



Republic of the Philippines
Province of Sorsogon
CITY OF SORSOGON



Office of the Sangguniang Panlungsod

EXCERPTS FROM THE MINUTES OF THE INAUGURAL SESSION OF THE EIGHTH CITY COUNCIL HELD AT THE SANGGUNIANG PANLUNGSOD SESSION HALL, CABID AN, EAST DISTRICT, SORSOGON CITY ON JULY 1, 2022.

PRESENT:

HON. MARK ERIC C. DIONEDA
City Vice Mayor/ Presiding Officer

WEST DISTRICT

Hon. Peter Joseph J. Ravanilla
Hon. Nestor J. Baldon
Hon. Bryan J. Pingul
Hon. Ma. Teresa D. Perdigon

EAST DISTRICT

Hon. Ma. Theresa H. Gonzalez
Hon. Lester R. Lubiano
Hon. Mark Jayson D. Jamisola
Hon. Angelu Magda P. Ravanilla

BACON DISTRICT

Hon. Jo Abegail C. Dioneda
Hon. Reynaldo C. Taladtad
Hon. Glenn P. Olbes
Hon. Danilo A. Deladia

EX-OFFICIO MEMBERS

Hon. Bessie C. Diaz
Hon. Renalene Mae J. Duka

ABSENT:

NONE

Resolution No. 001, Series of 2022

(Author: Unanimously Proposed)

RESOLUTION ADOPTING THE OMNIBUS RULES OF PROCEDURE OF THE 8th SANGGUNIANG PANLUNGSOD OF THE CITY OF SORSOGON

WHEREAS, similar to any deliberative body, the Sangguniang Panlungsod of the City of Sorsogon will successfully and expeditiously conduct its proceedings thru adherence to a set of rules that serves as a guide in its effective and orderly discussion which in effect will protect and preserve the dignity of this body;

WHEREAS, pursuant to Section 50 of the Local Government Code of 1991, the Sangguniang Panlungsod of the City of Sorsogon is authorized to adopt its own Internal Rules of Procedure for the effective and proper discharge of its legislative functions;

BE IT, THEREFORE,

RESOLVED, by the Sangguniang Panlungsod through and by the 8th City Council in session assembled, to adopt, as it hereby adopts, the following **Internal Rules** for Parliamentary Procedure to govern its deliberations and proceedings.

THE OMNIBUS RULES OF PROCEDURE OF THE 8th SANGGUNIANG PANLUNGSOD OF THE CITY OF SORSOGON

**RULE 1
MEMBERSHIP**

SECTION 1 COMPOSITION

The Sangguniang Panlungsod, being the legislative body of the City of Sorsogon, shall be composed of the City Vice Mayor as Presiding Officer, the regular Sangguniang Panlungsod Members elected at large, the President of the City Chapter of the Liga ng mga Barangay (Liga President), Sangguniang Kabataan City Federation President (SKCF President) and such sectoral representatives as may be chosen/elected pursuant to law.

SECTION 2 DISCIPLINARY SANCTIONS

The Sangguniang Panlungsod shall discipline its members for disorderly conduct and behaviour, for absences without justifiable cause for four (4) consecutive sessions, for which they may be censured, reprimanded, or excluded from the session, suspended for not more than sixty (60) days or otherwise expelled: Provided, that the penalty of suspension or expulsion shall require the concurrence of at least two-thirds (2/3) vote of all the Sangguniang Panlungsod members: Provided, further, that a member convicted by final judgment to imprisonment for commission of any crime involving moral turpitude shall be automatically expelled from the Sangguniang Panlungsod as member thereof.

SECTION 3 OATH OR AFFIRMATION

All members of the Sangguniang Panlungsod of the City of Sorsogon, upon assumption to office, shall take an oath of office or affirmation in prescribed form, duly subscribed and sworn to before a person authorized to administer oath.

**RULE II
ELECTION OF OFFICERS**

SECTION 1 SET OF OFFICERS

The Sangguniang Panlungsod of the City of Sorsogon shall designate a Sargent-at-Arms, the Chairmen of the respective committees in consonance with the provisions under Rule V, Section 2 hereof, and the temporary presiding officer in the absence of the City Vice-Mayor during any session.

The City Vice-Mayor shall be automatically the presiding officer in all kinds of sessions of the Sangguniang Panlungsod.

SECTION 2 MANNER OF SELECTION/ELECTION

The officers of Sangguniang Panlungsod shall be elected by the majority vote of its members present constituting a quorum. Should there be more than one candidate for the same position, a roll call or nominal vote shall be taken; otherwise, the election shall be by viva voce.

RULE III
THE PRESIDING OFFICER

SECTION 1 **RIGHTS AND DUTIES OF THE VICE MAYOR AS PRESIDING OFFICER**

The Sorsogon City Vice-Mayor shall be the Presiding Officer of the Sangguniang Panlungsod, and as such, shall have the following rights and duties:

- a. To preside over the meetings/sessions of the Sangguniang Panlungsod.
- b. To preserve order and decorum during the meetings and to exact from all present due respect and proper deportment, prevent disturbance and disorder and to order the session hall cleared of any or all persons behaving improperly.
- c. To decide all questions of order, subject to appeal by any member.
- d. To sign all ordinances, resolutions, orders, proceedings, minutes and other documents of which he is required by law to sign.
- e. To declare the meeting adjourned to some other time or place in case of serious disorder or great emergency.
- f. To call for a special session at his own initiative as exigencies may warrant;
- g. All such other rights and duties deemed just and proper and those imposed by law and administrative issuances in consonance with functions inherent in the Office of the City Vice-Mayor and as Presiding Officer.

SECTION 2 **BRIEF REMARKS ON DEBATABLE QUESTIONS**

The Presiding Officer shall assist in the expeditious transactions of the business of the Sangguniang Panlungsod and shall, for this purpose, be permitted to make brief remarks on matters pertaining to any pending debatable questions without expressing himself for or against said questions.

SECTION 3 **VOTE TO BREAK A TIE**

The Presiding Officer, whether regular, acting or temporary, shall vote only to break a tie. He may not, however, be compelled to vote, except by reasons and circumstances as prescribed herein.

SECTION 4 **THE TEMPORARY PRESIDING OFFICER**

In the event of the inability of the Vice-Mayor, as presiding officer, to preside at the Sangguniang Panlungsod session, the members present and constituting a quorum thereof shall elect from among themselves a temporary presiding officer, **EXCEPT**, when an acting Vice Mayor is officially appointed or designated, in which case, he shall automatically act as the acting presiding officer.

SECTION 5 **MEMBERSHIP OF COMMITTEES**

The Regular Presiding Officer shall not be appointed or elected as chairman or member of any standing/permanent committee but he may participate in all committee deliberations. He may, however be elected as chairman of any special or ad hoc committee which the Sangguniang Panlungsod may organize for specific purposes as prescribed under Rule V, Sec. 3.

RULE IV
THE SECRETARIAT

SECTION 1

THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD

There shall be a Secretary to the Sangguniang Panlungsod who shall take charge of the Office of the Secretary and shall discharge the following tasks:

- a. Attend meetings/sessions of the Sangguniang Panlungsod and keep a record/journal of its proceedings.
- b. Keep the seal of the City of Sorsogon and affix the same with his signature to all ordinances, resolutions and other official acts of the Sangguniang Panlungsod and present the same to the presiding officer for his signature.
- c. Forward to the City Mayor, for appropriate action, ordinances and resolutions enacted or adopted by the Sangguniang Panlungsod which have been certified as such by the Presiding Officer, within eight (8) days after their enactment or adoption.
- d. Forward to the Sangguniang Panlalawigan a copy of each approved ordinance in the manner prescribed by law.
- e. Furnish, upon request of any interested party, certified copies of records of public character in his custody, upon payment to the city treasurer of such fees as may be prescribed by ordinance.
- f. Record in a book under his custody all ordinances and resolutions enacted or adopted by the Sangguniang Panlungsod, with the dates of passage and publication thereof.
- g. Keep in his office all confidential and non-confidential records open to the public during the usual business hours and subject to observance of existing rules and regulations for the purpose.
- h. Transmit to proper committees all matters referred thereto by the Sangguniang Panlungsod or the presiding officer.
- i. Take custody of the archives, the city library and annually account therefor.
- j. To perform such other duties and functions as the Sangguniang Panlungsod or its presiding officer may direct.
- k. Perform other duties deemed just and proper under the law and inherent to the office of the Secretary to the Sangguniang Panlungsod.

RULE V

COMMITTEES AND COMMITTEE REPORTS

SECTION 1

STANDING COMMITTEES

The following permanent committees are hereby created with the corresponding general jurisdiction.

COMMITTEE ON RULES – All matters relating to the Internal Rules of the Sangguniang Panlungsod, order of business, creation and reorganization of Committees and the disorderly conduct and investigation thereof, and the privileges of its members as well as the review of ordinances submitted by the barangays.

COMMITTEE ON LAWS, JUSTICE & HUMAN RIGHTS - all matters relating to the legal aspects of action taken by and submitted to the Sangguniang Panlungsod; the conduct, rights, dignity, integrity and reputation of the members of the Sangguniang Panlungsod. And all matters relating to human rights violation and prevention thereof and protection of the natural and legal rights of every person.

COMMITTEE ON BUDGET, FINANCE AND APPROPRIATION– All matters related to the approval of the budget and appropriation of funds or payment of obligations, allocation of funds for projects and other services, and all matters pertaining to public expenditures.

COMMITTEE ON WAYS AND MEANS - All matters related to local taxes, fees and charges; loans and other sources of local revenues; revision of tax measures including codification of tax ordinances.

COMMITTEE ON WOMEN, CHILDREN AND FAMILY WELFARE – All matters related to the protection of women, children and family; measures to protect working women by providing safe and healthful working conditions, taking into account their maternal functions, and such facilities and opportunities that will enhance their welfare and potentials; measures to protect the rights of spouses and children, including assistance for proper care and nutrition, and special protection from all forms of neglect, abuse, cruelty, exploitation and other conditions prejudicial to their development; measures to protect the rights of families or family associations to participate in the planning and implementation of policies and problems that affect them; and other measure that will safeguard the development and welfare of women, children and family.

COMMITTEE ON ENVIRONMENTAL PROTECTION – All matters relating to the conservation and protection of the environment in the City of Sorsogon, the regulation of the impact of human and business activities; the promotion of environmental awareness of our citizens and all matters relative to environment-related issues.

COMMITTEE ON CLIMATE CHANGE AND SOLID WASTE MANAGEMENT - All matters related to the regulations on the impact of climate change in human and business activities; the promotion of awareness to our citizens and all matters relative to mitigation and adaptation measures pertaining to climate change and observance or implementation of solid waste management ordinance of the city government of Sorsogon.

COMMITTEE ON PUBLIC WORKS AND INFRASTRUCTURE – All matters relative to planning, construction, maintenance, improvement and repair of public buildings, bridges, roads, parks, drainage, flood control and protection and other infrastructure projects and similar activities.

COMMITTEE ON TRADE, COMMERCE AND INDUSTRY – All matters relating to domestic and foreign trade, public market, standard weights and measures, handicrafts and cottage industries, consumer protection, control of prices of commodities; and matters relating to development of economic enterprises;

COMMITTEE ON LIVELIHOOD, COOPERATIVES AND MARGINALIZED SECTORS –Matters relative to the concerns or questions pertaining to cooperatives, Government Organizations (GOs') and Non-Governmental Organizations (NGOs') their organization, operation and development; incentives to cooperatives, GOs' and NGOs' and all other matters affecting them;

COMMITTEE ON AGRICULTURE AND FOOD – All matters related to agriculture, food production and agri-business; agricultural economic research, soil survey and conservation; agricultural education and extension services; animal industry and livestock quarantine, farm credits; fisheries and aquatic resource preservation and development of fishing grounds; and construction of fish ponds, corrals, oyster beds, and regulatory measures thereof.

COMMITTEE ON PERSONNEL – All matters or questions pertaining to organization and management; personnel administration, position classification and pay plan, staffing patterns; creation of positions and policy formulation.

COMMITTEE ON SOCIAL SERVICES – All matters related to public and social welfare and ameliorative services and public social services for the disadvantaged groups. All matters related to labor or employment; maintenance of industrial peace; promotion of employee-employer cooperation; and all matters relating to the general welfare of the city residents and implementation of the provisions of the constitution on social justice.

COMMITTEE ON EDUCATION, ARTS, CULTURE AND HERITAGE – All matters relating to education, schools, libraries, museums, shrines, monuments and other public edifices of historic interest; non-formal and community adult education; implementation of the constitutional provisions on free elementary and secondary education; enrichment of Filipino arts, heritage and culture.

COMMITTEE ON HEALTH AND SANITATION – All matters related to health, sanitation and hygiene; health centers, medical hospitals and clinics; purchase of medicine and other health and sanitary measures.

COMMITTEE ON LAND USE, URBAN PLANNING AND HOUSING – All matters relating to urban planning and housing development/program. All matters that relate to real estate and subdivision development, measures pertaining to land use; Zoning Code enactment or zonification, land reclassification and all matters relating to housing and land utilization.

COMMITTEE ON TRANSPORTATION AND PUBLIC UTILITIES – All matters relating to public utilities, public services; communications and transportation.

COMMITTEE ON PEACE, PUBLIC ORDER AND SAFETY – All matters related to police matters, maintenance of peace and order, protective measures; fire prevention and control measures; and jail management, and all matters pertaining to peace and order and public safety.

COMMITTEE ON TOURISM AND INVESTMENT PROMOTION – All matters relating to tourism industry and all matters relating to all investments in the City of Sorsogon and its promotion.

COMMITTEE ON TRICYCLE FRANCHISE – All matters pertaining to the issuance, renewal and all other related transactions relative to tricycle franchise. The Committee shall, in the exercise of their functions, coordinate with the Sangguniang Panlungsod Franchising Section.

COMMITTEE ON GAMES AND AMUSEMENT - All matters pertaining to the issuance of legislative permit in relation to the conduct of any game and amusement activities in the city.

COMMITTEE ON ENERGY – All matters pertaining to the use and conservation of energy in the city.

COMMITTEE ON URBAN POOR – All matters pertaining to projects, programs, activities and all such other measures relative to the upliftment of the condition of the marginalized sector of the Urban Poor.

COMMITTEE ON PUBLIC AFFAIRS AND INFORMATION – All matters pertaining to information and activities of the Sangguniang Panlungsod that should be disseminated to the public that the public ought to know and be informatively educated for the purpose.

COMMITTEE ON PEOPLE'S EMPOWERMENT – All matters pertaining to direct and indirect actions of the people concerning their political and socio-economic growth, public hearing and consultation.

COMMITTEE ON GOOD GOVERNANCE, ETHICS AND ACCOUNTABILITY – All matters or questions pertaining to the public office; for the economical efficient and effective local government administration; conduct and ethical standards for local officials and employees; public accountability of local officials and employees and all matters related to good governance.

COMMITTEE ON MARKET AFFAIRS - All matters pertaining to the execution of laws, ordinances, administrative issuances and all such other measures relative to the effective and efficient administration of public and private markets in the city.

COMMITTEE ON DISASTER RISK AND REDUCTION MANAGEMENT – All matters related to policy options and strategies on multi-hazard disaster risk reduction and mitigation. To initiate cooperation mechanisms for disaster risk management, including space and other technical support systems and multi-hazard assessment, preparedness, early warnings and response to disaster risks.

COMMITTEE ON CITY PROPERTIES – All matters and issues concerning maintenance, availability, accessibility, disposal and inventory of all city properties of any kind or classification.

COMMITTEE ON BARANGAY AFFAIRS – All matters relating to the affairs and activities of all barangays within the City, including the creation of new barangays, merger, abolition or alteration of boundaries of barangays.

COMMITTEE ON SENIOR CITIZENS AFFAIRS - All matters and issues concerning programs, projects and activities for the Senior Citizens and for the benefit of the general welfare of the sector.

COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT – All matters relating to youth welfare and sports development and all other activities related thereto and the implementation of the constitutional provisions and other law on sports.

Except only in the event of resignation with the consent of the body, a committee chairmanship and membership shall in no case be transferred or re-assigned for at least one (1) year from election or selection, as the case may be, so as to allow familiarity in the performance of functions.

SECTION 2 MEMBERSHIP IN THE COMMITTEE

Each committee shall be composed of a chairman, a vice chairman and not more than three (3) members. The chairman shall be elected by the Sangguniang Panlungsod and he/she shall have a full authority to designate his vice chairman and members thereof.

SECTION 3 PRESIDING OFFICER AS CHAIRMAN OF AN AD HOC COMMITTEE

The presiding officer shall not be a member of any regular committee but may be designated by the body as chairman of a special committee created for special purposes, provided that the purpose for which it was created does not involve legislative matters or policy making.

SECTION 4 PERSONAL AND PECUNIARY INTEREST

No member shall be elected to any committee which has jurisdiction over a matter in which such member has a direct or indirect personal or pecuniary interest.

SECTION 5 CALL FOR COMMITTEE/PUBLIC HEARINGS

Committees shall meet at the instance of their respective committee chairmen or a majority of its members, provided, due notice duly noted by the Presiding Officer is served upon each and every member including concerned parties thereof.

SECTION 6 **COMMITTEE QUORUM**

A majority of the members of a committee shall constitute a quorum to do business. Chairmen of their respective committees shall determine such unexplained absences of their respective members and shall report the same to the plenary for appropriate action as herein prescribed in the next succeeding sections.

SECTION 7 **VACANCY**

When a vacancy occurs in a committee, the same shall be filled by the chairman.

SECTION 8 **INVITATION AND APPEARANCE AT THE COMMITTEE HEARING**

Any committee may request, in aid of legislation and in pursuant to public service, through the Presiding Officer, the appearance before it of any official or employee of Sorsogn City over which the Sangguniang Panlungsod exercises jurisdiction. Any person may appear at a committee hearing/meeting and present his view on matters for consideration before it at such time as the committee may designate.

SECTION 9 **SPECIAL COMMITTEES**

The Sangguniang Panlungsod shall organize such special committees as it deems necessary, the membership and general jurisdiction of which shall be determined by the Sangguniang Panlungsod. They shall cease as soon as the body shall have received the corresponding reports from the committee unless new assignments are given to the latter. They are subject to the same rules governing permanent committees.

SECTION 10 **REFERRALS**

A resolution or ordinance and/or any matters submitted to the plenary which covers subject matter/s falling within the jurisdiction of more than one committee, shall be referred to the concerned committee which has the primary jurisdiction over the subject matter. The movant of the referral shall indicate the lead committee in case the referral involves two (2) or more committees.

SECTION 11 **COMMITTEE REPORTS**

All committees shall submit a written report to the Sangguniang Panlungsod on every matter referred to it on or before the third session of the Sangguniang Panlungsod after the referral was made. The report must be signed by the majority of all the members thereof. And all the members of the Sangguniang Panlungsod shall likewise be furnished a copy thereof. When a measure is referred to several standing committees, the committees concerned shall submit a joint or a separate report thereon.

The Committee Report shall contain the following information, to wit:

- a. Subject matter (resolution/ordinance/request etc.);
- b. Facts (date of referral and date of Committee/Public Hearing);
- c. Attendance
- d. Discussions (shall serve as the minutes of the Committee/Public Hearing conducted for the purpose);
- e. Recommendation/s (statement of Committee's approval or disapproval or such other recommendation/s the committee/s deemed it proper and appropriate for the purpose);
- f. Date of submission to the plenary;

- g. Signature of the Committee/s Chairmen and its members.
- h. Committee reports shall be adopted formally by the Sangguniang Panlungsod.

SECTION 12 DISSENTING VOTE OF A MEMBER

A committee member, unless he has entered his objection to the committee report or in lieu thereof, has filed with the Secretary his dissenting vote in writing before the report is submitted to the body in open session, shall be presumed to have concurred in the report and shall thus be precluded from opposing it on the floor.

SECTION 13 COMMITTEE REPORT FOR THE PROPOSED ORDINANCE

A committee report resulting from a proposed ordinance shall be submitted inclusive of a copy of its report and a copy of the proposed ordinance to the Secretary who shall calendar the same for second reading. Copies thereof shall also be furnished to every Sangguniang Panlungsod member preparatory to its consideration on the floor.

A committee report with a recommendation for the approval of a proposed measure on its second reading, may automatically be deliberated during the approval of the said committee report. Upon approval and adoption of the committee report with such recommendation and upon or after deliberation, the proposed measure shall be considered approved on its second reading and shall be calendared on the next following session on its third and final reading.

SECTION 14 FAILURE TO ACT/SUBMIT COMMITTEE REPORT

Should any committee fail to render a report on matters referred to it within the reglementary period herein provided, the said committee may be discharged by the body from further consideration of said question whereby the body may act for the final disposition of the issue.

**RULE VI
SESSIONS AND QUORUM**

SECTION 1 THE REGULAR SESSION

The Sangguniang Panlungsod shall hold its regular sessions every Tuesday of the week at 2:00 o'clock in the afternoon at the Sangguniang Panlungsod Session Hall, Legislative Building, City Hall Compound, Barangay Cabid-an, East District, Sorsogon City. The 8th City Council is authorized to suspend the conduct of a regular session on the 5th Tuesday of any given month.

The 8th City Council is likewise authorized to hold its 4th regular session of every month at its annex at the Bacon Old Municipal Building.

SECTION 2 SPECIAL SESSIONS

As often as necessary, when public interests so demand, a special session may be called by the City Mayor, the Presiding Officer or by a majority of the Sangguniang Panlungsod members. A written notice shall be served personally on each member or at the member's office, or to his/her (official) staff at the Sangguniang Panlungsod at least twenty four (24) hours before a special session is held. The Notice of Special Session must indicate the day, time, place and the agenda to be discussed and transacted during the session called for. Unless otherwise concurred in by two-thirds (2/3) vote of the Sangguniang Panlungsod member present, there being a quorum, no other matters may be considered at the Special Session except those stated in the notice.

SECTION 3 **EXEMPTIONS TO THE ISSUANCE OF NOTICE OF SPECIAL SESSION**

The Notice of Special Session may, however, be dispensed with or its necessity may be waived in the following cases:

If all the members of the Sanggunian are present and consent to the Special Session. Where it is impracticable to give notice to a member who is absent from the City or country or his where about is unknown or, if known, is far away that if notified the member in all probability could not reach the place of the session on time. Where it is shown that the member in fact had actual notice and requested to be excused.

SECTION 4 **SESSIONS/ADJOURNMENT SINE DIE**

In any session, regular or special and in case the volume and complexity of business shall require, may be adjourned from day to day, until the business is completed and addressed.

SECTION 5 **SESSIONS IN PUBLIC; EXEMPTION**

The session of the Sangguniang Panlungsod shall be open and public unless a closed door session is ordered by the Presiding Officer or agreed upon by an affirmative vote of the majority of the members present, there being a quorum, for reasons of security, decency, morality, or for reasons affecting the dignity of the Sangguniang Panlungsod or any of its members or when confidential matters are being considered.

SECTION 6 **QUORUM**

Quorum shall be determined by the number of all the members of the Sangguniang Panlungsod who have been elected and qualified. The term “elected and qualified” for purposes of these rules, shall be construed to include not only the regular members but also the “ex-officio” members and sectoral representatives of the Sangguniang Panlungsod.

SECTION 7 **NO QUORUM DURING THE SESSION WHICH WAS STARTED WITH A QUORUM**

During a session which was started with a quorum and a question on lack of quorum is raised by any member, the Presiding Officer shall immediately cause the reading of the roll of members and announce the result thereof and then declare whether or not there exists a quorum.

SECTION 8 **COMPELLING THE ATTENDANCE TO CONSTITUTE QUORUM**

When there is no quorum, the presiding officer may declare a recess until such time a quorum is constituted or a majority of the members present may adjourn from day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sangguniang Panlungsod, to be assisted by a member of the police force assigned in the territorial jurisdiction of the City of Sorsogon to arrest the absent member and present him at the session.

If there is still no quorum, despite the enforcement of the immediately preceding paragraph, no business shall be transacted. The presiding officer may, motu proprio or upon proper motion duly approved by the members present, shall then declare the session adjourned for lack of quorum.

SECTION 9 **QUESTION OF QUORUM**

Should the question of lack of quorum be raised, the presiding officer, without debate, shall immediately proceed to a verification thereof by causing the reading of the roll of members and announcing the result forthwith.

SECTION 10 **SUSPENSION/ADJOURNMENT OF SESSION**

No meeting/session shall be suspended or adjourned except when so directed by the Sangguniang Panlungsod, but the presiding officer may, in his discretion, declare a recess in short intervals or suspend or adjourn the meeting or session in case of emergency or when the same becomes unruly or uncontrollable.

SECTION 11 **LANGUAGE TO BE USED DURING SESSIONS/MEETINGS**

During session or committee hearings, the official language to be used shall be English, Filipino and/or Bicol dialect.

RULE VII
ORDER OF BUSINESS

SECTION 1 **ORDER OF BUSINESS IN THE AGENDA**

The order and calendar of business in the Sangguniang Panlungsod shall be as follows:

- a. Installation of the official mace
- b. Call to Order
- c. Prayer
- d. National Anthem (every first session of the month)
- e. Solemn Besa Mano Ritual
- f. Roll Call
- g. Perusal and Approval of the Previous Minutes
- h. Approval of the agenda
- i. Committee Report/s
- j. Business for the Day
- k. First Reading/Referral to Committee/s
 1. Proposed Resolution/s
 2. Proposed Ordinance/s
- l. Unfinished Business
- m. Second Reading
- n. Third and Final Reading
- o. Privilege Hour
- p. Other Matters
- q. Adjournment

SECTION 2 **PREPARATION OF AGENDA**

The Committee on Rules, through the Office of the SP Secretary, shall prepare the calendar of business every session and shall cause the Secretary to the Sangguniang Panlungsod to furnish a copy thereof to every member of the Sangguniang Panlungsod, not less than twenty-four (24) hours before every regular session.

SECTION 3 CONTENTS OF THE AGENDA

The calendar of business shall contain a brief description of each item of business to be taken up during the session, indicating the sources in the case of communications, endorsements, petitions, and memoranda; the name of the author or authors in the case of motions, resolutions, and ordinances; and the committee or committees to which they have been referred in case of committee reports.

SECTION 4 DRAFT RESOLUTIONS/ORDINANCES CALENDARED FOR 1ST READING

Draft resolutions and/or Ordinances to be calendared for first reading shall be submitted to the Office of the Secretary to the Sangguniang Panlungsod duly signed by the author/s and co-author/s in each and every page thereof.

Only draft resolutions with full text of its contents and duly signed by the author/s and co-author/s shall be calendared for agenda in compliance with the preceding paragraph.

Draft ordinances may be accepted to be calendared in the agenda for first reading in the absence of the full text thereof; however, the title of the draft ordinance shall be in writing and duly signed by the author/s and co-author/s thereof. The full text of its contents may be submitted thereafter at the Office of the Secretary to the Sangguniang Panlungsod. Without the required full text of its contents, the Office of the Secretary to the Sangguniang Panlungsod shall not act on its referral to the Committee/s concerned as it was referred thereto during the previous session.

SECTION 5 SCHEDULE FOR SUBMISSION OF MEASURES AND OTHER CONCERNS FOR INCLUSION IN THE AGENDA FOR THE NEXT SCHEDULED SESSION

Members of the Sangguniang Panlungsod with legislative measure or other legitimate concerns to be calendared during the next session of the Sangguniang Panlungsod shall submit the same to the Office of the Secretary to the Sangguniang Panlungsod on or before 12:00 o'clock noon of every Friday of the week.

Proposed measures that are not calendared in the agenda shall not be deliberated upon. No motion for inclusion in the agenda shall be allowed except those legislative matter duly certified by the Mayor as **URGENT**. Urgent measures, duly certified by the City Mayor, whether or not it is included in the calendar of business, may without need of suspending the rules, be presented and considered by way of inclusion to the agenda at the same session.

SECTION 6 RELEASE/DISTRIBUTION OF THE AGENDA FOR THE NEXT SCHEDULED SESSION

The Office of the Secretary to the Sangguniang Panlungsod shall release and distribute the Agenda for the next scheduled session at 9:00 in the morning of every Monday of the week.

The copies of the Agenda shall be distributed to any assigned staff of the Council Member at their respective offices at the 2nd Floor of the City Hall and as such shall be construed as a valid service of the agenda to the members of the Sangguniang Panlungsod.

SECTION 7 RENDITION OF COMMITTEE REPORT

Committee reports shall be rendered first by the regular committee/s in the order they are listed in the Rules of the Sangguniang Panlungsod, then by special committees, in the order of their creation.

The report consisting of the findings and recommendations of the majority members of the committee shall be made by its chairman, or, if he dissents with the majority opinion the Vice Chairman or by any committee member concurring therein and duly designated for the purpose. If the recommendation is favorable, the committee on rules shall calendar it for second reading, otherwise, it shall be considered laid on the table, or the committee may recommend to file it away.

SECTION 8 **THE BUSINESS FOR THE DAY**

The business for the day shall consist of letters, endorsement, requests, issues and matters requiring a legislative actions or interference and each shall be taken up in the order in which it is set in the calendar.

SECTION 9 **LEGISLATIVE MEASURES SCHEDULED FOR FINAL READING**

Ordinances, resolutions and other legislative matters scheduled for final reading shall be called in the order set forth in the calendar of business and shall be considered in the manner prescribed hereafter.

SECTION 10 **SUSPENSION OF THE RULES**

On a motion to suspend the rules, items of business may be taken away from their fixed order and considered forthwith by the body.

Motion to suspend the rules shall be moved by the Chairman of the Committee on Rules, in the absence of the Chairman, the Vice-Chairman or any of its members.

RULE VIII
THE LEGISLATIVE PROCESS

SECTION 1 **RESOLUTIONS AND ORDINANCES DISTINGUISHED**

Legislative actions of a general and permanent character shall be enacted in the form of ordinances. On the other hand, those that involve the declaration of the sentiment or opinion of the body or any specific matter and is temporary in character shall be passed in the form of a resolution as well as those which are ministerial or administrative in nature and temporary character.

SECTION 2 **DRAFT MEASURES**

Every ordinance and resolution presented for consideration shall be respectively, denominated as a “Draft Ordinance” and “Draft Resolution”.

SECTION 3 **PROPOSAL IN WRITING**

Ordinances and resolutions shall be proposed in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause, and the date of its effectivity.

SECTION 4 **THE THREE (3) READINGS**

Before an ordinance be finally enacted, it shall undergo three readings, as follows:

FIRST READING – which shall consist of the reading by the City Secretary of the title of the proposed ordinance or resolution and the name of its author or authors. After which it shall be referred by the Presiding Officer to the appropriate Committee or Committees without debate.

SECOND READING – for which proposed ordinance or resolution, after having been sponsored on the floor by the Committee Chairman or by any Committee member designated for the purpose, shall be read in full in the manner recommended by the Committee or Committees, whereupon the measure shall be subject, first to debate, and then to amendments and all proper parliamentary motions.

THIRD AND FINAL READING – for which no debates or amendments shall be allowed on the proposed ordinance or resolution but the title thereof shall be read and the question upon its passage shall be immediately taken.

A resolution shall be enacted in the manner prescribed for an ordinances but it need not go through a second and third reading for its final consideration if it is one of sentiment or granting of awards and the like unless it partakes of the nature of an ordinance or unless decided otherwise by a majority of all members.

SECTION 5 **ERRONEOUS REFERRAL TO COMMITTEE**

In case of an erroneous referral of a measure to a committee, the same may be corrected at a subsequent session after the reading of the minutes containing the referral, by a majority vote of the body on motion of the Committee on Rules or the Committee claiming jurisdiction over it or the committee to which it was erroneously referred which referral maybe rectified during the actual session of the council.

SECTION 6 **CONSOLIDATION AND/OR SUBSTITUTION OF MEASURE**

In a proposed ordinance or resolution resulting from a consolidation or substitution made by a committee, there shall be named as authors every member who has signed as such, as the names reflected therein and according to the date of their filling.

SECTION 7 **COMMITTEE REPORT PRIOR TO SECOND READING**

No ordinance or resolution shall be considered on second reading in any regular session which has no corresponding report by the proper committee except those prepared and introduced by committees having proper jurisdiction over the subjects thereof and those certified as urgent by the City Mayor.

SECTION 8 **REQUIRED COPIES DURING THE FINAL READING**

The Secretary shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading, and shall distributed to each member of the Sangguniang Panlungsod a copy thereof at least two (2) days before it is voted upon for final approval except if the measure has been certified by the City Mayor as urgent in which case it may be submitted for final reading immediately after the second reading.

SECTION 9 **EXCEPTION TO THE THREE READING RULE**

No ordinance may be approved unless it has passed the three (3) readings and copies thereof in its final form have been distributed to the members except when the City Mayor or the Sangguniang Panlungsod itself certifies to the necessity of its immediate enactment to meet a public calamity or emergency.

SECTION 10 **VETO MESSAGE; OVERRIDING THE VETO**

Every ordinance passed or approved by the Sangguniang Panlungsod shall be approved and signed by the City Mayor. If the City Mayor approves the same, he affixes his signature under the word "Approved" on the ordinance; otherwise he vetoes it and returns the same with his objections to the Sangguniang Panlungsod, which may proceed to reconsider the same. After reconsideration, the Sangguniang Panlungsod shall proceed to vote on the ordinance or the vetoed item or items thereof, and the votes of each member shall be recorded on the minutes. If the ordinance or the vetoed item or items thereof are passed by the vote of two-thirds (2/3) of all the members of the Sangguniang Panlungsod, such ordinance shall be valid even without the Mayor's approval.

SECTION 11 **CERTIFIED URGENT MEASURE**

Any legislative matter duly certified by the 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 way of inclusion to the agenda at the same session. An urgent matter is one which involves great public interest, the delay of which shall prejudice essential government activities and services.

SECTION 12 **APPROVAL OF LOCAL DEVELOPMENT PLAN AND PUBLIC INVESTMENT PROGRAM**

Unless otherwise stated in the ordinance or the 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 the bulletin board at the entrance of City Hall or Sangguniang Panlungsod Legislative Building; and in at least two other conspicuous places within the territorial jurisdiction of the City of Sorsogon. The Secretary shall certify to the fact of posting, although failure to post an ordinance shall not invalidate the same.

SECTION 13 **REVIEW POWER OF THE SANGGUNIANG PANLALAWIGAN**

An ordinance duly enacted by the Sangguniang Panlungsod shall be submitted by the Secretary within three (3) days after its approval to the Sangguniang Panlalawigan for review.

RULE IX
MINUTES

SECTION 1 **CONTENTS OF THE MINUTES**

The Sangguniang Panlungsod shall keep the minutes of its proceedings which shall contain or comprise a succinct, accurate and exact account of the business transacted and the actions taken thereon. The minutes must clearly reflect the following:

- a. Nature of the session, whether regular or special, and if special, a copy of the call for such meeting;
- b. Date, time and place of the session;
- c. Name of members present and absent;
- d. Whether the minutes of the previous meeting were read and approved, citing corrections, if any;
- e. Every resolution and ordinance, if not approved unanimously, shall contain a brief statement of the minority opinion;
- f. Nominal voting;

- g. All main motion;
- h. Points of Order and Appeal;
- i. Veto Message of the City Mayor;
- j. Adjournment.

SECTION 2 SIGNATORIES IN THE MINUTES

The original copy of the minutes shall be signed by the presiding officer, the Secretary and the members of the Sangguniang Panlungsod present at the session.

SECTION 3 PERUSAL AND APPROVAL OF THE MINUTES

The minutes of every session shall be approved by a majority of the members present at the session and if necessary corrected by the same vote or by general consent. The perusal of the minutes shall not be interrupted or suspended except by unanimous consent of the body.

For this purpose, the minutes of the last session of the previous City Council may be adopted and approved by the newly constituted set of members of the City Council.

SECTION 4 POSTPONEMENT OF THE PERUSAL/APPROVAL OF THE MINUTES

The perusal and approval of the minutes cannot be dispensed with but may be postponed to a later date or session and no motion to amend thereon shall be entertained after it has been approved.

**RULE X
DEBATES AND DECORUM**

SECTION 1 RECOGNITION TO HAVE THE FLOOR

When any member desires to deliver any remarks to the plenary, he shall rise and request the Chair to grant him the floor, which consent shall be necessary before he may proceed. When two or more members rise at the same time, the presiding officer shall name the member who is to speak first, and shall grant alternately the floor among those who wish to speak for or against a given question.

SECTION 2 WHOM TO ADDRESS REMARKS

The member who has obtained the floor shall address his remarks to the Chair, confine himself to the question under debate, avoiding personalities, speak and amplify his position thru the use of decent language and shall conduct himself with proper decorum.

SECTION 3 TIME ALLOCATION FOR DEBATE AND DELIBERATION

No member of the Sangguniang Panlungsod shall speak and explain more than ten (10) minutes in debate on any question at the same meeting without leave of the body.

After three (3) members have spoken in favor and two (2) against a question, or if only has spoken and shall have delivered and none against it, a motion to close the debate shall be in order. If said motion is approved, the Sangguniang Panlungsod shall proceed to consider amendments to the question. Remarks on each amendment by any member shall not exceed five (5) minutes.

SECTION 4 **VOTES FOR CLOSURE OF DEBATE**

The Sangguniang Panlungsod may, by a two-thirds majority vote of the members' present, close debate on any question, upon motion for the previous question, and proceed to vote on the main question without debate.

SECTION 5 **COMMITTEE REPORTING AND SPONSORSHIP SPEECH**

The member reporting a measure from a committee or delivering the sponsorship speech of a proposed legislation may open and close the debate within the time permitted for each member as allowed by the Rules of the Sangguniang Panlungsod.

SECTION 6 **PRESIDING CHAIR CALLING FOR ORDER IN SESSION**

If any member, by his speech or behaviour, transgresses the Rules of the Sangguniang Panlungsod, the presiding officer, on his own initiative or at the request of any member, shall call him to order, and the Sangguniang Panlungsod shall, if appealed to, decide on the case without debate except for brief remarks by the appellant, explaining his appeal for not more than five (5) minutes. If the decision is in favour of the member called to order, he may proceed, but not otherwise.

SECTION 7 **PROPER DECORUM SHALL BE OBSERVED**

During meetings of the Sangguniang Panlungsod, the members shall observe proper decorum. They shall remain in their seats during roll call or when a vote is being taken or no one shall pass between a member who has the floor.

No member of the council shall be allowed to humiliate, embarrass, and degrade any of its co-member and any of its guests, invitees and/or visitor at any given time in session. All members shall use decent words in addressing and propounding questions.

SECTION 8 **WALK OUTS**

While the presiding officer is addressing the Sangguniang Panlungsod, no member shall leave or walk to and from his seat inside the session hall.

SECTION 9 **SMOKING AND CELLPHONE MODE DURING SESSIONS AND MEETINGS**

No person or member of the Sangguniang Panlungsod shall be permitted at anytime to smoke within the session hall during sessions or committee or executive meetings. Likewise, all cellphones shall be turned "off" or put in a "silent mode" during sessions or meetings.

SECTION 10 **DRESS CODE**

During session, all members of the Sangguniang Panlungsod shall wear barong tagalong, coat and tie, or any other proper attire as may be agreed upon by the members. Any member who violates this Dress Code shall either be considered absent for the particular session, or pay a fine of five hundred (500) Pesos.

SECTION 11 **USE OF ROSTRUM/PODIUM**

Any member who shall render a committee report or sponsor an ordinance or resolution or deliver a speech or interpellate a speaker must use the rostrum/podium.

SECTION 12 **WITHDRAWAL OF MOTION/PROPOSITION**

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

SECTION 13 **INTERPELLATION**

While having the floor, a member may be interpellated in his speech or confer with the Presiding Officer to state a point of order, to respond to questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his privilege.

SECTION 14 **PRIVILEGE TO INTERPELLATE**

The speaker may also be interpellated by another member if the latter desires to ask question thru his privilege to interpellate and proposing the following motions:

- a. Point of order
- b. Point of information
- c. Point of parliamentary inquiry
- d. Call for Orders of the Day
- e. Divide the assembly
- f. Raise a question of privilege
- g. Reconsider
- h. Appeal from the decision of the Chair

RULE XI
VOTES AND VOTING

SECTION 1 **METHODS TO DIVIDE THE HOUSE**

Voting in the Sangguniang Panlungsod shall be done by viva voce, by raising of hand, or by roll call **EXCEPT** when a different method is approved by the majority of the Sangguniang Panlungsod members present in a particular question.

SECTION 2 **BREAKING THE TIE**

A tie votes defeats any measure or motion except an appeal from the decision of the Chair which shall be considered sustained by a vote. In case of tie, the Presiding Officer is allowed to cast his vote, to break the tie. He, however, is precluded to cast his vote in order to create a tie.

SECTION 3 **VOTES NEEDED FOR MEASURES CREATING INDEBTEDNESS**

To pass an ordinance or any proposition creating an indebtedness, the affirmative vote of two-thirds (2/3) of all members of the Sangguniang Panlungsod is necessary.

SECTION 4 **NOMINAL VOTING**

When voting nominally, the Secretary to the Sangguniang Panlungsod shall call the roll of the members of the Sanggunian in alphabetical order and as the member is called, he shall announce his vote either "Yes", "No" or "Abstain". A member may explain his vote but not to exceed three (3) minutes.

After the roll has been called, when voting nominally, the Secretary shall call in alphabetical order the names of those, who failed to vote or those not voting in order to give them a second chance to vote. After the second call of the roll, no request shall be entertained by the Chair to record a vote.

SECTION 5 PERSONAL AND PECUNIARY INTEREST ON ISSUES/MEASURES TO BE VOTED UPON

No member can vote on a question in which he or any member of his family, within the third degree of consanguinity or affinity, has a direct or personal pecuniary interest.

SECTION 6 UNANIMOUS SPONSORSHIP

When an ordinance or any measure or resolution is passed by general consent, as when there is no objection thereto, the Secretary shall enter in the minutes the names of all members present at that particular time, this having the effect of nominal voting unless nominal voting is expressly required by law for a particular ordinance, resolution or measure.

SECTION 7 CHANGE OF VOTE

A member may change his vote only before the Chair announces the result of the voting; thereafter a member may change his vote only by unanimous consent of the members present. Provided that this rule shall not be applied if voting is by ballot.

SECTION 8 VOTE OF MEMBERS THAT ARE LATE

A member who arrives late during the meeting or session shall be permitted to vote, provided, the result of the voting has not yet been announced by the Chair.

**RULE XII
RULES ON MOTIONS**

SECTION 1 MOTIONS ALLOWED

The following motions, in the order of their precedence (from highest to lowest rank), together with other motions hereinafter specified, shall be used in doing business in the Sangguniang Panlungsod:

PRIVILEGED MOTIONS

- Fix the time at which to adjourn.
- Adjourn
- Take recess
- Raise a question of privilege
- Call for the Order of the Day

SUBSIDIARY MOTIONS

- Lay on the table
- Call for the Previous Question
- Modify the Limits of Debate
- Postpone definitely
- Commit or refer to a Committee

Amend
Postpone indefinitely

MAIN MOTIONS – collectively ranked number 13 with no order of precedence.

General Main Motions:
Specific Main Motions
Taken from the Table
Reconsider
Reconsider and have entered on the minutes
Rescind or Repeal
Expunge
Adopt a Committee Report
Adjourn (if qualified)

INCIDENTAL MOTIONS – have no fixed rank but shall take precedence over the question from which they arise:

Suspend the Rules
Withdrawn or modify motion
Point of order
Parliamentary Inquiry
Point of Information
Appeal the Decision of the Chair
Divide the House and
Divide the Question

SECTION 2 PRESENTATION AND CONSIDERATION OF EVERY MOTION

Every motion presented to the body shall be stated by the Chair, or, if it be in writing, the Chair shall cause it to be read aloud by the Secretary, and the same shall be deemed as having been brought to the attention of the body for its consideration.

SECTION 3 MOTION TO ADJOURN/RECESS; WHEN PROPER

A motion to adjourn or to take a recess is in order even if a quorum is not present but not when the body is engaged in voting or during the verification of the vote. If the body has, voted to adjourn but there are still important announcements to be made, the presiding officer may defer the adjournment of the session to allow the making of the announcement.

SECTION 4 PRIVILEGED MOTIONS

Privileged motions may be presented, according to the order of their precedence, even if any other motion or question is pending before the body. The motion to raise a question of privilege and to call for order of the day may be made even if someone has the floor.

SECTION 5 QUESTIONS/ISSUES LAID ON THE TABLE

Questions laid on the table must be taken up not later than the next regular meeting, otherwise, they shall be considered abandoned and may be reconsidered only by a new motion.

SECTION 6 PRINCIPAL MOTION AND MOTION CALLING FOR THE PREVIOUS QUESTION

A motion calling for the previous question require for its approval by a majority vote of the members present, but action on the principal question to which it is applied shall be determined by the vote necessary in each particular case as prescribed by the Rules of the Sangguniang Panlungsod.

SECTION 7 SUSPENSION OF THE RULES

No order of the day may be considered before the time to which it was assigned except by general consent or by a two-thirds vote of the members present by suspending the rule fixing its time as an order of the day.

SECTION 8 AMENDMENTS

When a question is under consideration, a motion to amend and a motion to amend an amendment shall be in order, and any of said amendments may be withdrawn before a decision is had thereon.

SECTION 9 DIFFERENT SUBJECTS UNDER COLOR OF AMENDMENT

No motion on subject different from that under consideration shall be admitted under color of amendment. An amendment which merely negates an affirmative proposition is likewise out of order.

SECTION 10 AMENDMENTS DULY ADOPTED/REJECTED CANNOT BE REINTRODUCED AT THE SAME SESSION

Once an amendment has been adopted or rejected, the same or substantially the same amendment cannot be reintroduced at the same session unless the vote on the original amendment has been reconsidered or the motion to amend has been withdrawn.

SECTION 11 AMENDMENT TO THE TITLE OF THE MEASURE

Amendments to the title of an ordinance or resolution shall not be in order until after the text thereof has been approved. Amendments to the title shall be decided without debate.

SECTION 12 MOTION FOR RECONSIDERATION

When an ordinance or any other measure, decided by nominal voting, has been adopted or lost, it shall be in order for any member who voted with the majority, at the same or the next meeting, to move for the reconsideration thereof, and such motion shall take precedence over all other questions, except the motions to fix the time to which to adjourn and to take a recess. The motion to reconsider shall be passed by a majority vote of the members present regardless of the vote required by the question to be reconsidered. When voting is not nominal, any member may ask for reconsideration.

SECTION 13 MOTION TO RESCIND/REPEAL/EXPUNGE A MEASURE

An ordinance, resolution or any other question may be rescinded, repealed or expunged at any subsequent meeting where it was earlier adopted, by a majority vote of the members present, with notice thereof given at the previous meeting, or by a two thirds vote of the members present without need of such notice. A motion to rescind, repeal, or expunge may be made only if the time to reconsider the controverted question has not already elapsed.

SECTION 14 SUSPENSION OF RULES RELATING TO ORDER OF BUSINESS AND PROCEDURES

Rules relating to the order of business, business procedure, and similar standing rules, except those prescribed by statutory law, may be suspended by a two-thirds vote of the members present, provided, that said suspension shall be effective for as long as the question for which the rule is suspended remains pending before the body.

SECTION 15 APPEAL AND DEBATABLE QUESTIONS

An appeal must be made immediately after the decision appealed from has been made; if any business has intervened, it shall be out of order. It is debatable except when it relates to indecorum, priority of business, transgression of the rules of speaking, or if it arises out of an undebatable question. If the question is debatable any member may speak in respect to the appeal once, but the presiding officer may speak on it twice, first in explaining his decision and then, in answer to the arguments against his decision.

SECTION 16 CALL FOR A DIVISION OF THE HOUSE

A call for a division of the house/assembly should be made immediately after the result of the vote has been announced, even if someone has the floor but before another motion has been started by the Chair.

SECTION 17 MOTIONS WITHDRAWN/MODIFIED; AS A MATTER OF RIGHT AND AS A MATTER OF DISCRETION

A motion may be withdrawn or modified as a matter of right before it has been stated by the Chair. If the request is made after the motion has been stated by the Chair, it may be withdrawn only by general consent, or if there be an objection, by a majority vote of the members present.

SECTION 18 MOTIONS FAILED TO PASS AT THE SESSION

No motion, having failed passage, shall again be allowed at the same meeting unless there is a substantial change in the proposition.

RULE XIII UNFINISHED BUSINESS AT THE END OF THE SESSION

SECTION 1 RESUMPTION OF BUSINESS

All business before the Sangguniang Panlungsod and its committees at the end of one session shall be resumed at the commencement of its next session.

SECTION 2 UNFINISHED BUSINESS OF THE PREVIOUS COUNCIL AND THE ROLE OF THE SUCCEEDING COUNCIL

Business left unacted and incomplete upon at the termination of one Sanggunian (City Council) may be considered by the succeeding Sanggunian/Council as matters of unfinished business.

RULE XIV SUSPENSION OF RULES

SECTION 1 SUSPENSION OF THE RULES NOT OTHERWISE PRESCRIBED BY STATUTORY LAW/S

Any part of these Rules, not prescribed by or based on statutory law, may be suspended by a two-thirds vote of the members present, provided that the suspension of the rules shall be for the sole purpose of the question pending at the time the motion for which said suspension is declared.

SECTION 2 LIMITS TO SUSPEND THE RULES

Notwithstanding the provision of the immediate preceding section, no part of these Rules may be suspended if its effect is to protect an absentee member or members thereof or inevitably expose a member's vote.

**RULE XV
DISCIPLINARY ACTIONS**

SECTION 1 PENALTIES

Any member who commits an act in transgression of the foregoing Internal Rules of Procedure shall be meted out with the corresponding penalties prescribed, to wit:

	Penalty
For disorderly conduct or behaviour during a session, committee hearing or meeting.	1 st Offense – Reprimand 2 nd Offense – Exclusion from the membership in the committee concerned; and suspension to expulsion as a Sangguniang Panlungsod member.
For any “justified” absence without prior notice	Fine of P 300.00.
For any “unjustified” absence in less than four (4) consecutive sessions	Fine of P 500.00
For “unjustified” absence in four (4) consecutive sessions	Reprimand, or excluded from the session or suspended for not more than sixty (60) days.
For coming late in any kind of sessions, per hour of being late or fraction thereof –	Fine of P 200.00/hour
For violation of dress code	Fine of P 500.00.
Conviction by final judgment to imprisonment (of at least six (6) months) for any crime involving moral turpitude	Automatic expulsion from finality of judgment
For violation of any other provision of this Internal Rules of Procedure not specified herein	Fine of P 300.00

SECTION 2 REQUISITES FOR SUSPENSION OR EXPULSION

The penalty of suspension or expulsion to be imposed shall require the concurrence of at least two-thirds (2/3) vote of all the members of this Sangguniang Panlungsod. For other kinds of penalties, only a majority vote of all the members of the Sanggunian shall suffice.

SECTION 3 INITIATION OF ACTION AND CONDUCT OF INVESTIGATION

The Committees on Laws and Rules and of Personnel shall jointly take cognizance of all the offenses enumerated in the preceding section chaired by any member of this Sangguniang Panlungsod, both composite and constituent members, i.e. including the Regular Presiding Officer and who shall initiate the necessary disciplinary action. It shall forthwith conduct the necessary fact-finding investigation and thereafter, shall submit its committee report together with the corresponding recommendation for consideration of the Sangguniang Panlungsod sitting en banc.

For purposes of this section, only a fact-finding investigation and NOT an “administrative investigation” shall be conducted, and thus, the technical rules of court practice, procedure and evidence shall not be applied. However, the substantive due process requirement of fairness and reasonableness should be observed.

Should any member of the herein described Committees be the respondent, the Presiding Officer (Regular or Temporary) shall designate a replacement to complete the membership thereof but only insofar as the conduct of the fact-finding investigation is concerned. In performing the other function of the said committee, the respondent is still considered a member of that committee.

SECTION 4 COLLECTION OF FEES AND ITS DISPOSITION

The Secretary to the Sangguniang Panlungsod shall collect the fines as may be imposed by the Sanggunian and shall take custody thereof as a private trust fund. In the disposition or disbursement of the said fund, the Sangguniang Panlungsod shall convert itself into a “Committee of the Whole” and then decide thru a majority vote of all its members the manner of the disposition fund and the purpose thereof.

RULE XVI AMENDMENTS

SECTION 1 NOTICE AND VOTE FOR THE AMENDMENT/S OF THESE RULES

These Rules may be amended at any regular meeting by a two-thirds (2/3) vote of all members of the Sangguniang Panlungsod, provided that notice of the proposed amendment has been given at the meeting previous to the party in interest and at which said amendment is to be considered.

SECTION 2 RULES EXEMPTED FROM AMENDMENT

No provision of these Rules which is prescribed by or based on statutory law or any other higher authority may be amended or revised.

RULE XVII SUPPLEMENTARY RULES

SECTION 1 SUPPLEMENTARY AUTHORITIES

The Rules of Procedure and parliamentary practices of the legislative bodies of the Philippines and the Parliamentary Rules by Orendain shall serve as supplementary authorities of the Sangguniang Panlungsod insofar as they are not inconsistent with these Rules.

RULE XVIII

REPEALING LAWS

SECTION 1 REPEALING CLAUSE

All provisions and all other Internal Rules of Procedures adopted by the previous Sangguniang Council are hereby repealed.

**RULE XIX
EFFECTIVITY**

SECTION 1 EFFECTIVITY

These rules shall take effect immediately upon its adoption and approval by the Sangguniang Panlungsod.

DATE APPROVED: July 1, 2022

I hereby certify to the correctness of the foregoing resolution.


ROVAN E. DOMASIAN
Secretary to the Sangguniang Panlungsod

ATTESTED:


MARK ERIC C. DIONEDA
City Vice Mayor/Presiding Officer

WEST DISTRICT


PETER JOSEPH J. RAVANILLA


NESTOR J. BALDON


BRYAN J. PINGUL


MA. TERESA D. PERDIGON

EAST DISTRICT


MA. THERESA H. GONZALEZ


LESTER R. LUBIANO


MARK JAYSON D. JAMISOLA


ANGELU MAGDA P. RAVANILLA

BACON DISTRICT


JO ABEGAIL C. DIONEDA


REYNALDO C. TALADTAD


GLENN P. OLBES


DANILO A. DELADIA

EX-OFFICIO MEMBERS


BESSIE C. DIAZ


RENALENE MAE J. DUKA