



PAMAHALAANG BAYAN NG TAYTAY

TANGGAPAN NG SANGGUNIANG BAYAN

**EXCERPT FROM THE MINUTES OF THE REGULAR SESSION
OF THE SANGGUNIANG BAYAN, TAYTAY, RIZAL, HELD ON
JULY 12, 2004 AT THE SESSION HALL, MUNICIPAL BUILDING,
TAYTAY, RIZAL**

PRESENT:

Hon. Fernando R. Cabitac, Jr.	-	Vice Mayor/Presiding Officer
Hon. Joselito T. Calderon	-	Councilor
Hon. Janet DL. Mercado	-	"
Hon. Sharon B. De Leon	-	"
Hon. Reggie Lynn R. Gonzaga DDM-	-	"
Hon. Ceferino R. Resurreccion, Jr.-	-	"
Hon. D.I. Trece S. Cayton	-	"
Hon. Antonio A. Alabata	-	"
Hon. Arturo R. Valle	-	"
Hon. Andres C. Cruz, Jr.	-	ABC President
Hon. Dianne Eliza G. Esguerra	-	SK President

RESOLUTION NO. 66

**ADOPTING THE REVISED AND AMENDED INTERNAL
RULES OF PROCEDURE OF THE SANGGUNIANG BAYAN
OF THE MUNICIPALITY OF TAYTAY, PROVINCE OF
RIZAL**

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

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

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

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

RULE I - MEMBERSHIP

SECTION 1 - Composition - The Sangguniang shall be composed of the Municipal Vice Mayor as Presiding Officer, the Councilors elected at large, and such sectoral representatives as may be chosen, pursuant to law;

SECTION 2 - Term of Office - The term of office of the Members of the Sangguniang Bayan of Taytay shall be three (3) years, which shall commence on such date as may be provided by law, June 30, 2004;

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

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

RULE II - PRESIDING OFFICER

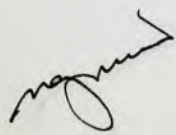
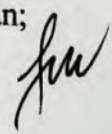
SECTION 4 - The Presiding Officer - The Municipal Vice Mayor shall be the Presiding Officer of the Sangguniang Bayan of Taytay. The Presiding Officer shall vote only to break a tie;

In the event of the inability of the Municipal Vice Mayor to act as Presiding Officer, the Sangguniang Members present constituting a quorum, shall elect from among themselves a temporary presiding officer. The acting or temporary presiding officer shall not vote even in case a tie but shall certify within seven (7) days from the passage of ordinances enacted and resolutions adopted by the Sanggunian in the session over which he temporarily presided, relative to this a majority vote of the Sanggunian Bayan Members present is required before the enactment of the said law;

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

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

- a) Preside over the session of the Sangguniang Bayan;

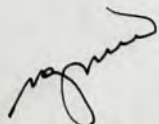
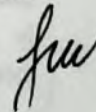



- b) Preserve order and decorum in the session, and in case of disorderly conduct in the session hall or within the premises take measures as he may deem advisable or as the Sangguniang Bayan may direct;
- c) Decide all question or order, subject to appeal by any Sangguniang Bayan Member in accordance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

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

RULE III - THE SECRETARY

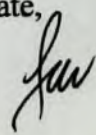
SECTION 6 - Powers and Duties of the Secretary - The Sanggunian Secretary shall:



- a) Attend meetings of the Sangguniang Bayan and record the proceedings in a form of journal or minutes in a book kept for the purpose, as well as the ordinances enacted and resolutions adopted by the Sanggunian with the dates of their enactment, publication and/or posting;
- b) Attest all adopted ordinances and resolution of the Sanggunian Bayan and forward to the Local Chief Executive within ten (10) days after their enactment or adoption; Keep and affix the Sanggunian Bayan seal and forward to the Sangguniang Panlalawigan for review copies of approved resolutions and ordinances within seventy-two hours after their approval;
- c) Translate into the dialect used by the majority of the people of the municipality all ordinances and resolution immediately after their approval, and have the translation posted together with the original, at the conspicuous public places like bulletin boards near the entrance of the municipal hall, five (5) barangay halls in each Barangay, New Taytay Public Market, San Juan Gymnasium, San Juan Resettlement, Lupang Arenda, Multi-Purpose Hall of Exodus and Pag-Asa St., at Barangay Sta. Ana, Escuela of Barangay San Juan, waiting shed at kay Tikling of Barangay Dolores and Kalayaan Park.
- d) Upon request, furnish certified copies of all records and documents in his charge not otherwise classified as confidential, upon payment to the local treasurer of the fees prescribed by ordinance;
- e) Keep this office and all records therein which are not of a confidential character open to public inspection during the usual business hours;
- f) Act as custodian of the public library and archives, if any, and annually account for the properties therein; and
- g) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances;
- h) Provide all the councilors a certified xerox copy of the Ordinances/Resolutions duly signed and approved.

RULE IV- SESSION

SECTION 7- Regular Session - The Regular Session/s of the Sangguniang Bayan of Taytay shall be on every Monday of each week at 10:00 A.M. at the Session Hall unless formal notice thereof shall stipulate,



or as may be decided upon in the immediately proceeding session, or in any public building as may agreed by its majority members;

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

In special session, a written notice to the Sanggunian Members stating the date, time and purpose of the session, shall be served personally or left with legislative staff at his/her office at least 24 hours before the special session. Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

SECTION 9 - No two (2) sessions, whether regular or special, may be held in a single day.

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

- a.) thru the initiative of the Chair, by using the "assumed motion" ; or by a majority of the members present in a session where there is NO QUORUM, wherein they may decide to adjourn from hour to hour, or day to day, and compel the attendance of the absent members in order to obtain the necessary quorum.
- b.) By a majority vote of the members present in any regular or special session, there being a quorum, in order to finish very important business which needs immediate action.

SECTION 11- Call to Order - The presiding officer shall, open the session by calling the Sanggunian to order,

SECTION 12 - Attendance in sessions - Every Member of the Sanggunian shall be present in all sessions, unless expressly excluded by it or necessarily prevented from doing so by sickness and other unavoidable circumstances like death of a relative, calamity, accident met and while doing official functions in the Barangay concern specifically for the ABC President and SK President, the said circumstances must be duly reported to the Sanggunian through the Secretary. Any member who is late for thirty minutes without valid excuse after the Chairman shall have called the meeting to order wherein the time of the start of the meeting is specified therein shall be punished as follows;

- a. First tardiness- Admonition from the Chairman;
- b. Second tardiness - written resolution of warning;

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- c. Third Tardiness- Member shall automatically be considered absent;
- d. Subsequent tardiness incurred by the Member concerned shall merit a resolution condemning said practice without prejudice to allowable sanction as provided by the Local Government Code and other related laws to be determined by the body,

SECTION 13 - Open to Public - Sanggunian Session or meetings of any committee thereof shall be open to the public unless a closed door session is decided or ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reason of security, decency or morality or for reasons affecting the dignity of the Sanggunian or any of its members, or when confidential matters are being considered,

On a motion to hold a close door session duly approved, the presiding officer shall direct the session hall cleared and doors closed,

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

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

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

RULE V - ROLL CALL & QUORUM

SECTION 16 - Quorum - a majority of all elective and qualified members of the Sanggunian shall constitute a quorum to transact official business. (Six out of ten members) shall be present to constitute a QUORUM.

Should a question of quorum be raised during a session, the presiding officer shall immediately proceed to call the roll of the members and thereafter announce the results.

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SECTION 17 - Absence of Quorum - where there is no quorum in a given session, the presiding officer may declare a recess until such time as a quorum is constituted, or a majority of the members present maybe adjourned from Hour to Hour, Day to Day and may compel the immediate attendance of any Member absent without good cause by issuing to the PNP Taytay Station an order to call personally the absent Member at the session.

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

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

RULE VI - COMMITTEES

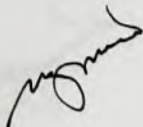
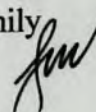
SECTION 18 - Standing Committees - The Sangguniang Bayan of Taytay shall elect the Chairman and the elected chairman has the prerogative to choose the vice-chairman and three (3) members and its composition of which shall be as thereunder provided;

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

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

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

d.) **Committee on Social Services, Men, Women, Third Sex and Family** - all matters relating to the strengthening and development of family

life; human ecology and settlements; social welfare and ameliorative services, relating to the youthful offenders, rights and privileges, and all other matters related to men, women, third sex and family.

e.) **Committee on Peace, Order & Public Safety** - All matters relating to police matters, maintenance peace and order, protective services, to coordinate with the implementation of traffic rules and regulations, fire prevention and control measures, public morals and all other matters related to peace and order and public safety.

f.) **Committee on Public Works & Utilities** - All matters and measures relating to planning, construction, maintenance and repair of roads, bridges and other government projects, measures that pertain to drainage and sewerage system and similar projects and all other matters related to public works and infrastructure projects.

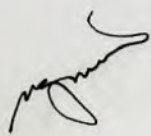
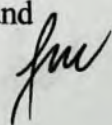
g.) **Committee on Youth and Sports Development** - All matters relating to the promotion, maintenance, and enhancement of the social, political, economic, culture, intellectual, moral, spiritual and physical development of the youth. All matters relating to amateur sports development, and on the implementation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

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

i.) **Committee on Privatization and Economic Enterprises Development** - all matters and measures relative to privatization and promotion of economic enterprise and as to administration / operation of the public market and slaughterhouse, measure pertaining to market rental fees and other market and slaughterhouse charges, enactment/revision of the market and slaughterhouse code.

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

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



l.) **Committee on Rules, Resolution and Ordinances** - All matters or question pertaining to or connected with the Sanggunian Internal Rules and Violations thereof, Order of Business and Calendar of Business, disorderly conduct of members and investigation thereof, privileges of members, enactment, revision or amendment of all kinds of ordinances except appropriation ordinance, legality of proposed measures to be acted upon by the Sanggunian, review of all Ordinances and Resolutions submitted by lower level Local Government Units.

m.) **Committee on Trade, Commerce and Industry** - all matters pertaining to establishment/operation of all kinds of trade and industry, measures that affect trade, commerce and industry, incentives to promote trade, commerce and industry and consumer protection.

n.) **Committee on Natural Resources and Environmental Protection** - All matters relating to the conservation, exploitation, management, exploration or utilization of our natural resources, including indigenous sources of energy; lands of public domain; mines and minerals; forest; parks and wildlife; and development of industries based on these resources.

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

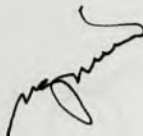
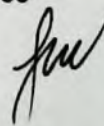
p.) **Committee on Arts and Culture** - All matters and measures relating to the cultivation and promotion of art and culture, dynamic evolution of Filipino arts and culture, its preservation and enrichment.

q.) **Committee on Tourism and Special Events** - All matters and measures relating to tourism, its industry and promotion, public occasion and events affecting the Municipal Government.

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

s.) **Committee on Human Rights**- all matters relating to human rights, prevention of human rights violation and all matters affecting human rights.

t.) **Committee on Labor Employment and Human Resources Development**- all matters relating to labor dispute, employment, human resource development, industrial peace, promotion of employer- employee cooperation among private sector.



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

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

SECTION 19 - Limitations - No Sanggunian shall be a chairman of more than three standing committees.

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

SECTION 20 - Special Committees – May be created upon the initiative of the Chair or thru a motion by any members, subject however, to the affirmative votes of a majority of the members present, there being a quorum.

SECTION 21 - Vacancy - vacancy in a committee shall be filled:

- a.) By a majority vote of all the members of the Sanggunian;

RULE VII-ORDER AND CALENDAR OF BUSINESS

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

- a) Call of the Order
- b) Invocation
- c) Singing of the National Anthem
- d) Roll Call

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- e) Reading and consideration of previous minute
- f) Privilege Hour in written form (5 minutes rule)
- g) First Reading and referral to Committees of proposed ordinances; resolutions; messages, communications, petitions and memorials;
- h) Committee Reports;
- i) Calendar of Business
 - Unfinished Business
 - Business of the day
 - Unassigned Business
- j) Measures of Third and Final Reading;
- k) Announcement
- l) Closing Prayer
- m) Adjournment

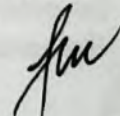
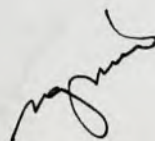
SECTION 23 - Committee Meetings/ Hearings - The committees shall determine the frequency of their meetings or hearings, provided they meet at least once a month. As a general rule, a committee meeting shall be attended only by committee members unless a majority members thereof decided to allow other persons to be present especially invited resource persons or consultants.

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

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

- a.) Official invitation or request by any committee to appear before it of any head of department or offices, whether local or national, can be made by any member of the Sanggunian Bayan;
- b.) The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.

SECTION 25 - Committee Reports and Orders

- a.) Submission of Committee Report – Every committee to which a particular measure is referred by the Presiding Officer shall submit its report in writing to the Sanggunian, thru the Secretary within Thirty (30) days from the date it was referred to.
- b.) Joint Committee or Multiple Committee Report – When a measure is referred to two or more committees, the committees concerned may submit a “joint committee report” or “multiple committee report” as the case may be, or separate report thereon.
- c.) Content of Committee Report – The committee report shall contain the following information:
- Name of the reporting committee or committees
 - Brief statement of the subject matter referred to it and the action taken thereon including information gathered during the conduct of committee hearings or meetings and other relevant information
 - Finding or conclusions
 - Recommendations
 - Names and signature of concurring members
 - Appendices (Minutes of the committee hearing or committee meetings, as the case may be)
- d.) Calendaring a Measure for Second Reading – After the committee has rendered its report and is recommending favorably the enactment of a proposed ordinance it has “reported out”, a copy of the proposed resolution/ordinance shall be furnished to the Committee on Rules which shall calendar it for “second reading”. Before the said proposed ordinance thereof shall be furnished every Sanggunian member by the committee Chairman concerned.

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

a.) Unfinished Business – this refers to any kind of business including, but not limited to, proposals or measures that have been left unacted upon, postponed, or left unfinished during the previous meeting or session. This also includes items of business left unfinished or unacted upon at the end of the term of office of the previous legislative body (like the Sanggunian).

b) Business for the Day - In legislative bodies this refers to a list of items that have been reported out by committees and are ready for deliberation on “second reading” as determined by the Committee on Rules. It also includes those measures (resolutions or ordinances) which have been passed the “second reading” stage and are ready for the body’s decision on “third and final reading”. Specific urgent matters requiring immediate

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action by the Sanggunian on that particular session could also be included under this item.

c.) Unassigned Business – Applicable only in “legislative bodies”, this refers to pending matters or measures and new ones arising out during the deliberations but not yet assigned or referred to proper committees for appropriate action including the following:

- 1) Matters, proposals or measures usually in the form of resolutions or ordinances that have not yet been referred to any particular committee although they have been reported out during the period for committee report, if there is any;
- 2) matters, proposals or measures already referred to a committee but for some reason or another was not acted upon and the body decided to discharge that committee from further handling it. Thus, it becomes imperative to assign it to another committee, or create a special committee for that purpose;
- 3) matters, proposals or measures which have been erroneously referred to a committee but, for some reason or another, was not corrected immediately during or after its “referral”. When the item “unassigned business” comes that error could still be corrected thru the initiative of any of the following:
 - Presiding Officer
 - Committee on Rules
 - Committee claiming jurisdiction over it
 - Committee to which it was erroneously referred.
- 4) Exposé, allegations, grievances or similar matters which were raised during the “privilege speech” of a member, or information which surfaced during the “question hour” but for some reason or another were not referred or assigned to the concerned committee for a “fact-finding investigation in aid of legislation”.
- 5) Other “unassigned business” that the Committee on Rules may decide to include under this item.

SECTION 27 - Distribution of Calendar of Business - The Calendar of Business shall be distributed every Friday before regular session, unless there be no addition to the previously distributed, in which case a note from the secretary to this effect on the Order of Business shall be sufficient.

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

RULES VIII - ORDINANCES AND RESOLUTION

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

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

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

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

- 1) Legislative actions of a general and permanent character shall be enacted in the form of ordinances while those which are of temporary in character shall be passed in the form of resolutions. Matters relating to proprietary functions and to private concerns shall also be acted upon by resolutions.
- 2) Proposed ordinances and resolutions shall be in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause, every proposed ordinance effectivity. In addition, every proposed ordinance shall be accompanied by brief explanatory note containing the justification for its approval. It shall be signed by the author or authors and submitted to the Secretary who shall report the same to the Sanggunian at its next session.

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- 3) A resolution shall be enacted in the same manner prescribed for an ordinance, except that it need not go through a third reading for its final consideration unless decided otherwise by the majority of all the members of the Sanggunian.
- 4) The Secretary to the Sanggunian shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading, and shall distribute to each Sanggunian members a copy thereof, except that a measure certified by the Mayor as urgent may be submitted for final voting immediately after it has been subjected to the periods of debate and amendment during the second reading stage.
- 5) No ordinance or resolution passed by the Sanggunian in a regular session or special session duly called for the purpose, shall be valid unless approved by a majority of the members present there being a quorum. Any ordinance or resolution authorizing or directing the payment of money or creating liability, shall require the affirmative vote of a majority of all the Sanggunian members for its passage.
- 6) Upon the passage of all the ordinances or resolutions directing the payment of money or creating liability, the Sanggunian shall record the "ayes" and naves". Each approved ordinance or resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purpose.

SECTION 31- First Reading - The secretary shall report all proposed ordinances and resolution to the Sanggunian Member for First Reading at least two (2) days before a regular or special session.

The First Reading of a proposed ordinances or resolution shall read its number; its title; name of the author or authors; or the members or committee introducing it. Thereafter, the Presiding Officer shall refer it to the appropriate committee with or without instructions. At this stage no debate is allowed.

Only the Chairman or Vice Chairman of the Committee to which a proposed ordinance or resolution was erroneously referred, as well as the Chairman or Vice Chairman of the Committee claiming jurisdiction over the proposed ordinance or resolution, may move that the referral be declared erroneous, and ask for its correction. However, the presiding officer may motu proprio (at your own initiative) rectify erroneous referral.

SECTION 32 - Period to Report - The Committee shall submit a report on the proposed ordinance or resolution within thirty (30) days after it has been referred to it.

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If the Committee Report on a proposed ordinance or resolution is favorable and has been calendared by the Committee on Rules, it shall be included in the Calendar of Business.

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

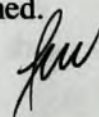
SECTION 33 - Urgent Measures- Any legislative matter duly certified by the (local chief executive) as urgent, whether or not it is included in the Calendar of Business, may be presented and considered by the Sanggunian in the same session without need of suspending the rules.

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

If said motion is approved, the Sanggunian shall forth - will prepare a detailed timetable fixing the date on or before which the proposed ordinance or resolution must be reported by the Committee concerned, the number of days or hours to be allotted to the consideration of the measures on Second Reading, and the or hour at which proceeding must be concluded and final vote on said measure taken.

SECTION 34 - Second Reading and Debate – The second reading stage is one of the items under the heading “Business for the Day” included in the “ Calendar of Business”. At this stage, the following may be taken up and acted upon by the Sanggunian:

- 1) any proposed ordinance or resolutions that has already been reported out and coming from the concerned committee and has been calendared by the Committee on Rules for “second reading”;
- 2) any administration measure certified by the Local Chief Executive as urgent, even if it is not included in the calendar of business for current session;
- 3) any kind of ordinance or resolution, even if it is not included in the calendar of business for the current session; or did not pass the committee on rules or the committee concerned.



Provided, however, that the rules of the Sanggunian have been suspended.

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

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

- Period of Interpellation/Debate
- Period of Amendment
- Approval on "Second Reading"

SECTION 35 - Debate and Closure of Deliberations - In the period of interpellation/debate only five(5) members shall be allowed to interpellate as recognized by the Presiding Officer.

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

A motion to close the debate is in order if three (3) members have been already spoken in the affirmative side and two (2) in the negative side; or only one (1) member has spoken in favor but not against it.

SECTION 36 - Five - Minute Rule - After the close of the debate, the Sanggunian shall proceed to the consideration of the amendments. A Member who desires to speak for or against an amendment shall have only five (5) minutes to do so.

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

SECTION 37 - Third Reading - A proposed ordinance or resolution approved on Second Reading shall be included in the Calendar under for Third Reading.

No Ordinance shall be approved unless it has passed three reading and copies thereof in the final form have been distributed to the Member at least two (2) days before its passage, except when the (Local Chief Executive) or the Sanggunian certified to the necessity of its immediate enactment to meet a public calamity or emergency. Upon the Third Reading of a proposed ordinance or resolution, no amendment thereof shall be allowed, and the

vote thereon shall be taken immediately thereafter and the ayes and nays entered in the Minutes.

SECTION 38 - Approval by the Local Chief Executive - Every ordinance or resolution passed by the Sanggunian shall be forwarded to the Local Chief Executive for approval. The Local Chief Executive shall affix his initials on each and every page of the ordinance or resolution and the word "Approved" shall appear with his signature on the last page thereof.

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

SECTION 39 - Effectivity of Enactment - Unless otherwise stated in the ordinance or resolution, the same shall take effect after the lapse of ten (10) days from the date a copy thereof is posted in a bulletin board as stated in Sec. 6 of this rules of procedure.

RULE IX - DECORUM AND DEBATE

SECTION 40 - Manner of addressing the chair- When a Member desires to speak, he shall rise and respectfully address the Chair. "Mr. Presiding Officer".

SECTION 41 - Recognition of Member to speak - when two or more Member rise at the same time, the Presiding Officer shall determine and recognize the Member who is to speak first.

SECTION 42 - Decorum to Open and Close Debate - In all cases, the Member who has obtained the floor shall confine himself to the question under debate, avoiding personalities. He shall refrain from derogatory words, or performing acts which are inconsistent with decorum.

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

SECTION 43 - Conduct During Session - During the session the Members shall be in proper attire and observe proper decorum.

While the Presiding Officer is addressing the Sanggunian or putting a question, no Member shall walk out or cross the session hall.

SECTION 44- Smoking in Session Hall Prohibited - Smoking shall not be permitted within the session hall.

SECTION 45 - Discipline of Members - The Sanggunian may punish its Members for disorderly behavior and with the concurrence of two-thirds (2/3) of all its Members, suspend or exclude from the session a Member but if the penalty is suspension, this shall not exceed sixty (60) days.

RULE X - VOTING AND MOTIONS

SECTION 46 - Who may Move for a Reconsideration of Motion - When a motion, report or proposed measure is adopted or lost, it shall be in order for Member who votes with the majority to move for the reconsideration thereof on the same or succeeding session day. Such motion shall take precedence over all other questions, except a motion to adjourn; to raise a question of privilege and a call to order.

SECTION 47 - Recording of Motions - Every motion shall be entered in the Minutes with the name of the Member making it, unless it is withdrawn on the same day.

SECTION 48 - Reading and Withdrawal of Motions - When a motion is made, the presiding officer shall state it before being debated. Except as herein otherwise provided, a motion may be withdrawn any time before its approval or amendment.

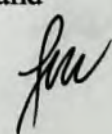
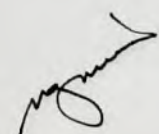
SECTION 49 - Precedence of Motions - When a question is under debate no motion shall be entertained except to adjourn, raise a question of privilege, declare a recess a lay on the table, postpone it to a certain day (which motions shall be decided without debate) refer, amend or postpone indefinitely (which motions shall be decided subject to the five minute rule). Said motions shall have precedence in the foregoing order. No motion to postpone to any certain day, or refer or postpone indefinitely having failed passage shall again be allowed on the same day.

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

SECTION 50 - Motion to raise a Point of Order - This motion is used when a member would like to call the attention of the body for certain transgression or violations of the internal rules being committed by any other member. The purpose is to point out that certain rule is being violated by either the Presiding Officer or any member for proper correction.

SECTION 51 - Question of Privilege - Question of privilege are:

- a.) Those affecting the rights of the Sanggunian its safety, dignity and the integrity of its Members.

- b.) Those affecting the rights reputation and conduct of the Members, individually, in their capacity as such Members.

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

RULE XI - SUSPENSION OF THE RULES

SECTION 52 - Who Can Move - Any member of the Sangguniang Bayan may move for the suspension of the Rules.

SECTION 53 - Vote Required - A rule can be suspended anytime unless such be objected by member. Once objected the Sangguniang Bayan will then require a votation by a vote of two-third (2/3) of the members a quorum being present.

SECTION 54 - Interruption of Motion - When a motion to suspend the Rules is pending, one motion to adjourn may be a entertained, if it is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

SECTION 55 - Effect of suspension - If the Sanggunian votes to suspend the Rules, it shall forthwith proceed to consider the measure. A two-third (2/3) vote of the members present shall be necessary for the passage of said measure, a quorum being present.

RULE XII - OFFICIAL SEAL

SECTION 56- Official Seal - The seal of the Sangguniang Bayan of Taytay shall be:

(Give description of seal)

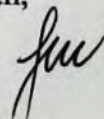
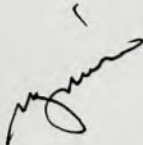
RULE XIII - AMENDMENTS

SECTION 57- Amendments - Any portion of these Rules may be amended by a majority vote of all the Sanggunian Members.

RULE XIV - EFFECTIVITY

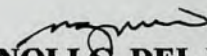
SECTION 58 - Effectivity - These Rules shall take effect on the date of their adoption.

ADOPTED, this 12th day of July, 2004, 4:00 P.M. at the Session Hall, Municipal Building, Taytay, Rizal.

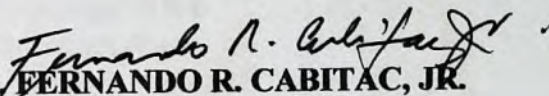



PARASALING BAYAN NG TAYTAY
MUNICIPALITY OF SANGGUNIANG BAYAN

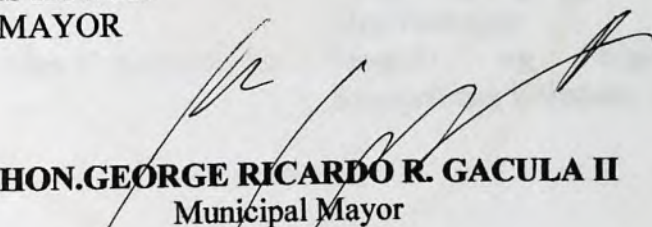
I HEREBY CERTIFY, to the correctness of the foregoing Resolution which was duly adopted by the Sangguniang Bayan of Taytay during its Regular Session held on the 12th day of July, 2004.


NOLI G. DEL ROSARIO
Secretary to the Sangguniang Bayan

ATTESTED AND CERTIFIED TO BE DULY ENACTED BY HIS HONOR


HON. FERNANDO R. CABITAC, JR.
Vice Mayor/Presiding Officer

APPROVED BY HIS HONOR THE MUNICIPAL MAYOR


HON. GEORGE RICARDO R. GACULA II
Municipal Mayor