EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION
OF THE MUNICIPAL COUNCIL OF MAKATI, METRO MANILA
HELD ON THE 03RD DAY OF SEPTEMBER 1992 AT 5:30 P.M.,
AT THE MUNICIPAL SESSION HALL

PRESENT:

Vice Mayor: NEMESIO ARTURO S. YABUT – Presiding office
Councilor: ROSALINDA L. BONDAL
    “ GABRIEL V. DAZA
    “ FERDINAND V. ESTRELLA
    “ PEDRO A. IBAY
    “ RAUL S. JAVIER
    “ MICHAEL M. JOSEPH
    “ NENITA R. LICAROS
    “ ELENA B. MACCAY
    “ ANTONIO G. MANALILI
    “ ERNESTO S. MERCADO
    “ ELIAS V. TOLENTINO, JR.
ABC Pres.: RODOLFO F. SESE – Sectoral Representative

ABSENT:

Councilor: MEYNARDO L. GONZALES

Upon motion of Councilor Rosalinda L. Bondal, duly seconded, the following Municipal Resolution was passed:

RESOLUTION NO. 92-031

Author: Councilor Rosalinda L. Bondal

A RESOLUTION APPROVING THE CREATION OF AN AD
HOC COMMITTEE ON ACCREDITATION OF
GOVERNMENT ORGANIZATIONS (NGOs), ITS
MEMBERSHIP COMPOSITION AND DEFINING THE
POWERS, DUTIES AND RESPONSIBILITIES.

WHEREAS, there is an imperative need to create a Committee which will take charge of processing the application of the NGO for accreditation by the Sangguniang Bayan;

WHEREAS, this Committee will examine and evaluate the request of the NGO application for accreditation based on the criteria and guidelines approved by the Sangguniang bayan in its Resolution No. 92-028 and in accordance with the provisions of Art. 64 of the Implementing Rules and Regulations of the 1991 Local Government Code.
NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, by the Municipal Council of Makati, Metro Manila, in session assembled that:

An Ad Hoc Committee on Accreditation of the Nongovernmental Organizations (NGOs) is hereby created its membership composition and defining the powers, duties and responsibilities.

SECTION I - The Committee is composed of all members of the Sangguniang Bayan with majority thereof sufficient to constitute a quorum and conduct its business, to be chaired by Councilor Ferdinand V. Estrella and Councilor Gabriel V. Daza, III as Vice-Chairman.

SECTION II – The Committee will examine the applications, review and evaluate the supporting papers and documents in order to determine whether or not the NGO applicant will be given accreditation, and finally for Council’s Approval.

SECTION III - This Resolution shall take effect immediately upon approval.

APPROVED on second and third reading.

I hereby certify to the correctness of the foregoing resolution.

atty. victor a. l. valero
acting municipal secretary

attested:

nemesio arturo s. yabut
vice-mayor

approved

hon. jejomar c. binay
mayor
SECTION 1. The members of the Sangguniang Bayan shall assume office on the day and in the manner provided for by law, and shall hold the same until their successors shall have been duly chosen and qualified. They shall, on the day and time fixed by ordinance, meet at the designated place for the holding of the meetings of the Sanggunian and proceed to do business forthwith.
SECTION 2. The discipline of members for disorderly behavior and 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 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 members: Provided, further, That one (1) year for any crime involving moral turpitude shall be automatically expelled from the Sangguniang.

SECTION 3. Every member shall be present in the session hall of the Sangguniang during its meetings unless expressly excused by it or necessarily prevented from doing so by reason of sickness or other unavoidable circumstances duly reported to the Sangguniang, through the Presiding Office or the Secretary.

SECTION 4. Every member shall participate in the exercise of the powers vested in, and in performing the duties imposed upon the Sangguniang as a body, and shall represent the interest of the people of the entire Municipality.

SECTION 5. Every member present at a meeting shall vote on every question put unless he has a direct personal or pecuniary interest therein.

RULE II
THE PRESIDING OFFICER

SECTION 1. The Vice-Mayor shall be the regular Presiding Officer of the Sangguniang and, as such, shall exercise such powers and perform such duties and functions as provided for, but not limited to the provisions of the new local code Sec. 445, Art. II, R.A. No. 7160. In addition thereto, he shall have the following rights and duties:

a. To preside over the meetings of the Sanggunian.
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 or order, subject to appeal by any member.
d. To sign all Ordinances, Resolutions, Orders, Proceedings and warrants drawn in the Municipal Treasury for all expenditures appropriated for the operation of the Sangguniang Bayan.

e. To declare the meeting adjourned to some other time or place in case of serious disorder or great emergency.

SECTION 2. The Presiding Officer, being referred to as the Chief Administrative Officer of the Sangguniang Bayan, shall not be Chairman of any standing committee. He may, however, be elected as Chairman of any special or ad hoc committee which the Sangguniang may organize for specific
purpose/s. In expediting the business of the Sangguniang, he shall be permitted to make brief remarks on matters pertaining to pending debatable questions without expressing himself for or against said questions. He may, however, delegate any member to temporarily act as presiding officer to enable him to take part in any debate.

SECTION 3. As Presiding Officer, the Vice-Mayor shall be entitled to vote, but only in case of tie. He may not however, be compelled to vote.

SECTION 4. In the event of the inability of the regular Presiding Officer to preside at a Sanggunian Session, the members present and constituting a quorum shall elect from among themselves a temporary Presiding Officer. He shall certify within ten (120) days from the passage of Ordinances enacted and Resolutions adopted by the Sanggunian in the session over which he temporarily presided.

SECTION 5. He shall exercise such other powers and perform such other functions as may be provided by law, ordinance, or regulation.

**RULE III**

**THE SECRETARY**

SECTION 1. The Secretary to the Sanggunian bayan shall take charge of the Office of the Secretary to the Sanggunian and shall keep his office in the building where the Sanggunian may direct, for this purpose, in the building where the Sangguian meets. As such, he shall exercise such powers and perform such duties and functions provided for under the new local government code, Sec. 469, Art. I, Title V, R.A. No. 7160. In addition thereto, shall:

a. To attend the meetings of the Sangguniand and to keep a record of its proceedings.
b. To call the roll of members, read the calendar of business and the minutes of the preceding meeting, and himself or through a reader designated by the Presiding Officer, to read the proposed Ordinances, Resolutions, messages, communications, memorials, petitions, and other documents which should report to the body or the reading of which is required by the Sangguniand or ordered by the Presiding Officer.
c. To record and number all ordinances and resolutions passed by the Sanggunian with the dates of the passage and publication of the same.
d. To attest and affix the corporate seal to all ordinances and other official acts of the Sangguniand, and certify to the approval of all acts duly approved by it.
e. To transmit to the proper committees all matters referred to them by the Sanggunian or the Presiding Officer.
f. To notify the committees of their appointment or creation.
g. To send out appropriate notices of all call meetings and public hearings.
h. To furnish each member of the Sanggunian with a copy of every approved ordinance, resolution, and other official acts of the Sangguniang which they are entitled to receive.
i. To keep in proper file all records and documents of the Sanggunian for which provisions are not otherwise made.
j. To translate or cause to be translated into the dialect generally spoken in the municipality all ordinances immediately after their approval by the Sanggunian and to have them posted at the main entrance of the municipal building and in other conspicuous places in the town.
k. To perform such other duties as the Sanggunian or its presiding officer may direct.
l. To perform such other functions so provided in the Local Government Code under Sec. 469.
m. All others, corollary and auxiliary as may be necessary or required for the performance of all the above duties and responsibilities.
n. To furnish all Sanggunian members a copy of agenda three (3) working days before the regular sessions.

RULE IV
THE FLOOR LEADER

SECTION 1. The majority members of the Sanggunian shall elect from among themselves a majority Floor Leader who shall be responsible for the preparation of the calendar of business and agenda of every meeting. He shall coordinate his functions with the Secretary of the Sanggunian and shall perform such other duties as the body may designate. The Minority members of the council may elect a minority Floor Leader from among themselves.

SECTION 2. The Sanggunian may elect Assistant Floor Leaders in such number as it may decide.

RULE V
COMMITTEES AND COMMITTEE REPORTS

SECTION 1. The Sanggunian shall elect, not later than the second meeting at the beginning of each term the following standing committees.

Committee on Finance Ways and Means, with general jurisdiction over all matters relating to funds for the expenditure of the municipal government; the payment of public indebtedness, auditing and adjustments of accounts and
expenditures, claims against the municipal government and in general, all matters relating to the disbursement of municipal funds. Also with general jurisdiction over all matters pertaining to the collection of revenues, taxes, and fees, loans, sale and other sources of income or revenues for the municipality except assessment matters.

**Committee on Health and Sanitation and Social Services**, with general jurisdiction over all matters pertaining to sanitation and public health in the municipality, maintenance, administration, and the establishment of family clinics, and medical services in the municipality.

**Committee on Public Orders and Safety**, with general jurisdiction over all matters relating to police work, services, and the maintenance of peace and order, including the prosecution and prevention of crime in coordination with various police and protective agencies of the national government. General jurisdiction over all matters relating to internal organization, regulations and maintenance of the fire department, and the enforcement of the municipal laws and regulations pertaining to the declaration and abatement of public nuisances.

**Committee on Education**, with general jurisdiction over all matters relating to education and schools, libraries and museums, national language, adult education.

**Committee on Public Works**, with general jurisdiction over all matters pertaining to public works, improvements, construction and maintenance thereof and repair of public edifices of historic importance; and all matters related to flood control and sewerage, including policies and regulatory measures requiring coordination and/or support from the municipal government and the national agencies concerned.

**Committee on Youth and Sports Development**, with general jurisdiction over all matters pertaining to the youth, physical fitness, leadership training, development of amateur sports, involvement of the citizenry in said activities, and juvenile delinquency.

**Committee on Barangay Affairs**, with general jurisdiction over all matters related to Pambansa, Pangkalakhang Maynila and Pambayang Barangay including projects policies and regulatory measures which require the coordination and/or support of the municipal government concerning barangay affairs.

**Committee on Manpower Development**, with general jurisdiction over all matters pertaining to the development of manual skills related to small industries and the development of the technical skills for purposes of self-sufficiency and self-reliance.

**Committee on Social Services**, with general jurisdiction over all matters pertaining to programs and projects for the welfare of the elderly and the disabled, and all community based rehabilitation programs for vagrants, beggars, street children and juvenile delinquents.
Shall have general supervision on livelihood and other pro-poor projects and nutrition services.

Committee on Tourism and Culture, with general jurisdiction over all matters pertaining to the development of tourism potentials of the Municipality over all matters pertaining to the enhancement of arts and cultural activities.

Committee on Games and Amusements, with general jurisdiction over all matters pertaining all amusement and gaming activities including the franchising and defranchising of said facilities.

Committee on Urban Development, with general jurisdiction over all matters pertaining to land use conversion, urban general vision and condominium regulations, industrial estate development, parks and other recreational development.

Committee on Rules, with general jurisdiction over all matters pertaining to the formulation and enforcement of rules, policies and procedures of the Sangguniang Bayan.

Committee on Drug Abuse, with general jurisdiction over all matters pertaining to the rehabilitation of victims of drug with regards to the prevention of drug abuse.

Committee on Human Rights, with general jurisdiction over all matters pertaining to human rights abuses, and other programs geared towards the protection of the citizenry of the Municipality.

Committee on Women and Family, with general jurisdiction over all matters pertaining to the welfare of children, women, the family and community.

Committee on Market and Slaughterhouse, the general jurisdiction over all matters pertaining to the enforcement of Ordinances, rules and regulations governing the operation, maintenance and sanitation of markets and slaughterhouses.

Committee on Environmental Protection, with general jurisdiction over all matters pertaining to solid waste disposal, environmental management systems and services, ecological improvement, anti-pollution activities, and all other programs and projects geared towards the protection and enhancement of the environment.

Committee on Cooperatives, with general jurisdiction over all matters pertaining to the establishment and operation of cooperatives and other similar self-help and self-reliance projects.
Committee on Appropriations, with general jurisdiction over all matters pertaining to the appropriation of the Executive Budget and Supplemental Budget of the Municipal Government.

SECTION 2. Each Committee shall be composed of a Chairman, Vice-Chairman, and such number of members as may be determined by the Sangguniang.

SECTION 3. The Presiding Officer shall not be a member of any standing committee but may be designated by the body as Chairman of a Special Committee created for specific purposes.

SECTION 4. Only the elected Sangguniang Bayan members will be entitled to vote, matters involving the budgetary appropriations, preparations of budget and Supplemental Budget.

SECTION 5. Members of the Sangguniang Bayan shall only be entitled to the following membership of Standing Committees; two (2) positions for Chairmanship; four (4) positions for Vice-Chairmanship; and seven (7) positions for membership.

SECTION 6. No members shall be elected to any Committee which has jurisdiction over a matter regarding which such number has a direct personal or pecuniary interests.

SECTION 7. Committees shall meet at the call of their respective Chairman or a majority of their members, provided, due written notice is served upon each member three (3) days before said meeting.

SECTION 8. A majority of the members of a Committee shall constitute a quorum to do business, unexplained absences in three successive committee meetings shall operate to relinquish membership therein.

SECTION 9. When a vacancy occurs in a Committee, the same shall be filled by a majority vote of all the members of the Sanggunian.

SECTION 10. Any committee may request, through the Presiding Officer, the appearance before it of any official of the municipality over whom the Sangguniang Exercises jurisdiction. Any person may appear at a Committee meeting and present his views on matters before it at such time as the Committee may designate.

SECTION 11. Ordinances requiring direct appropriation of public funds, if favorably reported by the Committee to which it was initially committed by the Presiding Officer, shall be referred to the Committee on Finance for its action on so much of the proposed measure requiring appropriation of public funds.
SECTION 12. All Committees shall report to the Sanggunian on every matter referred to them by the Presiding Officer. When a measure is referred to two or more standing committees, the committee concerned may submit a joint or separate reports thereon.

SECTION 13. Committee Reports shall be adopted formally. Securing signatures of Committee members in lieu of a formal meeting is prohibited.

SECTION 14. A Committee member, unless he has entered his objections 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 15. A committee which has failed to submit a report on a particular question for two successive meetings or for any similar valid reason may be discharge by the body from further consideration of said question and may, through the same motion assign it to another committee or submit the question to the body as a Committee of the Whole.

SECTION 16. Special Committees may be created by the Sangguniang for special purposes and as the need for them arises. They shall cease as soon as the shall have received their reports unless new assignments are given to them. They are subject to the same rules governing standing committees.

RULE VI

MEETING AND QUORUM

SECTION 1. The Sanggunian shall hold at least four (4) regular meetings a month, every Tuesday from 5:30 p.m. to 7:00 p.m. There will be not more than four regular meetings may be held as the need for them arises, provided they do not exceed the number of Special meetings permitted by law, and provided, however, that in excess of what the law permits, the same may be applied for with the appropriate authority.

SECTION 2. The Local Chief Executive or any majority members of the Sanggunian may call a Special meeting by giving written notice of each member of the Sanggunian. The notice must state the day, time, and purpose of the meeting, and shall be serve personally on each member or left at his usual place of abode, at least 24 hours before the Special Session, no other matters maybe considered except those stated in the notice unless otherwise agreed upon by the unanimous consent of all members.

SECTION 3. Any meeting, regular or special may, in case the amount of business shall require, be adjourned from day to day, until the business is completed.
SECTION 4. The meetings of the Sanggunian shall be held openly and publicly but it may hold them with closed doors when considering appointments submitted to it by the Mayor or such other delicate matters.

SECTION 5. A majority of all the members of the Sanggunian shall constitute a quorum for it to do business, provided that the Presiding Officer or, in his absence, the temporary Presiding Officer is also present, including all Sectoral Representatives.

SECTION 6. When a quorum is lacking, the Presiding Officer may declare a recess until such time as a quorum is constituted, or a majority of those in attendance may adjourn from time to time and may enforce the immediate attendance of any member absent without good cause, by issuing to the police department an order for his arrest and production at the session hall; or they may impose a fine upon him in such amount as shall have been previously prescribed by ordinance.

If in spite of the above, there is still an absence of a quorum or there is no prospect of constituting one, no other business shall be transacted and the Presiding Officer shall declare the meeting adjournd for lack of a quorum.

SECTION 7. Should the question of a 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 a announcing the result forthwith.

SECTION 8. No meeting shall be suspended or adjourned except when so directed by the Sanggunian but the Presiding Officer may, in his discretion, declare a recess in short interval or suspend or adjourn the meeting in case of emergency or when the same becomes unruly or uncontrollable.

RULE VII

ORDER OR BUSINESS

SECTION 1. The order of business in the Sanggunian shall be as follows:

a. Call to Order
b. Invocation
c. Singing of the national Anthem
d. Roll Call of members
e. Reading and approval of the minutes of the previous meeting
f. Reading and reference to corresponding committees of proposed ordinances, resolutions, petitions, memorials, motions, and other communications.
g. Reports of regular committees
h. Reports of Special Committees
i. Unfinished business
j. Business for the day
k. Final reading of ordinances and resolution
l. Adjournment

SECTION 2. The Majority Floor Leader shall prepare the calendar of business of every meeting and shall cause the Secretary to furnish a copy thereof to every member of the Sanggunian not less than three days before every regular meeting.

SECTION 3. The calendar of business shall contain a brief description of each item of business to be taken up during the meeting, indicating the sources, in the case of communications, indorsements, petitions, memorial, 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.

SECTION 4. Committee reports shall be rendered, first by the standing committees in the order they are listed in the Rules of the Sanggunian, then by special committees, in the order of their creation.

The report, consisting of the findings and recommendations of the majority of the committees, shall be made by its chairman, or, if the dissents with the majority opinion, by any committee member concurring therein and duly designated for the purpose.

If the recommendation is favorable, the Presiding Officer shall, without debate, direct it to be calendared for second reading, otherwise, it shall be considered laid on the table.

SECTION 5. The consideration of unfinished business in which the Sanggunian may be engaged in at the time of adjournment shall be resumed after the committee reports have been rendered and so on at each succeeding meeting until such unfinished business is disposed of.

SECTION 6. The business for the day shall consist of ordinances, resolutions, and other legislative matters set on the calendar for the consideration of the Sanggunian. They shall be taken up in the order in which they are set in the calendar.

SECTION 7. 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 8. On a motion to suspend the rules, items of business may be taken away from their fixed order, and any urgent matter, not included in the order of business, may be considered forthwith by the Sanggunian. An urgent matter is
one which is certified by the Mayor as involving great public interest the delay of which shall prejudice essential government activities.

RULE VIII

PROCEDURE FOR ORDINANCES, RESOLUTIONS, AND OTHER LEGISLATIVE MATTERS

SECTION 1. Legislative actions of a general and permanent character shall be enacted in the form of ordinances, while those which are ministerial or administrative in nature and of temporary character shall be passed in the form of resolutions.

SECTION 2. Every ordinance presented for consideration shall be denominated as a “Draft Ordinance” and upon approval, it shall be called a “Municipal Ordinance”.

SECTION 3. Ordinance 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 effectivity. They shall be signed by the author or authors and submitted to the Secretary who shall report them to the Sanggunian at its next meeting.

SECTION 4. Before an ordinance or a resolution may be finally enacted, it shall undergo three readings, as follows:

a. First reading, which shall consist of the reading by the Secretary of the title of the proposed ordinance or resolution and the name of its author or authors, 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.

b. Second reading, at 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.

c. Third reading, at which no debate or amendment shall be allowed, but the title of the proposed ordinance or resolution shall be read and the question upon its passage shall be immediately taken.

SECTION 5. In case of an erroneous reference of a measure to a committee, the same may be corrected at a subsequent meeting after the reading of the minutes containing the referral, by a majority vote of the Sanggunian on motion of the
committee on rules or the committee claiming jurisdiction over it or the committee
to which it was erroneously referred.

SECTION 6. 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 any of the proposed ordinances or resolutions
complicated or substituted for, in the order of the names shown therein and
according to the date of their filling.

SECTION 7. No ordinance or resolution shall be considered on second
reading in any regular meeting that has not been reported out by the proper
committee except those prepared and introduced by the committees having proper
jurisdiction over the subjects thereof and those certified as urgent by the Mayor.

SECTION 8. The Secretary shall prepare copies of the proposed ordinance
or resolution in the form it was passed on second reading, and shall distribute to
each member of the Sanggunian a copy thereof at least three days before it is voted
upon for final approval, except if the measure has been certified by the Mayor as
urgent in which case it may be submitted for final voting immediately after the
second reading.

SECTION 9. If the Mayor vetoes an ordinance or resolution or any part
thereof, he shall signify his disapproval thereof the Mayor at large on the ordinance
or resolution or the item or items vetoed. After reconsideration, the Sanggunian
shall proceed to vote on the ordinance or resolution or the vetoed item or items
thereof, and the vote of each Sanggunian member shall be recorded on the minutes.
If the ordinance or resolution or the vetoed items thereof are passed by the vote of
two-thirds of all members of the Sangguniang, such ordinance or resolution shall be
valid.

SECTION 10. Every ordinance and resolution shall go into effect on the
tenth day after receipt of the notification of its approval, unless the ordinance or
resolution itself provides a different specific date.

SECTION 11. Proposed and approved ordinances and resolutions of the
Sanggunian shall be kept in separate files and numbered consecutively throughout
the calendar year.

SECTION 12. Every ordinance shall be posted by the Secretary at the main
entrance of the Municipal building on the day after its approval. He shall certify to
the fact of posting and shall spread his certificate upon the minutes of the
Sangguniang, although failure to post an ordinance shall not invalidate the same. It
shall also be the duty of the Secretary to translate or cause to be translated into the
dialect used by the majority of the people of the municipality and to have them
posted, as translated into such dialect, at the main entrance of the municipal
building and in other frequented public places in the town and its barriers.
RULE IX
THE MINUTES

SECTION 1. The Sanggunian shall keep the minutes of its proceedings which shall comprise a succinct and exact account of the business transacted and the actions taken thereon. The minutes must clearly show the following: nature of the meeting; names of members present and absent; whether the minutes of the previous meeting were read and approved, citing corrections, if any; every resolution or ordinance was not approved unanimously, a brief statement of the minority opinion; nominal votings; all main motions, except those withdrawn; points of order and appeals whether sustained or lost; veto message of the Mayor, in full; and time of adjournment.

SECTION 2. The original copy of the minutes shall be signed by the members of the Sanggunian present at the meeting, showing those who voted for and those who voted against its approval. Each copy of the minutes must be signed by the Secretary and attested by the Presiding officer.

SECTION 3. The minutes of every meeting shall be read and approved by a majority of the members present at the meetings at which they are read, with such corrections as the Sanggunian may approve. The reading of the minutes shall be interrupted or suspended except by consent of the Sanggunian.

SECTION 4. The reading of the minutes may be dispensed with the concurrence of the majority but may be postponed to a later time or meeting, and no motion to amend it shall be entertained after it has been read and approved.

RULE X
DEBATES AND DECORUM

SECTION 1. When any member desires to deliver any remarks to the Sanggunian, he shall rise and request the Chair to let him have 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 alternate the floor between those who wish to speak for and against a given question.

SECTION 2. The member who has obtained the floor shall address his remarks to the Chair, confine himself to the question under debate, avoiding personalities, and shall conduct himself with proper decorum.
SECTION 3. No member of the Sanggunian shall occupy more than ten minutes in debate on any question at the same meeting without leave of the Sanggunian.

After three have spoken in favor and two against a question, or only one speech shall have been delivered and none against, a motion to close the debate shall be in order. If said motion is approved, the Sanggunian shall proceed to consider amendments to the question. Remarks on each amendment by any member shall not exceed five minutes.

SECTION 4. The Sanggunian may, by a two-thirds vote of the members present, close debate on any question, upon motion for the previous without debate.

SECTION 5. 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 each member by the Rules of the Sanggunian.

SECTION 6. If any member, by his speech or behavior, transgresses the Rules of the Sanggunian, the Presiding Officer, on his own initiative or at the request of any member, shall call him to order, and the Sanggunian 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 minutes. If the decision is in favor of the member called to order, he may proceed, but not otherwise.

SECTION 7. During meetings of the Sanggunian, the members shall observe proper decorum. They shall remain in their seats during roll call or when a vote is being taken and no shall pass between a member who has the floor and the Chair.

SECTION 8. While the Presiding Officer is addressing the Sanggunian, no member shall walk out of or across the session hall.

SECTION 9. Smoking will be prohibited inside the session hall.

RULE XI

VOTES AND VOTING

SECTION 1. Voting in the Sanggunian shall be done by voice, raising of hand, rising, or by roll call, unless a different method is prescribed by the Sanggunian for a particular question. In taking the vote, the affirmative shall be taken first and then the negative.

SECTION 2. To pass an ordinance or any proposition creating an indebtedness, the affirmative vote of a majority or all members of the Sanggunian is
necessary. Other measures, except as otherwise specially provided, shall prevail upon the majority vote of the members present at any meeting duly called and held.

SECTION 3. A Tie vote defeats any measure or motion except an appeal from the decision of the Chair which shall be considered sustained by a tie vote.

SECTION 4. The Presiding Officer shall rise to put a question into a vote by saying, “As many as are in favor (stating the question) say Yes,” and after the affirmative vote is expressed, “As many as are opposed, say NO”. If the Chair doubts the vote or if a division is called, the body shall divide. Those in the affirmative shall be asked to either raise a hand or rise from their seats, and then those in the negative to do the same. In any case, the Presiding Officer shall rise to state the decision.

SECTION 5. The yes and no vote shall be taken and entered in the minutes upon the passage of all ordinances, upon all propositions creating any liability against the municipality, and upon any other proposition if requested by any member, even after a division has been had.

SECTION 6. When voting nominally, the Secretary shall call the roll of the members of the Sanggunian in alphabetical order, and as each name is called, the member shall announce his vote by saying YES or NO, as the case may be or ABSTAIN or PRESENT, if he is not voting. A member may explain his vote not to exceed three minutes.

After the roll has been called, when voting nominally, the Secretary shall call in their alphabetical order the names of those not voting in order that they may vote. After this second calling of the roll, no request shall be entertained by the Chair to record a vote.

SECTION 7. When an ordinance or any measure directing the payment of money or creating liability against the municipality is passed by general consent, the Secretary shall enter in the minutes present at that particular time, this having the effect of nominal voting.

SECTION 8. 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. This does not, however, preclude any member from voting for himself for any position within the Sanggunian.

SECTION 9. 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 consent.

SECTION 10. A member who arrives late at the meeting shall be permitted to vote, provided the result of the voting has not been announced yet by the Chair.
SECTION 11. No motion, except on the presence of a quorum, shall be entertained during the voting.

RULE XII

RULES ON MOTIONS

SECTION 1. The following motions, in the order of their presence (from highest to lowest rank), together with other motions hereinafter specified, shall be used in doing business in the Sanggunian.

a. Fix the time to which to adjourn (Rank 1), to provide a future time for the continuation of the meeting in progress,
b. Adjourn (Rank 2), to formally terminate the meeting in progress,
c. Take a recess (Rank 3), to provide a brief intermission during the meeting,
d. Question of Privilege (Rank 4), to secure immediate action upon a matter that involves the comfort, convenience, rights or privileges of the Sanggunian or of any of its members,
e. Call for orders of the day (Rank 5), to bring before the Sanggunian for consideration any business assigned for a particular time,
f. Lay on the table (Rank 6), to set aside a pending question for consideration at a later but undetermined time,
g. Call for the previous question (Rank 7), to suppress discussion on a pending question and to bring it immediately to a vote,
h. Modify the limits of debate (Rank 8), to remove standing restrictions to shorten or to permit more time for discussion on a pending question,
i. Postpone definitely (Rank 9), to defer the consideration to a committee for study and recommendation,
j. Commit (Rank 10), to refer a question or proposition to a committee for study and recommendation,
k. Amend (Rank 11), to modify a question to make it more acceptable to the body,
l. Postpone indefinitely (Rank 12), to defer consideration of a question indefinitely,
m. Main motion (Rank 13), to bring before the body a substantive proposition for its consideration.

SECTION 2. The following motions shall have the rank of a main motion.

a. Take from the table, to resume the consideration of a question that has been previously laid on the table.
b. Reconsider, to set aside the vote previously taken on a question and to report it to a new discussion and vote.
c. Reconsider and have entered on the minutes, to suspend action on a question that has been decided by a temporary majority.
d. Rescind or repeal, to render null and void a question previously passed.
e. Expunge, to express strong disapproval to an action taken by the body and to have it rescinded.
f. Adopt a report, to accept or agree to a report as an official act of the body.

SECTION 3. The following incidental motions have no fixed rank but shall take precedence over the question form which they arise;

a. Suspend the rules, to allow the body to do something which it is otherwise forbidden to do by its rules or previously adopted orders.
b. Withdraw or modify a motion, to remove a question from the consideration of the body or to modify the same.
c. Read papers, to allow a member to read a paper, document, or book as part of his speech or remarks.
d. Object to the consideration of a question, to avoid the consideration of a question which the body considers irrelevant, contentious, unprofitable, or generally objectionable.
e. Point of order, to call attention to an error in the observance or enforcement of the rules of parliamentary procedure or those of the Sanggunian.
f. Point of information, to be informed of any matter related to the pending question or to the Sanggunian.
g. Parliamentary inquiry, to request information on matters pertaining to parliamentary law and procedure.
h. Appeal from the decision of the Chair, to ask the body to decide whether the ruling made by the Chair on a question or order should be upheld or overruled.
i. Divide the assembly, to verify the vote taken on a question or to secure a more accurate count of the vote.
j. Divide the question, to divide long and complicated propositions into separate and distinct parts to facilitate their consideration.

SECTION 4. Every motion presented to the body shall be stated by the Chair, or if it be in writing, the Chair shall cause it be 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 5. A motion to adjourn or to take a recess is in order even if a quorum is not present, but not when 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 meeting to allow the making of the announcement.
SECTION 6. The motions to fix the time to which to adjourn take a recess, raise a question of privilege, and call for orders of the day are privileged motions and 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 orders of the day may be made even if someone has the floor.

SECTION 7. 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 brought up again only by a new motion.

SECTION 8. A motion calling for the previous question requires for its approval a two-thirds vote of the members for 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 Sanggunian.

SECTION 9. A question cannot be postponed beyond the next regular meeting or to a special or adjournment meeting unless provisions have been made for the holding of such a meeting.

SECTION 10. A question may be postponed as a general order by a majority vote, or as a special order, by a two-thirds vote, of the members present.

SECTION 11. No order of the day may be considered before the time to which it was assigned except by general consent of the rules fixing its time as an order of the day.

SECTION 12. When a question is under consideration, a motion to amend and motion to amend an amendment shall be in order, and any of said amendments may be withdrawn before a decision is had thereon.

SECTION 13. No motion on a 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 14. Once an amendment has been adopted or rejected, the same or substantially the same amendment cannot be reintroduced at the same meeting unless the vote on the original amendment has been reconsidered or the motion to amend has been withdrawn.

SECTION 15. Amendments to the title of an ordinance or resolution shall not be in order until after the text thereof has been approved. Amendment to the title shall be decided without debate.

SECTION 16. When an ordinance, resolution, or motion 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, 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.

SECTION 17. A motion to enter on the minutes a motion to reconsider a question must be called up not later than the next meeting, unless the motion is made on the last day of a session in which case it may be called up for consideration on the same day it was moved.

SECTION 18. An ordinance, resolution, or any other question may be rescinded, repealed, or expunged at any meeting subsequent to the one at which it was adopted, by a majority vote of the members present, with notice thereof given at the previous meeting, or 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 controverter question has already elapsed.

SECTION 19. Rules relating to the order of business, business procedure, and similar standing rules, except those prescribed by statutory law, may be suspended by two-thirds vote of the members present, provided, that said suspension shall be for as long as the question for which the rules is suspended remains pending before the body.

SECTION 20. The consideration of a question may be objected to by a two-thirds vote of the members present, but the motion may not be applied to directives or communications from a higher governing body, committee reports, and amendments to the Rules of the Sanggunian.

SECTION 21. 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 related to indecorum, priority of business transgression of the 3 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 22. A call for a division of the body 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 stated by the Chair.

SECTION 23. A motion to read any part of the Rules of the Sanggunian is equivalent to a call to order and shall have the precedence corresponding to it.
SECTION 24. 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 or the members present.

SECTION 25. No motion, having failed passage, shall again be allowed at the same meeting unless there has been a substantial change in the preposition. The motion to fix the time to which to adjourn, call for orders of the day, close nomination or the polls, fix the limits of debate, lay on table, postpone definitely or indefinitely, commit or refer, call for the previous question, take a recess, and take from the table, may be renewed after a change in parliamentary situation during the meeting. The motion to object to the consideration of a question, if rejected, may not again be renewed on the same question.

SECTION 16. All motions relating to nominations and voting, if made while a question or an election is pending, are incidental motions. If they are made at any other time, they shall be treated as main motions.

RULE XIII

UNFINISHED BUSINESS
AT THE END OF THE SESSION

SECTION 1. All businesses before the Sanggunian and its committees at the end of one session shall be resumed at the commencement of its next session.

SECTION 2. Business left unacted upon at the termination of one Sanggunian may be considered by the succeeding Sanggunian as matters of unfinished business.

SECTION 3. For purpose of the preceding sections, the Secretary shall return to the respective committees the papers relating to unfinished business and the papers delivered or returned to him at the close of a session or termination of a Sanggunian.

RULE XIV
PAPERS AND DOCUMENTS

SECTION 1. As businesses are disposed of by the committees, all documents and papers related to such business shall be delivered to the Secretary of the Sanggunian who shall keep the same in the files of the Sanggunian.

SECTION 2. At the adjournment of the last session of a Sanggunian, all papers still in the possession of any committee shall be delivered to the Secretary who shall preserve them in the files of the Sanggunian in the manner required by the character of said papers.

SECTION 3. The Secretary shall issue, upon demand of any person, a certified copy of any record within his control and shall be authorized to charge a fee for said purpose in the manner prescribed by law.

RULE XV

SUSPENSION OF RULES

SECTION 1. Any part of these Rules, not prescribed by or adopted from statutory law or any higher act, may be suspended by general consent or by a two-thirds vote of the members present, provided that the suspension of the rule shall be for the sole purpose of the question pending at the time the motion for which said suspension is made.

SECTION 2. Notwithstanding the provision of the immediate preceding Section, no part of these Rules may be suspended if its effect is to protect absentee members or inevitably expose a member’s vote.

RULE XVI

AMENDMENTS TO RULES

SECTION 1. Those Rules may be amended at any regular meeting by a two-thirds vote of all members of the Sanggunian, provided that notices of the proposed amendment has been given at the meeting previous to the one at which said amendment is to be considered.

SECTION 2. No provision of these Rules which is prescribed by or adapted from statutory law or any other higher authority may be amended or revised.

RULE XVII

SECTION 1. The rules of procedure and parliamentary practices of the legislative bodies of the Philippines shall serve as supplementary
authority of the Sanggunian insofar as they are not incompatible with its own rules and standing orders.

RULE XVIII

SECTION 1. These Rules shall take effect upon their adoption.

APPROVED on second and third reading as amended and corrected.

I hereby certify to the correctness of the foregoing resolution.

ATTY. VICTOR A. L. VALERO
Acting Municipal Secretary

ATTESTED:

VICE MAYOR ARTURO S. YABUT
Presiding Officer