

Republic of the Philippines  
PROVINCE OF CAGAYAN  
City of Tuguegarao

**SEVENTH CITY COUNCIL**

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION  
OF THE SANGGUNIANG PANLUNGSOD OF TUGUEGARAO CITY, CAGAYAN  
HELD ON JULY 05, 2016, 9:00 A.M., TUESDAY,  
AT THE SANGGUNIANG PANLUNGSOD SESSION HALL

PRESENT:

Hon. Bienvenido C. De Guzman II	City Vice Mayor, Presiding Officer
Hon. Danilo L. Baccay	Sangguniang Panlungsod Member
Hon. Jude T. Bayona	-do-
Hon. Kendrick S. Calubaquib	-do-
Hon. Maila Rosario T. Que	-do-
Hon. Arnel T. Arugay	-do-
Hon. Gilbert S. Labang	-do-
Hon. Winnoco R. Abraham	-do-
Hon. Imogen Claire M. Callangan	-do-
Hon. Mary Marjorie P. Martin-Chan	-do-
Hon. Raymond P. Guzman	-do-
Hon. Grace B. Arago	-do-
Hon. Anthony C. Tuddao	-do-
Hon. Jose Pedro G. Velasco	(Observer)

**CITY RESOLUTION NO. 098-2016**

**RESOLUTION UPDATING THE EXISTING  
INTERNAL RULES OF PROCEDURE OF THE  
SANGGUNIANG PANLUNGSOD OF TUGUEGARAO CITY**

**Sponsors: HON. BIENVENIDO C. DE GUZMAN II  
HON. DANILO L. BACCAY**

**Co-Sponsors: HON. JUDE T. BAYONA  
HON. KENDRICK S. CALUBAQUIB  
HON. ARNEL T. ARUGAY  
HON. GILBERT S. LABANG  
HON. WINNOCO R. ABRAHAM  
HON. IMOGEN CLAIRE M. CALLANGAN  
HON. MARY MARJORIE P. MARTIN-CHAN  
HON. RAYMOND P. GUZMAN  
HON. GRACE B. ARAGO  
HON. ANTHONY C. TUDDAO  
HON. MAILA ROSARIO T. QUE**

**WHEREAS**, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and Rule 17, Article 103 of its Implementing Rules and Regulations provide among others that, "on the first regular session following the election of its members and within ninety (90) days thereafter, the Sangguniang Panlungsod shall adopt or update its existing rules of procedure";

**WHEREAS**, the Internal Rules of Procedure is a legislative instrument useful in ensuring orderly sessions and in enhancing quality legislation;

**WHEREAS**, there is a need to update the Internal Rules of Procedure in order for the Sangguniang Panlungsod to efficiently and effectively fulfill its mandate to enact ordinances and resolutions for the general welfare of the people and to be attuned to the needs of time.

- e. GAVEL – The gavel symbolizes the authority and legality of the ordinances enacted and resolutions adopted by the Sangguniang Panlungsod.
- f. RED – The color red symbolizes the fervor of the Sangguniang Panlungsod in performing its duties and functions.
- g. GOLD – The color gold symbolizes the wisdom and good judgment of the Sangguniang Panlungsod in enacting ordinances and adopting resolutions. Gold also symbolizes honor and integrity.
- h. BLUE – The color blue symbolizes the enshrinement of law and order in Tuguegarao City as a result of legislation. Blue also symbolizes service, charity and compassion.
- i. WHITE – The color white symbolizes the purity of the purpose of the Sangguniang Panlungsod.
- j. RED, WHITE, BLUE and YELLOW – These colors replicate the colors of the flag of the Philippines.
- k. RIBBON – The ribbon signifies that the Sangguniang Panlungsod is a noble institution. It also symbolizes unity, honor and pride.
- l. Philippine Councilors League Motto – “Public Service Above Self”

### **RULE III**

#### **MEMBERSHIP**

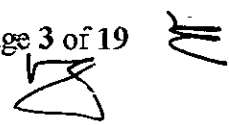
SECTION 3. **Composition** – The Sangguniang Panlungsod of Tuguegarao City shall be composed of the following:

- a. City Vice Mayor who shall act as the Presiding Officer
- b. Twelve (12) elected Sangguniang Panlungsod Members
- c. President, City Chapter of the Liga ng mga Barangay (ex-officio)
- d. President of the Tuguegarao City Sangguniang Kabataan Federation (ex-officio)
- e. The sectoral representative to the City Council as provided for in Sec. 457 (b) of RA 7160

### **RULE IV**

#### **POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIANG PANLUNGSOD**

SECTION 4. **Powers, Duties and Functions of the Sangguniang Panlungsod**. The powers, duties and functions of the Sangguniang Panlungsod shall be as provided for in Section 458 of the Local Government Code of 1991 and Article 99 of the Rules and Regulations Implementing the Local Government Code of 1991.



## RULE V

### DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS

SECTION 5. **Full Disclosure of Financial and Business Interests of Sanggunian Members.** Every Sanggunian member shall make a full disclosure of his/her financial and business interest as required of him/her under Section 51 of the Local Government Code of 1991 and Article 104 of the Rules and Regulations Implementing the Local Government Code of 1991.

SECTION 6. Every member shall attend all the sessions of the Sanggunian unless he/she is prevented from doing so by reason of sickness or other unavoidable circumstances provided that, as a general rule, previous notice thereto shall be sent to the Sanggunian through the Presiding Officer or the Secretary.

## RULE VI

### PRESIDING OFFICER

SECTION 7. **THE PRESIDING OFFICER** – The City Vice Mayor shall be the Presiding Officer of the Sangguniang Panlungsod and as such, shall have the following powers and duties:

- a. Preside over all regular or special sessions of the Sangguniang Panlungsod and sign all ordinances and resolutions approved during such sessions within ten (10) days from the date of receipt thereof from the Office of the Secretary to the Sangguniang Panlungsod;
- b. Call the Sangguniang Panlungsod session to order and where a quorum exists, order the reading of the minutes of the previous session and after the Sangguniang Panlungsod shall have acted on the said minutes, proceed in accordance with these rules with the discussion and disposition of matters indicated in the order of business set forth in the agenda;
- c. Vote only to break a tie;
- d. Decide all points of order;
- e. Take appropriate measures to preserve order and decorum during session;
- f. Designate a member to represent the Sangguniang Panlungsod in the People's Law Enforcement Board (PLEB) with the concurrence of the majority of the members of the Sangguniang Panlungsod;
- g. Enforce and compel compliance with all rules, ordinances and resolutions affecting the internal affairs of the Sangguniang Panlungsod; and,
- h. Exercise such duties and perform such other functions which the law and/or rules of the Sangguniang Panlungsod may grant or entrust.

SECTION 8. In case of inability of the Regular Presiding Officer to preside in a session, a Temporary Presiding Officer shall be elected from among the Sangguniang Panlungsod Members present and constituting a quorum. The Chairman of the Committee on Rules, Laws and Ethics or in his/her absence, the Vice Chairman or any member thereof shall initially preside to open the session and the election of the Temporary Presiding Officer. The Temporary Presiding Officer shall certify within ten (10) days from the passage of ordinances enacted and resolutions adopted during such session for which he/she temporarily presided.

SECTION 9. During a particular session, the presiding officer being present, may designate a member of the Sangguniang Panlungsod to preside temporarily to enable him/her to participate in the deliberations but not to vote or simply vacate the chair briefly for some reason and such designation shall cease upon adjournment unless the presiding officer takes back the chair for the division of the house in which he could only vote to break a tie.

## RULE VII

### SECRETARY TO THE SANGGUNIANG PANLUNGSOD

SECTION 10. **Secretary to the Sangguniang Panlungsod** – In addition to the duties prescribed by law, the Sangguniang Panlungsod Secretary shall perform the following duties and functions:

- a. Attend all sessions and committee meetings of the Sangguniang Panlungsod and keep a journal of its proceedings;
- b. Prepare the agenda and shall certify the minutes of the Sangguniang Panlungsod;
- c. Notify members of the Sangguniang Panlungsod of the creation of regular and special committees and their appointments to such committees;
- d. Transmit to the proper committee all matters referred to it by the Sangguniang Panlungsod;
- e. Send out notices of all sessions, other meetings and public hearings;
- f. Carry out or enforce or cause to be enforced orders of the Sangguniang Panlungsod;
- g. Keep a compilation of all ordinances, resolutions, memorials and such other papers which have been considered by the Sangguniang Panlungsod in an orderly manner, and issue copies or certified true copies thereof upon request of any member of the Sangguniang Panlungsod;
- h. Furnish copies of all approved ordinances and resolutions to all barangays for their information and reference;
- i. Provide technical support to the Sangguniang Panlungsod and its individual members in the performance of their legislative functions; and,
- j. Conduct researches in aid of legislation.

SECTION 11. **Absence of the Secretary to the Sanggunian** – In the absence of the Secretary to the Sangguniang Panlungsod, the Presiding Officer or the Temporary Presiding Officer, as the case maybe, shall designate a temporary secretary.

## RULE VIII

### COMMITTEES

SECTION 12. **REGULAR COMMITTEES** - The Sangguniang Panlungsod shall have regular committees that shall be created which shall have jurisdiction over measures relating to the needs, concerns, issues and interests affecting the general welfare and/or which require continuing and/or comprehensive study, attention and action

SECTION 13. **DUTIES AND FUNCTIONS** – Regular committees shall study and act upon all measures inclusive of draft ordinances, resolutions, petitions, memorials and letter requests, and undertake public hearings on proposed measures in aid of legislation and all matters referred to them and recommend for approval or adoption of the Sangguniang Panlungsod those that, in their judgment, advance the interest and welfare of the people.

In furtherance thereof, committees shall establish appropriate systems and procedures to ensure that sectors or groups whose interests are affected by any pending measure are given sufficient opportunities to be heard, pursue dialogues and consultations with affected sectors, conduct researches and engage the services and assistance of experts and professionals in the performance of their duties.

SECTION 14. **COMPOSITION** – A regular committee shall be composed of a chairman, vice chairman and three (3) members. The chairman of each committee shall be elected by the members of the Sangguniang Panlungsod except for the Oversight Committee whose chairman shall be the Presiding Officer. The vice chairman and the members of each committee shall be nominated by the chairman

thereof whose nomination shall be confirmed by the members of the Sangguniang Panlungsod. Provided, that the sectoral representatives, the President of the Liga ng mga Barangay and the Sangguniang Kabataan President shall ipso facto chair the committees corresponding to their respective sectors.

SECTION 15. **TERM OF OFFICE** – The elected chairman and members of the regular committee shall serve until their term as elected officials expires unless sooner removed by majority vote of all the members present.

SECTION 16. **LIMITATION** –

- A. No member of the Sangguniang Panlungsod shall hold more than three (3) regular committee chairmanships, three vice chairmanships and six memberships.
- B. No committee member shall participate in committee deliberation or vote in any matter regarding which she/he has direct or indirect business, financial and pecuniary interest.

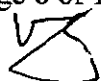
SECTION 17. **PUBLIC HEARINGS** – The committee, upon the concurrence of the majority of the members of the Sangguniang Panlungsod, conducts public hearings on proposed measures provided copies of such measure are made available to the public and public notices are issued three (3) days before the scheduled date of hearing.

SECTION 18. **COMMITTEE PROCEDURES** –

- A. **Meetings** – The chairman of the committee shall, from time to time, convene the committee to a meeting; provided that, if the chairman fails or refuses or neglects to convene such meetings, the committee shall, upon written request of a majority of the members thereof, call for and convene such meetings and the vice chairman shall preside over such meetings. All proposed ordinances, resolutions and referrals shall be considered in the committee meetings. During the final deliberation of the committee, no person shall be allowed in the meeting except the members thereof and such members of the Sangguniang Panlungsod and resource persons as may be necessary or expedient to facilitate the performance of its functions. All questions before the committee shall require a majority vote for approval.

The notice for committee meetings shall be issued two working days before the actual meeting and shall be received by the member of the Sangguniang Panlungsod or his/her duly authorized staff. Committee meetings without notice shall not be held unless it has been agreed upon by the committee in session and on record.

- B. **Quorum** – A majority of the members of a committee shall constitute a quorum to do business. The determination of a quorum shall not include members who are on official business, sick leave, official time, maternity leave and other official leaves. Unexplained absences in four (4) consecutive meetings shall operate to relinquish membership therein.
- C. **Vacancy** – When a vacancy in the chairmanship and vice chairmanship of a committee occurs by reason of resignation or incapacity, the Regular Presiding Officer shall take over its chairmanship until a regular chairman or vice chairman is elected by a majority vote of all the members of the Sangguniang Panlungsod provided that election shall be made not later than after two (2) regular sessions. When a vacancy occurs in the membership of a committee, the same shall be filled by the chairman and concurred by majority vote of all the members of the committee.
- D. **Committee Report** – A committee, when quorum exists, shall consider all matters referred to it and shall submit its findings and recommendation through a committee report to the Sangguniang Panlungsod as a body. All committee reports shall be adopted formally by the Sangguniang Panlungsod. A committee report shall be approved by a majority of the members of the committee present during the meeting there being a quorum. However, any



member may decide to affix his/her signature signifying approval but same shall not cure attendance of quorum. A committee report, once approved, must be signed by the majority of the members of the committee.

In cases of joint referrals, a quorum must be present in each of the committees concerned, and majority of the members present in each committee, there being a quorum, shall approve a committee report. The committee report shall be signed by a majority of the members of each committee concerned.

The Presiding Officer shall designate a lead committee which shall be responsible for reporting to the Sangguniang Panlungsod. The chairman of the lead committee shall preside over the joint committee meetings.

**E. Period of Report** – The committee/s concerned shall submit a report on all matters referred to them within fifteen (15) working days after the referral. If the committee report is favorable and is duly adopted by the Sangguniang Panlungsod, it shall be calendared for second reading by the Secretary to the Sangguniang Panlungsod. On the other hand, if the committee report is unfavorable, it shall be laid on the table and within five (5) working days, notice on the action shall be forwarded to the author/s concerned stating the reason/s for such action. The author/s may file a motion for reconsideration within five (5) working days upon receipt thereof.

The Sangguniang Panlungsod in considering a committee report may:

- a. Adopt the report;
- b. Reject the report, either in full or in part, with valid justifications;
- c. Return it to the committee with instructions;
- d. Refer it to another committee for further consideration; and,
- e. Postpone the consideration to some other time.

**F. Contents of a Committee Report** – The committee report shall contain the following information:

- a. Name of the committee;
- b. Brief statement of the subject referred to it;
- c. Findings of the committee including the information gathered during the conduct of committee meetings and other relevant information received by the committee;
- d. Conclusion;
- e. Recommendation (Majority Report and Minority Report/Dissenting Opinion);
- f. Names and signatures of members; and,
- g. Appendices

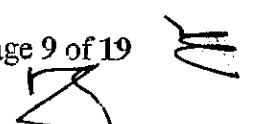
**G. Discharge of Committees** – The Sangguniang Panlungsod, on motion of any member and upon the concurrence of the majority of the members present there being a quorum, may discharge a committee from the consideration of any pending measure referred to it if such committee fails to act or render a report without any justifiable reason within fifteen (15) days from receipt of referral and assign it to another committee (regular committee, special committee or the committee of the Whole).

**SECTION 19. CREATION OF REGULAR COMMITTEES.** The Sangguniang Panlungsod shall create the following regular committees and their legislative jurisdiction of which shall be as hereunder provided:

- a. **COMMITTEE ON APPROPRIATIONS** – All matters related to the approval of annual and supplemental budgets, appropriation of funds for payment of obligations, allocation of funds for projects and services and all matters directly and principally relating to the expenditures of the city government. The Chairman shall represent the Sangguniang Panlungsod in the City Development Council.
- b. **COMMITTEE ON RULES, LAWS AND ETHICS** – All matters directly and principally relating to the interpretation and revision of the Internal Rules of Procedure of Sangguniang Panlungsod, implementation of national laws and ordinances, codification of ordinances, validity or legality of proposed measures to be acted upon by the Sangguniang Panlungsod; the rights, privileges, duties, reputation and conduct of members of the Sangguniang Panlungsod.
- c. **COMMITTEE ON WAYS AND MEANS** – All matters related to taxes, fees, charges, loans, study and revision of tax measures, and generation of other sources and forms of revenue.
- d. **COMMITTEE ON EDUCATION** – All matters directly and principally related to education, i.e., local schools, colleges and universities, libraries, museums, language, adult education and out of school trainings. The chairman of the committee shall represent the Sangguniang Panlungsod in the Local School Board.
- e. **COMMITTEE ON PUBLIC SAFETY AND ORDER AND DISASTER PREPAREDNESS** – All matters directly and principally relating to the suppressions of criminality including those on illegal gambling and illegal drugs, maintenance of peace and order, traffic rules and regulations, fire prevention and control measures, jail management and disaster preparedness. The chairperson shall represent the Sangguniang Panlungsod in the City Peace and Order Council.
- f. **COMMITTEE ON INFRASTRUCTURE AND PUBLIC UTILITIES** – All matters directly and principally relating to planning, construction, maintenance, improvement and repair of public infrastructure inclusive of buildings, roads and bridges, parks, monuments and other public edifices, drainage, flood control and protection, irrigation and water utilities,
- g. **COMMITTEE ON TRANSPORTATION** – All matters directly and principally relating to the regulation of the operation of public utility vehicles, tricycles for hire, public utility terminals and parking areas.
- h. **COMMITTEE ON HEALTH AND SANITATION** – All matters directly and principally relating to public health, hygiene and sanitation, health centers, hospitals and clinics, and other health and sanitary measures. The Chairman shall represent the Sangguniang Panlungsod in the Local Health Board.
- i. **COMMITTEE ON MARKET** - All matters directly and principally relating to the operation, establishment and maintenance of public and private markets.
- j. **COMMITTEE ON SLAUGHTERHOUSE AND LIVESTOCK AUCTION MARKET** – All matters directly and principally relating to the operation, establishment and maintenance of the slaughterhouse and livestock auction market.
- k. **COMMITTEE ON WOMEN AND FAMILY** – All matters directly and principally relating to the rights and welfare of women and female children and youth, inclusive of their

education, employment and working conditions and their role in community development; measures to protect the rights of family and assistance that will safeguard the development of women and family.

- l. **COMMITTEE ON SOCIAL SERVICES** – All matters directly and principally relating to social development and the welfare of children, persons with disabilities, senior citizens including social services that develop and enhance the quality of individual and community life.
- m. **COMMITTEE ON AGRICULTURE AND FOOD** – All matters directly and principally relating to agricultural and food production and agri-business; agricultural education and extension services; animal industry, farm credits, development and construction of fishponds and fishing grounds; fisheries and aquatic resource preservation.
- n. **COMMITTEE ON TOURISM, CULTURE AND ARTS** – All matters directly and principally relating to the development and promotion of tourism and the tourism industry; and the preservation and enrichment of the Ibanag cultural heritage.
- o. **COMMITTEE ON GAMES, ENTERTAINMENT AND AMUSEMENT** – All matters directly and principally relating to all forms and places of recreation, gaming and amusement.
- p. **COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT** – All matters directly and principally relating to youth development including the development of their leadership potentials and the promotion of their moral, physical, intellectual and social well-being; promotion and development of sports program, athletic competitions and all other related matters. The Sangguniang Kabataan Federation president *ipso facto* shall be the chairperson of this committee.
- q. **COMMITTEE ON BARANGAY AFFAIRS** – All matters directly and principally relating to the affairs of the barangay and with the objective and of bringing the government closer to the people. The ABC president *ipso facto* shall be the chairperson of this committee.
- r. **COMMITTEE ON JUSTICE AND HUMAN RIGHTS** – All matters directly and principally relating to the protection and enhancement of human rights, assistance to victims of human rights violations and with the primordial purpose that no man shall be deprived of his rights without due process.
- s. **COMMITTEE ON CLIMATE CHANGE, ENVIRONMENTAL PROTECTION AND ECOLOGY** – All matters directly and principally relating to climate change mitigation, environmental protection; ecosystem management including pollution control, beautification, cleaning and greening parks and public places.
- t. **COMMITTEE ON LAND USE, ZONING, RECLASSIFICATION, PLANNING AND SUBDIVISION APPROVAL** – All matters directly and principally relating to the formulation of the comprehensive development plan of the City; updating of the land use plan and zoning, reclassification of lands and processing of application and approval of subdivision plans.
- u. **COMMITTEE ON HUMAN RESOURCES AND DEVELOPMENT** – All matters directly and principally relating to the programs for recruitment, training and development, and welfare and benefits of the employees of the city government. The chairperson and vice chairperson shall represent the Sangguniang Panlungsod in the Personnel Selection Board.
- v. **COMMITTEE ON PUBLIC INFORMATION** – All matters directly and principally relating to public information and all forms of mass communications, including print and broadcast media and cable television.





- w. **COMMITTEE ON TRADE, COMMERCE AND INDUSTRY** - All matters directly and principally relating to the promotion, establishment and operation of all kinds of trade.
- x. **COMMITTEE ON COOPERATIVES AND LIVELIHOOD** – All matters directly and principally relating to the promotion, establishment and operation of all kinds of cooperative development and other economic enterprises.
- y. **OVERSIGHT COMMITTEE** – All matters directly and principally relating to the review of the execution and effectiveness of ordinances and resolutions enacted and the necessity of proposing requisite courses of action in relation thereto in coordination with the local chief executive.

**SECTION 20 SPECIAL COMMITTEES.** The Sangguniang Panlungsod may create special committees that shall act on matters relating to special or urgent needs, concerns or interests of certain sectors, constituencies requiring immediate legislative action that may not fall within the scope of the jurisdiction of a regular committee. The special committees are subject to the same rules governing regular committees. They shall cease as such as soon as the Sangguniang Panlungsod shall have received their report and recommendation.

**SECTION 21. COMMITTEE OF THE WHOLE.** The Sangguniang Panlungsod as a body, upon the concurrence of the majority of the members present there being a quorum, may constitute into a Committee of the Whole to act on matters directly and principally relating to misfeasance, malfeasance, and nonfeasance committed by local officials and employees, and complaints against elective barangay officials and all other matters referred to it that require the attention and participation of all members of the Sangguniang Panlungsod.

The Presiding Officer shall appoint a chairperson with the concurrence of the majority of the members present there being a quorum to preside over the committee. The Presiding Officer may take part in the proceedings and shall only vote to break a tie.

When the committee has disposed all the matters referred to it, the chairperson shall render a report to the Sangguniang Panlungsod as a body for approval and adoption.

## **RULE IX**

### **SESSIONS**

**SECTION 22 Regular Sessions** – The Sangguniang Panlungsod shall hold regular sessions every first Monday of the month and every Tuesday of the succeeding weeks at 9:00 o'clock in the morning at the Session Hall of the City Hall of Tuguegarao City. The session shall be held in the barangay once a month in relation to Section 24 of the Internal Rules of Procedure. The regular session shall be held once a week.

**SECTION 23. Special Sessions** – The City Mayor or a majority of the members of the Sanggunian may call a special session when public interest so demands. A written notice to the individual Sanggunian Members stating the date, time and purpose of the meeting shall be served personally or left with a member of his/her household at his/her usual place of residence/business office at least twenty-four (24) hours before the special session is held. 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. No two (2) sessions, whether regular or special, may be held in a single day.

**SECTION 24. Out-of-Hall Sessions** – The Sangguniang Panlungsod may, upon concurrence of the majority of the members, conduct out-of-hall sessions in any venue as may be agreed upon.

**SECTION 25. Sessions Open to Public** – All Sanggunian sessions shall be open to the public unless an executive session is ordered by the affirmative vote of majority of the members present there being a quorum, in the public interest or for reasons of security, decency or morality. (Section 52, Local Government Code of 1991; Article 105, Rules and Regulations Implementing the Local Government Code of 1991).





SECTION 26. **Executive Sessions** – The executive sessions of the Sangguniang Panlungsod shall be held behind closed doors. An executive session shall be held when requested by a member who shall explain his/her reasons for the request and the same is duly seconded. 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 officials or persons who took part in the executive session are strictly prohibited from divulging or revealing any of the 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 of 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/she shall be dealt with administratively and charged with conduct unbecoming of a public official; if the violation is committed by a private person, he shall be dealt with in accordance with the provisions of an ordinance which may be enacted by the Sangguniang Panlungsod.

SECTION 27. **Order of Business/Agenda**

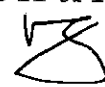
The Order of Business/Agenda of the Sangguniang Panlungsod for every session shall be as follows:

- I. Call to Order
- II. Prayer
- III. Philippine National Anthem and Tuguegarao City Hymn
- IV. Roll Call
- V. Reading, Correction, and Approval of the minutes of the previous session
- VI. Question Hour
- VII. Third Reading
- VIII. First Reading (Reference of Business)
- IX. Committee Report
- X. Second Reading (Calendar of Business)
  - a. Unfinished Business
  - b. Business for the Day
  - c. Unassigned Business
- XI. Barangay Affairs
- XII. Privilege Hour
- XIII. Information and Other Matters
- XIV. Adjournment

- A. **Preparation** – The order of business/agenda shall be prepared by the Secretary to the Sangguniang Panlungsod duly approved by the Presiding Officer. Copies of the agenda shall be furnished to every member of the Sangguniang Panlungsod at least one (1) day before the date of a session. The secretariat of the Sangguniang Panlungsod shall provide the necessary administrative and technical support in the preparation of the agenda.
- B. **Contents** – The order of business/agenda shall contain a brief description of each item to be taken up during the session indicating the sources in the case of petitions, memorials, memoranda and other communications; the title of proposed ordinances and resolutions; the name/s of the sponsor/s or author/s, and the committee or committees to which the proposed ordinances and resolutions have been referred.

SECTION 28. **Call to Order** – The Presiding Officer shall open every session by calling the Sangguniang Panlungsod to order. At the start of the session, the National Anthem and the Tuguegarao City Hymn will be sung after the prayer.

SECTION 29. **Roll Call** – The full names of the member shall be called alphabetically by the Secretary to the Sangguniang Panlungsod upon every roll call.



SECTION 30. **Quorum** – A majority of all members of the Sangguniang Panlungsod who have been elected and qualified shall constitute a quorum to transact business.

Should a question of quorum be raised during a session, the Presiding Officer without debate, shall immediately proceed to call the roll of the members and thereafter announce the result and declare whether or not there exists a quorum. Should there be no quorum, the provision of Section 31 of this rule shall be applied.

SECTION 31. **Absence of a Quorum** – Where there is no quorum, the Presiding Officer may declare a recess until such time a quorum is constituted, and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sanggunian, to be assisted by a member or members of the Philippine National Police (PNP) assigned in the territorial jurisdiction of Tuguegarao City to fetch the absent member and present him/her at the session.

If, in spite of the above, there is still no quorum, 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.

A member who arrives after the Second Reading is considered absent.

SECTION 32. **Determination of a Quorum** – In determining a quorum, it shall be based on the majority of the actual membership of the Sangguniang Panlungsod that shall exclude the following:

- a. A member who is on official leave of absence
- b. A deceased member
- c. A member who has resigned
- d. A member who is under suspension
- e. A member who was dismissed by final judgment

SECTION 33. **Reading, Correction and Approval of the Minutes of the Previous Session** – The minutes of the previous session shall be submitted by the Secretary to the Sanggunian during its succeeding regular session. The Sanggunian shall first determine if there are corrections to be made on the minutes and act on it accordingly before the same is adopted and becomes its property. Consideration of the minutes shall not be dispensed with. Reading of the minutes “verbatim” may be dispensed with if the members were already furnished a copy beforehand.

SECTION 34. **Question Hour** – There shall be a question hour on the second and fourth regular sessions of the month. In extreme cases/urgency, the Presiding Officer shall invite department heads upon request of any member of the council.

A department head may be requested to appear and be heard on any matter pertaining his/her department. Resource persons may also be invited to appear to assist the Sangguniang Panlungsod on matters pertaining their field of expertise on important issues in aid of legislation. The request shall state specifically the questions to be answered and the date and hour for his/her appearance. Such appearance shall be scheduled at least three (3) days from receipt of the request.

SECTION 35. **Privilege Hour** – On first and third regular sessions of the month, there shall be a privilege hour.

Any member may deliver his/her privilege speech on any matter of general interest. If more than one member desires to make use of this privilege, the first to apply, either in writing or verbally in open session shall be given precedence. Any member who wishes to avail of the Privilege Hour shall submit in writing his privilege speech to the Presiding Officer and/or inform the secretary to the sanggunian of the issue to be discussed in his/her privilege speech two days before the scheduled session.

SECTION 36. **Calendar of Business/Second Reading** – The calendar of business shall consist of the following:

- a. **Unfinished Business** – refers to proposals or measures that have been left unacted upon, postponed or left unfinished during the previous session or meeting
- b. **Business for the Day** – refers to a list of items that have been reported out by committees and are ready for deliberation on “Second Reading”
- c. **Unassigned Business** – refers to pending matters or measures including new ones that arise during the deliberation but not yet assigned or referred to any committee for appropriate action

## RULE X

### **JOURNAL AND RECORD OF PROCEEDINGS**

SECTION 37. **Journal** – The Sanggunian shall keep a journal and record of the proceedings of its session, whether regular or special, which may be published upon resolution of the majority of the members thereof.

SECTION 38. **Minutes** – The Sanggunian shall also record its proceedings in the form of minutes which shall contain a succinct and exact account of the business transacted and the actions taken thereon. The minutes must clearly show the following: nature of the session, whether regular or special, and if special, a copy of the call for such session; date, time and place of the session; names of members present and absent; whether the minutes of the previous session were read and approved, citing corrections, if any; every ordinance and resolution in full; a brief statement of the minority opinion if the ordinance or resolution was not approved unanimously; nominal votings; all main motions, except those withdrawn; points of order and appeals, whether sustained or lost; veto message of the city mayor, in full, if any; and time of adjournment.

SECTION 39. **Original Copy of Minutes** – The original copy of the minutes shall be signed by the members of the Sanggunian present in that session, showing those who voted for and those who voted against its approval. Each copy of the minutes must be signed by the Presiding Officer and the Sangguniang Panlungsod Secretary.

## RULE XI

### **LEGISLATIVE PROCESS**

SECTION 40. **Ordinances and Resolutions** – Legislative actions of a general and permanent character shall be enacted in the form of ordinances, while those which are of temporary character shall be passed in the form of resolutions. Matters relating to proprietary functions and to private concerns shall also be acted upon by resolution.

SECTION 41. **Draft Ordinances and Resolutions** – Every ordinance and resolution presented for consideration shall be respectively referred to as “Draft Ordinance” and “Draft Resolution”, and upon approval, each shall be known as “City Ordinance” and “City Resolution.”

SECTION 42. **Ordinances and Resolutions must be in Writing** – Proposed ordinances and resolutions shall be in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause, and the date of its proposed effectivity. In addition, every proposal shall be accompanied by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors below that title and submitted to the Sangguniang Panlungsod Secretary who shall present the same to the Sanggunian.

SECTION 43. **Filing, Consideration and Approval of Resolutions and Ordinances**

- a. **Filing** – Proposed resolutions and ordinance shall be signed by the author or authors below the title and shall be filed with the Sangguniang Panlungsod Secretary who shall include it in

the agenda. Only those who signed as authors or co-authors shall be considered as such; provided, that other members of the Sangguniang Panlungsod may also be considered as sponsors or co-sponsors if manifested on the floor. All matters endorsed by the City Mayor to the Sangguniang Panlungsod and petitions and other communications received from the City residents shall likewise be transmitted by the Secretary to the Sangguniang Panlungsod for the same purpose. All ordinances, resolutions, endorsements, requests, etc. for calendar in the agenda shall be submitted to the Secretariat not later than three o'clock in the afternoon (3PM) on Friday preceding the regular session.

- b. **First Reading** – All proposed measures shall be calendared for first reading which shall consist of the reading of its title only. After the reading thereof, it shall be referred to the proper committee 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 and duly adopted by the Sangguniang Panlungsod, it shall be calendared for second reading. Provided, that the same shall have been posted in the bulleting board of the Sangguniang Panlungsod for three (3) consecutive days prior thereto.

During the second reading, the author or sponsor of the proposed measure shall deliver his/her sponsorship speech and then make the necessary motion. After the motion has been duly seconded, the Presiding Officer shall restate the motion and open the period for debate or discussion. Motion to close debate shall require a 2/3 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 which have been approved by the Sangguniang Panlungsod shall again be presented by the Sangguniang Panlungsod Secretary to the Body in their final form for purposes of confirmation not later than the second session day immediately following the day of their approval. However, in cases of ordinances or resolutions approved on third/final readings under suspended rules, copies of their final form marked "Approved on Third/Final Reading under Suspended Rules on (date)" on the upper right portion shall be attached to the last portions of the materials of the Agenda not later than the second 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 44. **Necessity of Report** – No ordinance or resolution shall be considered on second reading in any regular session unless it has been reported out by the proper committee to which it was referred or otherwise certified as urgent by the local chief executive.

SECTION 45. The Secretary to the Sangguniang Panlungsod shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading, and shall distribute to each Sanggunian Member a copy thereof, except that a measure certified by the Local Chief Executive as urgent may be submitted for final voting immediately upon the suspension of rules after debate or amendment during the second reading.

SECTION 46. **Validity** – No ordinance or resolution passed by the Sanggunian in a regular 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.

SECTION 47. **Approval by the City Mayor** – Every ordinance enacted by the Sanggunian shall be presented to the City Mayor for approval. If the local chief executive approves the same, he/she shall affix his/her signature or initials on each and every page thereof and the word “approved” shall appear with his/her signature on the last page.

SECTION 48. **Veto of City Mayor** – The City Mayor may veto any ordinance enacted by the Sanggunian presented to him/her by signifying his/her disapproval and reasons therefore in writing, and return the same to the Sanggunian within ten (10) working days from his/her receipt thereof, otherwise the ordinance shall be deemed approved.

The City Mayor shall also have the power to veto any particular item or items of an appropriation ordinance, an ordinance or resolution adopting a local development plan and public investment program or an ordinance directing the payment of money or creating liability. In such a case, the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sanggunian overrides the veto by two-thirds (2/3) votes of all its members, otherwise the item or items in the appropriation ordinance of the previous year corresponding to those vetoed, if any, shall be deemed re-enacted.

SECTION 49. **Override of the City Mayor’s Veto** – The City Mayor may veto an ordinance or resolution **only** once. Upon receipt of the veto of the City Mayor, the Sangguniang Panlungsod shall record the objections in the minutes, and shall proceed to override the veto of the Local Chief Executive. The Sangguniang Panlungsod by a two-thirds (2/3) vote of all the members may override a veto thereby making the ordinance or resolution valid and effective for all legal intents and purposes even without the signature and approval of the City Mayor.

SECTION 50. **Urgent Legislative Matters** – Any legislative matter, duly certified by the City Mayor as urgent, whether or not it is included in the calendar of business, may, without need of suspending the rules, be presented and considered by the Body in the same session. An urgent matter is one which involves great public interest, the delay of which shall prejudice essential government activities.

The Sangguniang Panlungsod, likewise, upon concurrence of the majority of members present there being a quorum, may consider a legislative matter as urgent and consideration thereof shall be scheduled according to a definite timetable duly approved by the majority.

SECTION 51. **Effectivity of Ordinances and Resolutions** – Unless otherwise stated in the ordinance or resolution approving the local development plan and public investment program, the same shall take effect after ten (10) days from the date a copy thereof is posted in a bulletin board at the entrance of the city hall, and in at least two (2) other conspicuous places in the City.

SECTION 52. **Posting and Publication of Ordinances with Penal Sanctions** – Ordinances with penal sanctions shall be posted in conspicuous places in the City for a minimum period of three (3) consecutive weeks and shall also be published in a newspaper of general circulation, where available, within the territorial jurisdiction of the City. Unless otherwise provided therein, said ordinances shall take effect on the day following publication, or at the end of the period of posting, whichever occurs later.

SECTION 53. **Transmittal of Approved Ordinances and Resolutions** – Within three (3) days after approval, the Secretary to the Sanggunian shall transmit to the Sangguniang Panlalawigan copies of approved ordinances and resolutions of the Sangguniang Panlungsod for review.

## RULE XII

### **DEBATE, DECORUM AND DISCIPLINE**

SECTION 54. **Manner of addressing the Chair** – When a member desires to speak, he/she shall rise and raise his/her hand and respectfully address the chair “Mr./Madam Presiding Officer.”

When two (2) or more members rise at the same time, the member whose name is first called by the Presiding Officer shall be entitled to speak first. The Presiding Officer shall have the only authority to recognize any member to have the floor to speak. A member can only request to be recognized after a member who has the floor shall have yielded the floor.

**SECTION 55. Sponsor to Open and Close a Debate** – Any member sponsoring a measure may move to open and close the debate.

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

**SECTION 56. Period of Amendment** – After the period of debate has been closed, the period of amendments shall immediately follow. During the period of amendments, every member shall observe the so-called “five minute rule”, that is, remarks or argumentation by any member on each proposed amendment shall not exceed five (5) minutes.

**SECTION 57. Decorum** – The member who has the floor confines himself/herself to the question under debate, avoid personalities in all cases and refrain from indecorous words or acts. If a member is called to order by another member for words spoken during the debate, the latter shall indicate the words objected to. The Secretary to the Sangguniang Panlungsod shall note and read aloud such words. The Presiding Officer, motu proprio, or the Sangguniang Panlungsod, may direct, may declare statements, remarks, or words unparliamentary and may order that these be stricken off the records.

**SECTION 58. Attire** – The proper attire for the members of the Sangguniang Panlungsod during the regular and special sessions shall be barong tagalog/polo barong or long sleeves polo or coat with tie for the male members while the female members should be in formal or business attire. Maong pants, slippers and rubber shoes are not allowed during sessions.

**SECTION 59. No Smoking** – No person including the members of the Sangguniang Panlungsod shall be permitted at any time to smoke within the session hall.

**SECTION 60. Discipline** – Any member may initiate a complaint upon the recommendation of the Committee on Rules, Laws and Ethics. The Sangguniang Panlungsod as a whole, upon the concurrence of the two-thirds votes of all members present there being a quorum, may punish its members for disorderly behavior and incurring absences without justifiable cause for four (4) consecutive sessions.

The Sangguniang Panlungsod may reprimand an erring member with the concurrence of the majority of all the members and such reprimand shall be included in the records of the Sangguniang Panlungsod.

In case of a grave offense and absences without justifiable cause for four (4) consecutive sessions committed by a member, any member may initiate a complaint upon the recommendation of the Committee on Rules, Laws and Ethics. The Sangguniang Panlungsod as a whole, upon the concurrence of the two-thirds votes of all members present there being a quorum, may institute an appropriate administrative action before a proper body as the circumstances may warrant.

A member who is not in proper attire during sessions shall be penalized as follows: P500 for the first offense, P1,000 for the second offense and P3,000 for the third offense and thereafter. The fines shall accrue to SP revolving fund.

### **RULE XIII**

#### **VOTES AND VOTING**

**SECTION 51. Method** – Unless a different method is prescribed by the Sanggunian for a particular measure, voting shall be either of the following methods:

- a. By voice (viva voice);
- b. By raising of hand (or show of hand);
- c. By rising;
- d. By ballot; or
- e. By nominal voting (roll call voting)

SECTION 62. **Abstention** – No member can vote on a question in which he/she has direct or personal pecuniary interest. This does not preclude any member from voting for himself/herself as candidate for any position in the Sangguniang Panlungsod. However, no member of the Sangguniang Panlungsod may be compelled to vote, he/she may abstain from voting.

SECTION 63. **Change of Vote** – A member can change his/her vote only before the Presiding Officer announces the results of the voting.

SECTION 64. **Nominal Voting** – When voting nominally, the secretary shall call the roll of the members of the Sangguniang Panlungsod in alphabetical order and as each name is called, the member shall announce his/her vote by saying “Yes” or “No”, as the case maybe, or abstain, if he/she is not voting. Any member may be allowed to explain his/her vote in not exceeding five (5) minutes.

SECTION 65. **Right to vote before result** – A member who arrives before the second reading at the session shall be permitted to vote, provided the result of the voting has not been announced yet by the chair.

SECTION 66. **Exclusions on Motions** – No motion or question except the presence of quorum shall be entertained during the voting.

## RULE XIV

### **MOTIONS AND THEIR PRECEDENCE**

SECTION 67. **Recording of Motions** – Every motion shall be entered in the minutes with the name of the member making it unless it is withdrawn. A motion may be withdrawn any time before its approval.

SECTION 68. **Precedence of Motions During a Debate** – When a question is under debate or before the Body, no motion shall be entertained except the following, which shall take precedence in the following order:

- 1<sup>st</sup> – Motion to adjourn
- 2<sup>nd</sup> – Motion to raise a point of order
- 3<sup>rd</sup> – Motion to raise a question of privilege
- 4<sup>th</sup> – Motion to declare a recess
- 5<sup>th</sup> – Motion for reconsideration
- 6<sup>th</sup> – Motion to lay on the table
- 7<sup>th</sup> – Motion to postpone for a definite date
- 8<sup>th</sup> – Motion to refer and re-refer
- 9<sup>th</sup> – Motion to amend
- 10<sup>th</sup> – Motion to postpone indefinitely

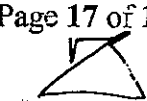
The first seven (7) motions shall be decided without a debate while the last three (3) motions shall be decided subject to the 5-minute rule.

SECTION 69. **Point of Order** – A point of order is a privileged question that raises the violation of the rules in relation to the matter under discussion on the floor.

SECTION 70. **Question on Privilege** – Questions of privilege are those affecting the duties, conduct, rights, privileges, dignity, integrity or reputation of the Sangguniang Panlungsod and its members. However, before availing of this right, a member shall seek the permission of the Presiding Officer, which shall in turn, allow the member to proceed upon a determination that the request is in order.

SECTION 71. **Reconsideration** – Any member of the Council present may file a motion for reconsideration which shall be ruled by the Presiding Officer. A member who abstained from voting shall have no right to ask for reconsideration or second such motion. Motion for reconsideration must be made on the same session day the matter was acted upon by the Sangguniang Panlungsod.

SECTION 72. **Appeal from the Ruling of the Presiding Officer** – Any member may appeal from the ruling of the Presiding Officer and may be recognized by the Presiding Officer even though another member has a floor. No appeal is in order while another appeal is pending. The member making the appeal shall state the reasons for the appeal subject to the five-minute rule. The Presiding Officer shall





then state the reasons for the ruling and forthwith submit the question to the body. A majority vote of the members present on the same session day shall decide any appeal. In a case of a tie vote, the appeal is lost.

## **RULE XV**

### **SUSPENSION OF THE RULES**

SECTION 73. 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.

SECTION 74. The Chairman of the Committee on Rules shall move for the suspension of the Rules. In the absence of the Chairman, the Vice Chairman or any member of the Sangguniang Panlungsod may move for the suspension of the rules.

Attendance of the following circumstances may justify the suspension of the 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 hamper the delivery of basic services; or,
  3. Adversely affect peace and order or security.
- c. Urgent financial or budgetary requirement; and,
- d. In such financial circumstances which will prejudice the interest of the public.

SECTION 75. It shall be understood that once a particular rule is suspended for a specific purpose, only such particular rule is suspended and the other rules of the Sangguniang Panlungsod remain in force. After the suspension of rules has been made, the movant shall move to restore the rules.

## **RULE XVI**

### **AMENDMENT OF THE RULES**

SECTION 76. Any amendment/s to these rules may be made by the filing of a written motion which will contain the proposed amendment and the reasons thereof. The motion shall be filed at least one (1) week before its consideration and two-thirds (2/3) vote of all members of the Sangguniang Panlungsod shall be required for the approval of the amendment/s, unless otherwise specifically provided in these rules.

## **RULE XVII**

### **REVIEW OF THE RULES**

SECTION 77. The Committee on Rules shall conduct a continuing study, review and evaluation of the existing Rules of the Sangguniang Panlungsod and prepare an updated set of rules which shall be attuned with the needs of the Sangguniang Panlungsod of the City.

## **RULE XVIII**

### **SUPPLEMENTARY RULES**

SECTION 78. In the absence of specific provisions in this Internal Rules of Procedure applicable to a given situation, the pertinent provisions of the rules governing the proceedings of the House of

Representatives and the Sangguniang Panlalawigan shall be made applicable which shall be deemed supplementary to this Rules. In case of doubt in the interpretation of this Internal Rules, the Regular Presiding Officer may refer the same to the Committee on Rules for a more in-depth study. In such case, the findings and recommendations of the Committee on Rules shall be considered final.

**RULE XVIX**

**REPEALING CLAUSE**

SECTION 78. The provisions of any resolution or portions thereof which are inconsistent with these rules are hereby repealed, revoked or amended accordingly.

**RULE XX**

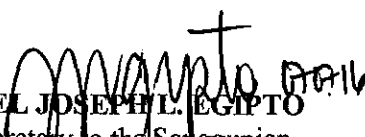
**EFFECTIVITY**

SECTION 79. These rules shall take effect upon approval.


On motion of Hon. Darilo L. Baccay and with all Members present in favor, none against and none abstention, **CITY RESOLUTION NO. 098-2016** was **UNANIMOUSLY APPROVED** under suspended rules.

X-X-X

I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:

  
**JOEL JOSEPH L. EGIPTO**  
Secretary to the Sanggunian

ATTESTED:

  
**HON. BIENVENIDO C. DE GUZMAN II**  
City Vice Mayor  
Presiding Officer

*al*