO B. INTOY**  
SB Member



**BILLYNEL C. CATIG**  
SB Member



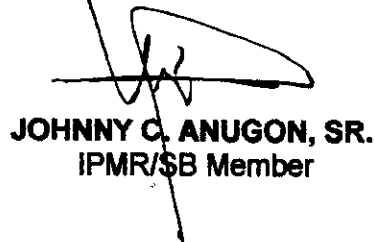
**ESTRELLA S. ZAPATOS**  
SB Member



**MARIEL C. OKAY**  
LNB Pres./SB Member



**PHIL A. SARAGA**  
SK Fed. President/SB Member



**JOHNNY C. ANUGON, SR.**  
IPMR/SB Member