



OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

EXCERPT FROM THE MINUTES OF THE INAUGURAL SESSION OF THE 12th SANGGUNIANG BAYAN OF MONCADA, TARLAC HELD ON THE 8th DAY OF JULY 2025 AT THE SB SESSION HALL, SB-ABC-SK BUILDING.

PRESENT:

HON. JESSIE E. AQUINO	.. VICE MAYOR, PRESIDING OFFICER
HON. JAYVEE B. NATIVIDAD	.. MEMBER, PRO-TEMPORE
HON. CELESTE A. AYSON	.. MEMBER, FLOOR LEADER
HON. MICHAEL B. UYCOCO	.. MEMBER
HON. JANIUS JOHN C. YASAY	.. MEMBER
HON. DEAN MICHAEL V. DUQUE	.. MEMBER
HON. CHARL JUSTIN E. QUIJANO	.. MEMBER
HON. LESLIE G. LOPEZ	.. MEMBER
HON. CONSTATE NESTOR A. FAVIS	.. MEMBER
HON. BERNADINE C. FERRER	.. LNB PRESIDENT
HON. ERVEN B. PRADO	.. MFSK PRESIDENT

ABSENT:
NONE

RESOLUTION NO. 2025-12-003

ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE 12th SANGGUNIANG BAYAN OF MONCADA, TARLAC, LEGISLATIVE TERM 2025 – 2028

Sponsored by: Coun. Celeste A. Ayson
Chairperson, Committee on Rules

WHEREAS, Section 50 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates that on the first regular session following the election of its members and within ninety (90) days thereafter, the Sanggunian concerned shall adopt or update its existing internal rules of procedure;

WHEREAS, the internal rules of procedure shall provide for the organization of the Sanggunian and the election of its officers, the creation of standing committees with defined jurisdictions, the order and calendar of business for each session, the legislative process, parliamentary procedures, the discipline of its members, and such other rules deemed necessary for the orderly conduct of its proceedings;

WHEREAS, the adoption of said rules is necessary to guide the 12th Sangguniang Bayan in the performance of its legislative functions, ensure procedural order during its sessions, and promote transparency, efficiency, and accountability in local governance;



Management
System
ISO 9001:2015
www.tuv.com
ID 9000010553





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

WHEREAS, the members of the 12th Sangguniang Bayan have thoroughly reviewed, deliberated, and agreed on the contents of the proposed Internal Rules of Procedure to govern their sessions and committee proceedings;

NOW THEREFORE, on motion by Coun. Celeste A. Ayson, duly seconded;

RESOLVED, that the Sangguniang Bayan *En Banc* hereby approves and adopts its Internal Rules of Procedure for Legislative Term 2025-2028, to wit:

RULE I – CONSTITUTION AND COMPOSITION

SECTION 1. The Vice Mayor/Presiding Officer and all Members, including Ex-Officio Members, shall constitute the **12th Sangguniang Bayan of Moncada, Tarlac – Legislative Term 2025-2028**. The beginning of the term of the regular eight (8) members shall be at 12 noon of June 30, 2025 until 12 noon of June 30, 2028. In the case of ex-officio members (Liga ng mga Barangay President and SK Federation President), they shall have their respective term of office pursuant to the provisions of existing laws with regard to the manner of their elections and assumption to office.

SEC. 2. The composition of this Sangguniang Bayan shall be provided by existing laws, specifically by RA 7160 otherwise known as the “Local Government Code of 1991. Pursuant to the same Code, there shall be a **Secretary to the Sangguniang Bayan**, a career official with rank and salary equal to a Municipal Government Department Head I who shall take charge of the Office of the Secretary to the Sanggunian and shall perform his powers, duties and functions consistent with Section 469, Article 1, Title V of RA 7160.

RULE II – POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN

SEC. 3. The power, duties and functions of this Sanggunian shall be as provided for under Rule XVII of the Rules and Regulations Implementing the Local Government Code of 1991.

RULE III - DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS

SEC. 4. Every member of this Sanggunian shall make a full disclosure of his financial and business interests as required of him under Art. 104 Rules XVII of the Rules and Regulations Implementing the Local Government Code of 1991.

SEC. 5. Every member shall attend all the session of this Sanggunian unless he is prevented from doing so by reason of sickness or other unavoidable circumstances provided that, as a general rule, previous notice thereto shall be sent to the Sanggunian thru the Presiding Officer or the Secretary.

SEC. 6. As a general rule, every member is required to vote on every question or proposed measure being voted upon by the Sanggunian. Abstentions may be allowed only if it can be shown that the member concerned has a pecuniary interest, either directly or indirectly, on the matter being acted upon by the body.





OFFICE
of the

SANGGUNIANG BAYAN



MONCADA, TARLAC

SEC. 7. Every member shall observe proper deportment and decorum during sessions.

RULE IV – THE PRESIDING OFFICER

SEC. 8. The Vice Mayor shall be the Presiding Officer of this Sanggunian and, as such, shall have the following rights and duties.

- (a) To preside over the sessions, regular and special, of the Sanggunian.
- (b) To exact from all the members present during the sessions proper deportment and decorum.
- (c) To enforce the internal rules of procedure of the Sanggunian.
- (d) To maintain order during sessions and render a ruling on questions of order, subject to appeal by the member concerned to the body for final decision.
- (e) To sign all the legislative documents, papers, or checks requiring his signature.
- (f) To declare a recess during sessions anytime he deems it necessary provided that the duration of the recess is less than fifteen (15) minutes.
- (g) To declare the session adjourned to some other date, time and place in cases of extreme emergencies, serious and uncontrollable circumstances.
- (h) To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body provided that he shall not express himself either for or against the said measure or question.
- (i) To vote but only to break a tie. Hence, he cannot vote in order to create a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it.
- (j) To relinquish the Chair to the Presiding Officer Pro-Tempore, or in the latter's absence, to any member of the Sanggunian who shall act as temporary presiding officer but only if he is going out of the session hall for whatever reason.

RULE V – THE PRESIDING OFFICER PRO-TEMPORE, TEMPORARY PRESIDING OFFICER, AND THE FLOOR LEADER

SEC. 9. The most senior member of the Sanggunian shall be the Presiding Officer Pro-Tempore, who, without losing his status as a regular member, including his rights and prerogatives, shall temporarily exercise all the powers, duties, and functions of the regular Presiding Officer.



Management
System
ISO 9001:2015



www.tuv.com
ID 9000010553



OFFICE
of the

SANGGUNIANG BAYAN



MONCADA, TARLAC

SEC. 10. In the event of the inability of the regular Presiding Officer and the Presiding Officer "Pro-Tempore" to preside over a Sanggunian session, the members present thereby constituting a "quorum" shall elect from among themselves a "temporary presiding officer".

SEC. 11. The Presiding Officer "Pro-Tempore" or the "temporary presiding officer", as the case may be, shall certify within ten (10) days from passage any ordinance enacted or resolution adopted by the Sanggunian in the session over which he temporarily presided.

SEC. 12. While presiding, the Presiding Officer "Pro-Tempore" or the temporary Presiding Officer, as the case may be, shall have no right to vote even if there is a tie.

SEC. 13.1 The Presiding Officer "Pro-Tempore" or the "Temporary Presiding Officer" may, on his own discretion, relinquish the Chair temporarily to any member of the Sanggunian if he would like to go down the floor and participate in the deliberation in his capacity as a regular and constituent member.

SEC. 13.2 Floor Leader – The Sanggunian shall elect, by majority vote from among its members a Floor Leader who is responsible for the coordination of the order of business and the orderly conduct of every business and deliberations on the floor. The Floor Leader shall also be given preference to be the chairperson of the Committee on Rules and Privileges.

RULE VI – REGULAR AND SPECIAL SESSIONS

SEC. 14. (a) The Regular Session of this Sanggunian shall be "once a week" to be held at the Sangguniang Bayan Session Hall every Tuesday at exactly 9:30 o'clock in the morning.

(b) Virtual sessions through videoconferencing platforms may be undertaken in certain situations such as, but not limited to, occurrence of disasters and calamities, health emergencies, and the like, which may prohibit the members from holding a face-to-face session. For this reason, the use of digital signatures for official documents of the Sanggunian adopted through virtual sessions are considered legal and valid.

(c) The Mace shall be the symbol of power and authority of the Sangguniang Bayan and shall be displayed at the Presiding Officer's rostrum when the Sanggunian is in session, whether regular or special, and in special events such as the inauguration of newly-elected officials and during the delivery of the State of the Municipality Address of the Mayor. The Mace, however, may not be displayed when the session is held virtually through a videoconferencing platform.

SEC. 15. Special Sessions may be REQUESTED by the Mayor, Vice Mayor or by a majority of the members of this Sanggunian.

SEC. 16. A notice which shall come through a text message or call shall be the means of communication to inform the Sanggunian members about the special session. It shall contain the date, time and purpose of the session. If by all means, the foregoing medium of communication fails, a written notice shall then be served



Management
System
ISO 9001:2015



www.tuv.com
ID 9000010553



OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

personally or left with a member of his household at his usual place of residence at least twenty-four (24) hours before the special session is held.

SEC. 17. Unless otherwise agreed upon by majority (50% plus one) vote of the members present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

SEC. 18. All sessions shall be open to the public unless a closed door session is ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reasons of security, decency, or morality.

SEC. 19. No two (2) sessions, whether regular or special, may be held in a single day.

SEC. 20. *Adjourned Session.* An adjourned session may be held:

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

RULE VII - QUORUM

SEC. 21. A majority of the members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact official business.

SEC. 22. Other interpretations to the contrary notwithstanding, the term elected and qualified shall be construed to include not only the regular members but also the ex-officio members of this Sanggunian.

SEC. 23. In computing the presence of a quorum, the term majority shall be based on the actual membership or incumbents in the Sanggunian, which shall EXCLUDE the following:

- (a) A member who is abroad or on official leave of absence;
- (b) A deceased member;
- (c) A member who has resigned;
- (d) A member who has been suspended; expelled; or removed by final judgment

SEC. 24. No quorum at the start of the session. When the appointed time has come to start the regular session, the Presiding Officer (regular or temporary, as the case may be) shall call the session to Order, with or without a quorum.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

In the absence of a quorum after calling the session to order, the Presiding Officer may perform any of the following:

- (a) He may give members 15-minute grace period to arrive in the session hall;
- (b) He may adjourn the session from hour to hour if he would like to wait for other members who may be late in coming to the session;
- (c) He may adjourn the session from day to day; or
- (d) He may adjourn the session for lack of quorum.

SEC. 25. No quorum during the session. During a session which was started with a quorum and a question on the 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.

Note: A request or motion to determine the presence of a quorum is not debatable.

SEC. 26. In the absence of a quorum, the Presiding Officer may declare a recess of not more than one (1) hour and wait for other members to come; or a majority of the members present may adjourn from hour to hour; or day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sanggunian, to be assisted by a member or members of the police force to arrest the absent member and present him at the session hall. (Sec. 53, RA 7160).

If there is still no quorum despite the enforcement of the above remedial measures, the Presiding Officer may, *motu proprio*, or upon proper motion from the floor duly adopted by the body, then declare the session adjourned for lack of quorum.

RULE VIII – ORDER OF BUSINESS

SEC. 27. The Order of Business of this Sanggunian shall be as follows:

- (a) Call to Order
- (b) Invocation
- (c) Singing of the Philippine National Anthem
- (d) Roll Call
- (e) Reading and Approval of the Minutes of the Previous Session
- (f) Reference of Business
- (g) Privilege Hour
- (h) Committee Reports
- (i) Calendar of Business
 - 1. Unfinished Business
 - 2. Business for the Day
- (j) Unassigned Business
- (k) Referrals
- (l) Other Matters
- (m) Announcement





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

(n) Adjournment

NOTE: The customary singing of the National Anthem, Pledge of Allegiance to the Flag and Invocation are optional items in the Order of Business hence, the Sanggunian may or may not adopt or include them in its own Order of Business.

SEC. 28. The Calendar of Business shall be prepared by the Committee on Rules and a copy thereof shall be furnished every member of this Sanggunian not less than one (1) day before the date of the regular session. The Presiding Officer shall cause the Office of the Secretary to the Sanggunian to provide the necessary administrative support and secretariat services to the Committee on Rules and other standing or special committees.

SEC. 29. The Calendar of Business shall contain the following:

(a) Unfinished Business – refers to proposals or measures that have been left not acted upon, postponed, or left unfinished during the previous meeting or session. This also includes items of business left unfinished or not acted upon at the end of the term of the previous Sangguniang Bayan.

(b) Business for the Day – refers to a list of items that have been reported out by committees and are ready for deliberation on second reading as determined by the Committee on Rules. These also include those items for the body's session on third and final reading.

SEC. 30. The Calendar of Business shall contain brief description of the item of business to be taken up during the regular session including, but not limited to the following:

1. The title of the proposed ordinance or resolution;
2. The name of the sponsor or authors and the committee to which it was referred or the committee sponsoring it;
3. In the case of petitions, letters, endorsements and other communications, the source or the name of senders.

SEC. 31. In rendering committee reports, priority shall be given to regular committees (or standing committees) to be followed by special (or Ad Hoc) committees.

SEC. 32. As a general rule, committee reports shall be rendered by its Chairperson, unless he dissents with the majority decision. In his absence, the Vice Chairperson shall take his place. If neither of them is present, any committee member concurring with the report and duly designated by the said committee shall render the report.

SEC. 33. If the reporting committee recommends a favorable action on the measure referred to it or if the reporting committee recommends the proposed measure for appropriate action by the Sanggunian, the Committee on Rules shall calendar it for second reading. If the reporting committee's recommendation is for the Sanggunian not to take action and that recommendation has been adopted by the body, the proposed measure remains shelved in the committee. If the reporting committee's recommendation is for the Sanggunian to file the proposed



Management
System
ISO 9001:2015
www.tuv.com
ID: 9000010553





OFFICE
of the

SANGGUNIANG BAYAN



MONCADA, TARLAC

measure away and that recommendation has been adopted, then it is "filed away" which means in layman's language that the proposal will be filed in the *archive* of the Sanggunian.

SEC. 34. As a general rule, no member of a committee shall oppose or object to the report of his committee unless he submits his dissenting opinion to the majority decision in writing or orally in open session before the said committee renders its report. Otherwise, he shall be precluded to oppose it on the floor.

SEC. 35. Deviation from the prescribed Order of Business may be done only under the following circumstances:

- (a) When the Sanggunian decided to suspend the rules through an assumed motion by the Chair or through a motion to suspend the rules by a member. In any case, the decision to suspend the rules shall require a vote by general consent, a unanimous vote, or at least two-thirds (2/3) vote of the members present.
- (b) When the measure to be acted upon by the Sanggunian is certified by the local chief executive as urgent, it shall have priority over all other items of business, and shall be considered without need of suspending the rules or even if it is not included in the calendar of business.

RULE IX – LEGISLATIVE PROCESS

SEC. 36. *Rules in the enactment of ordinance and adoption of resolutions.* In the enactment of ordinances and adoption of resolutions including other matters requiring legislative actions, the following rules shall be observed:

- (a) Legislative actions of a general and permanent character shall be enacted in the form of ordinances, while those which are of temporary character shall be passed in the form of resolutions. Matters relating to proprietary functions and to private concerns shall also be acted upon by resolution.
- (b) Proposed ordinances and resolution shall be in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause, and the date of its proposed effectivity. In addition, every proposed ordinance shall be accompanied by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors and submitted to the Secretary to the Sanggunian before the start of the regular session.
- (c) A resolution shall be adopted in the same manner prescribed for an ordinance, except that it need not go through a third reading for its final consideration unless decided otherwise by a majority of the Sanggunian members present.
- (d) No ordinance or resolution shall be considered on second reading in any regular meeting unless it has been reported out by the proper committee to which it was referred or certified as urgent by the local chief executive.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

- (e) Any legislative matter duly certified by the local chief executive as urgent whether or not it is included in the calendar of business may be presented and considered by the body at the same meeting without need of suspending the rules.
- (f) The Secretary to the Sanggunian shall prepare copies of the proposed ordinance or resolutions in the form it was passed on second reading, and shall distribute to each Sanggunian Member a copy thereof except that a measure certified by the local chief executive as urgent may be submitted for the final voting immediately after it has undergone the periods of debate and amendment during the second reading.
- (g) No ordinance or resolution passed by the Sanggunian in a regular, or special session duly called for the purpose, shall be valid unless approved by a majority of the members present, there being a *quorum*.
- (h) Upon the passage of all ordinances and resolutions directing the payment of money or creating a liability, and at the request of any member, the Sanggunian secretary shall record the ayes and nays. Each approved ordinance or resolution shall be stamped with the Seal of the Sanggunian and recorded in a book kept for the purpose.

SEC. 37. Approval of Ordinance and Veto Power of the Local Chief Executive. The approval of the ordinance by the Mayor and the exercise of his/her veto power, as the case may be, shall be governed by the following rules:

- (a) Every ordinance enacted by the Sanggunian shall be presented to the Mayor for his/her approval. If he/she approves the same, he/she shall affix his/her signature on each and every page thereof, otherwise, he/she shall veto it and return the same with his/her objections to the Sanggunian, which may proceed to reconsider the same. The Sanggunian may override the said veto by two-thirds (2/3) vote of all its members thereby making the ordinance or resolution effective for all legal intents and purposes.
- (b) The veto shall be communicated by the Mayor to the Sanggunian within ten (10) days otherwise, the ordinance shall be deemed approved as if he/she has signed it.
- (c) The Mayor may veto any ordinance of the Sanggunian on the ground that it is '*Ultra Vires*' or prejudicial to the public welfare, stating reasons thereof in writing.
- (d) The Mayor shall have the power to **VETO** any particular item or items of an appropriation ordinance, an ordinance or resolution adopting a local development plan and public investment program or an ordinance directing the payment of money or creating liability. In such case, the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sanggunian overrides the veto in the manner provided in this section, otherwise, the item or items in the





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

appropriation ordinance of the previous year corresponding to those vetoed, if any, shall be deemed re-enacted.

SEC. 38. The Three-Reading Principle. The so-called three-reading principle which is commonly adopted in legislative bodies shall also be followed by this Sanggunian. Hence, as a general rule, before an ordinance is finally enacted, it shall undergo the following stages:

- (a) First Reading. At this stage, the Secretary shall read the number of the proposed draft ordinance (e.g. SBPO No. _____); its title; name of the author or authors or the name of the members introducing it. Thereafter, the Presiding Officer shall refer it to the appropriate committee with or without instructions. At this stage no debate shall be allowed.
- (b) Second Reading. At this stage, any proposed ordinance that has already been reported out by the concerned committee and has been calendared by the Committee on Rules for "second reading" may be sponsored by the reporting committee Chairperson, or his vice Chairperson, or any committee member designated for that purpose. Since every member of the Sanggunian is supposed to have been furnished a copy thereof, the proposed ordinance may no longer be read in full unless the sponsoring committee or the Sanggunian itself decided otherwise.

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

- (i). Period of Debate
- (ii). Period of Amendment
- (iii). Approval in principle on second reading

- (c) Third (Final) Reading. At this stage, the Secretary shall read the proposed draft ordinance by its number, title and the name of its sponsor or co-sponsor, if any. Immediately thereafter, the Presiding Officer shall put the proposed ordinance to a vote. The Presiding Officer shall then formally announce the result thereof and directs the Secretary to enter it in the records.

SEC. 39. Methods of Voting. Unless a different method is prescribed by the Sanggunian for a particular measure, voting shall be either one of the following methods:

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

SEC. 40. Putting the Question to a Vote. The Presiding Officer shall rise whenever he is putting a question to a vote. In taking the vote, the Presiding Officer shall take first the affirmative votes and then the negative votes. While still in standing position, the Presiding Officer shall announce the result thereof.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC
RULE X – VOTES AND VOTING

SEC. 41. Voting on the Question. Whenever a nominal voting (or roll call voting) is being applied, the Secretary shall call the roll of members either in alphabetical order, by rank, or by representative districts. As each name is called, the member shall announce his vote by stating YES or NO, as the case may be. As a general rule, a member may explain his vote but not to exceed three (3) minutes.

A second roll call may be requested by any member from the Chair but this time only the names of those who failed to vote shall be called. This is to give another opportunity to those who failed to cast their vote to exercise their right and also to determine the number of members who might have violated the rule on abstention. After this second roll call, no other request of the same kind shall be entertained by the Chair.

SEC 42. Voting Restriction. No member can vote, or be allowed to vote, on any measure in which he or any of his relatives within the third degree of consanguinity or affinity, has a direct or personal pecuniary interest. This rule, however, does not apply in voting for elective positions in the Sanggunian where a member, as a matter of right, can vote for himself.

SEC. 43. Change of Vote. A member may change his vote but only when the result of the voting has not yet been announced by the Chair. Otherwise, he can only change his vote by a unanimous consent of the members present. Provided that this rule shall not be applied if voting is by ballot.

SEC. 43. Vote by Late-comer. A member who came in late during the session but who happens to arrive while voting is in progress shall be allowed to vote, provided that the result of the voting has not yet been announced by the Chair.

SEC. 44. Allowable Motion during Voting. Except for a motion pertaining to a question of quorum, no other motion shall be entertained by the Chair while voting is in progress.

SEC. 45. Tie Vote. A tie vote resulting from a vote taken on any motion, measure or proposal shall be construed to mean that the particular motion, measure or proposal is defeated, unless the Chair decided to break it. Exception to this rule is when a motion to appeal from the decision of the Chair is put to a vote and it resulted in a tie. In this case the tie vote is considered to sustain the decision of the Chair.

SEC. 46. Breaking a Tie. In case of tie, the Presiding Officer of this Sanggunian is allowed to cast his vote if he so desires. He is, however, precluded under existing laws to cast his vote in order to create a tie.

SEC. 47. Majority Vote of All the Members. As provided for under RA 7160 and its implementing rules and regulations, a majority vote of all the members of the Sangguniang Bayan is required in the following circumstances.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

- (a) Enactment of ordinance levying taxes, fees or charges prescribing the rates thereof for general and specific purposes, and granting tax exemptions, incentives or reliefs. (Sec. 447, RA 7160 par. 2-ii).
- (b) Adoption of resolution authorizing the Mayor to negotiate and contract loans and other forms of indebtedness. (par. 2-ii, Ibid).
- (c) Enactment of ordinance authorizing the floating of bonds or other instruments of indebtedness for the purpose of raising funds to finance development projects. (par. 2-iv, Ibid).
- (d) Enactment of appropriation ordinance authorizing supplemental and annual budget.
- (e) Adoption of resolution authorizing the Mayor to lease to private parties such as lots and buildings held in a proprietary capacity subject to existing laws, rules and regulations. (par. 2-v, Ibid).
- (f) Enactment of ordinance granting a franchise to any person, partnership, corporation, or cooperative to establish, construct, operate and maintain markets or slaughterhouse, or other similar activities within the municipality as may be allowed by applicable laws. Provided, that cooperatives shall be given preference in the grant of such franchise. (par. 3-vii, Ibid.)
- (g) Adoption of resolution concurring with the appointments issued by the Mayor to heads of departments and offices as required under RA 7160, (Sec. 443, RA 7160, par. d). The appointment of Secretary to the Sanggunian needs no concurrence from the SB based on a ruling that said position is not a head of a department but merely an official of the Sanggunian with rank and salary equivalent to a department head (SC, Saldua vs. CSC, 1993).

SEC. 48. Majority Vote of the Members Present (thereby constituting a Quorum). Except as provided in this IRP, all other legislative matters or measures shall require only a simple majority vote of the members present therein having a quorum for its passage, adoption or enactment as the case may be.

SEC. 49. Plurality Vote. A decision of the Sanggunian through a plurality vote shall be valid only and enforceable if it is the result of an election of officers of the Sanggunian or members of committees. No legislative proposal or measure of whatever nature shall be passed, adopted or enacted by this Sanggunian through a mere plurality vote.

SEC. 50. Percentage Vote. For purposes of this Section, a percentage vote shall be construed to mean as a proportion of a certain whole. Percentage vote shall be applied in the following:

- (a) A two-thirds (2/3) vote of all the members of this Sanggunian shall be required in overriding the veto of the LCE for any ordinances or resolution,





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

thereby making the particular ordinance or resolution effective for all intents and purposes. (Sec. 54, RA 7160)

- (b) Unless otherwise concurred in by two-thirds (2/3) vote of the Sanggunian members present, there being a quorum, no other matters may be considered at a special session except those stated in the notice. (Sec. 52 (d), RA 7160).
- (c) The penalty of suspension or expulsion that may be imposed or meted out by the Sanggunian to an erring member "shall require the concurrence of at least two-thirds (2/3) vote of all the Sanggunian members." (Sec. 50, b-5, RA 7160).
- (d) With the concurrence of at least two-thirds (2/3) of all the members of the Sanggunian, grant tax exemptions, incentives or reliefs to entities engaged in community growth-inducing industries.

NOTE: This particular provision applies only to Sangguniang Bayan and Sangguniang Panlalawigan. (See Sec. 447 and Sec. 458 of RA 7160).

- (e) At least a two-thirds (2/3) affirmative vote of the members present, there being a quorum, shall be required for the adoption of the following motions:
1. Motion to suspend the rules
 2. Motion to expunge
 3. Motion to extend or limit debate
 4. Motion to call for the previous question
- (f) At least a two-thirds negative vote of the members present, there being a quorum, shall be required in order to sustain the motion to object to the consideration of a question.

SEC. 51. Abstentions. Indubitably, a member of the Sanggunian is representing the people and not necessarily his own self and as such he should be required to take a stand, one way or the other, on every issue or measure submitted for decision of this august body. Hence, it is hereby made as a general rule that no member of this Sanggunian shall abstain from voting, except as provided under Rule III Section 6 of this Internal Rules of Procedure.

Abstention, if ever allowed to a member, shall not be considered in computing the majority vote. Since abstention is not a vote, it does not count either way. Mere silence and abstention are not the equivalent of affirmative votes nor of negative votes. (Quien Vs Serina, 17 SCRA 567, 1966; Ortix Vs. Posadas, 55 Phil. 741; 62 CJS, p. 761.)

This rule does not apply in voting for elective positions, if a member is qualified.

SEC. 52. Simple Majority. Except as otherwise provided in the Internal Rules of Procedure and existing laws, rules and regulations, a vote by a "simple majority" shall prevail on other measures, motions or propositions provided there is a





OFFICE
of the

SANGGUNIANG BAYAN



MONCADA, TARLAC

quorum. In parliamentary parlance, the term "simple majority" means one half plus one ($1/2 + 1$) of the total votes cast by the members present there being a quorum. It might be less than the majority of the entire membership.

RULE XI – RULES ON DEBATES AND AMENDMENTS

SEC. 53. As a general rule, no member shall speak before this Sanggunian without first "obtaining the floor" and be recognized by the Presiding Officer. A member who has obtained the floor shall address all his remarks to the Chair and shall NOT directly address his/her colleagues as if he/she is talking to him/her. He shall conduct himself with proper decorum by confining his remarks or arguments to the question under debate and avoiding personalities.

SEC. 54. No member rendering a committee report or delivering the sponsorship speech shall speak for more than twenty (20) minutes unless allowed by a majority of members present.

SEC. 55. No member shall speak for more than twenty (20) minutes on a particular issue or question being debated upon unless he is allowed to do so by a majority of the members present.

SEC. 56. During the period of amendments, every member shall observe the so-called five-minute rule, i.e., remarks or arguments by any member on each proposed amendment shall not exceed five (5) minutes.

SEC. 57. The member rendering a committee report or delivering the sponsorship speech of a proposed measure may move to open or close the debate within the twenty (20) minute period allowed to him. If he fails to exercise his option, the Chair may use the assumed motion to open or close the debate, or any member may formally move for it. In any case, after a member has rendered a committee report or has finished his sponsorship speech of a proposed measure, it shall be considered open to debate.

SEC. 58. While having the floor, a member may be interrupted in his speech or talk by 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.

SEC. 59. The speaker may also be interrupted by another member if the latter desires to ask questions through his privilege to interpellate and by 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 House
- (f) Raise a Question of Privilege
- (g) Reconsider
- (h) Appeal from the Decision of the Chair





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

SEC. 60. All questions addressed to the speaker or the member having the floor must always be coursed through the Presiding Officer.

SEC. 61. The speaker being interpellated may decline to answer questions, if he so desires.

SEC. 62. No member shall speak against his own motion or proposition. He may, however, be permitted to withdraw his motion or proposition and if his request to withdraw it is denied, he may vote against it.

SEC. 63. While the period of debate is in progress, no member shall roam around the session hall or leave the premises without the permission of the Chair.

SEC. 64. A motion to close the debate is in order if three (3) members have already spoken in the affirmative side and two (2) in the negative side; or only one (1) member has spoken in favor but none against it.

SEC. 65. Subject to the requirement of the preceding Section, if no member moved to close the period of debate, the Chair, *motu proprio*, may use the "assumed motion" in order to close the period of debate.

SEC. 66. When a motion "to call for the previous question" is proposed by a member which would result in the closing of debate on a pending question, a two-thirds (2/3) affirmative vote is hereby required.

SEC. 67. Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his seat nor interrupt the former in his talk.

SEC. 68. After the period of debate has been closed, the period of amendments shall immediately follow.

SEC. 69. Unless a different method is adopted by the members present in a particular session, amendments to any proposed measure, or parts thereof, shall be in seriatim. Under this seriatim method, the proposed measure is read paragraph by paragraph or section by section and after each one is read, amendments can be proposed and debated upon. Thereafter, a vote is taken on the proposed amendment. Eventually, this process will reach its conclusion and the original measure or proposition is said to have passed the "second reading".

RULE XII – COMMITTEES

SEC. 70. *Creation of Committees.* The following rules shall be observed in the creation of committees.

- (a) A regular or standing committee may be created or re-organized by a majority vote of all the members of the Sanggunian through a Resolution.
- (b) The Presiding Officer may recommend the creation or re-organization of any regular or standing committee. The Sanggunian shall act on his recommendation without debate and vote on it immediately.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

- (c) Special or Ad Hoc committees may be created upon the initiative of the Chair or any member subject to the affirmative votes of a majority of the members present, there being a quorum.

SEC. 71. Composition. Every regular committee to be created shall be composed of a Chairperson, Vice Chairperson, and not more than three (3) members, the total number shall be five (5) for each committee.

SEC. 72. Restrictions.

- (a) The Presiding Officer shall not be a member of any regular committee. However, he may be designated by the body as Chairperson of Ad Hoc or Special Committee, provided that the purpose or task for which the committee is created does not involve legislative matters or policy-making.
- (b) No person other than members of the Sanggunian shall be made a member of any regular committee.
- (c) No member of the Sanggunian shall be made a Chairperson of more than two (2) regular committees.
- (d) No member shall participate in the committee's deliberation if he has a direct or indirect personal or pecuniary interest on the matter being handled by that committee.

SEC. 73. Committee Hearings or Public Hearings. No tax ordinance or revenue measure shall be enacted by this Sanggunian in the absence of a public hearing duly conducted by the committee concerned.

SEC. 74. Committee Meetings. As a general rule, a committee meeting shall be attended only by committee members unless a majority members thereof decided to allow other persons to be present especially invited resource persons or consultants. Meeting requiring the attendance of officers from the executive department shall require prior approval or permission from the Mayor.

SEC. 75. Committee Hearing distinguished from Committee Meeting. For purposes of this Internal Rules, a committee hearing is an activity of the Sanggunian, through its committees, wherein the general public particularly those representing different sectors that may be interested or affected by a proposed measure are invited to attend to hear and be heard on that matter. This is synonymous to the term "public hearing". On the other hand, a committee meeting, as the term implies, is a "meeting" of the members of the committee for the primary purpose of decision-making. Since decision-making is a difficult task, the committee is not precluded from inviting and seeking advice from technical persons.

SEC. 76. Quorum. A majority of all the members of the committee shall constitute a quorum to do business.

SEC. 77. Calling a Committee Meeting. A committee meeting may be called by the following:





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

- (a) Chairperson
- (b) Vice-Chairperson, if he is in the capacity of Acting Chairperson
- (c) Majority of the committee members

Provided, that due notice is served upon each and every committee member.

SEC. 78. Vacancy. Vacancy in a committee shall be filled.

- (a) By a majority vote of all the members of the Sanggunian; or
- (b) By the Presiding Officer; by general consent (unanimous assent) of the members present, there being a quorum.

SEC. 79. Appearance of Department Head / Officers in Committee Meetings. The following rules shall be observed in requesting for the appearance of heads of department or offices:

- (a) Official invitation or request by any committee to appear before it of any head of department or offices, whether local or national, shall be coursed through the Presiding Officer. The Presiding Officer shall then endorse it to the head of local and national offices concerned. In the absence of the Presiding Officer, the Secretary to the Sanggunian shall be authorized to sign notices on behalf of the Presiding Officer, the Committee Chair or the Sanggunian En Banc.
- (b) The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.

SEC. 80. Mandatory Standing Committees. The following mandatory standing (or regular) committees are hereby created, viz:

(a) COMMITTEE ON FINANCE, WAYS AND MEANS, AND APPROPRIATIONS

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Local taxes, fees and charges
2. Loans and other sources of local revenues
3. Management of Economic Enterprises
4. Leasing of LGU properties
5. Annual and supplemental budgets enacted through Appropriation ordinances
6. All other matters related to local taxation and fiscal administration

(b) COMMITTEE ON YOUTH AFFAIRS AND SPORTS DEVELOPMENT

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Sports development





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

2. Youth welfare and development
3. Support for education, technical skills and health
4. Planning, formulation, and implementation of PPAs under the LYDP
5. Review of SK Plan and Budget
6. Coordination with the LYDC and LYDO

(c) COMMITTEE ON RULES AND PRIVILEGES, AGRICULTURE, ZONING AND LAND USE, COOPERATIVES AND CSOs

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson to which shall be referred all matters or questions pertaining to or connected with the following:

1. Sanggunian Internal Rules, privileges and violations thereof
2. Agricultural Production
3. Agricultural Inputs and Facilities Development of Agri-business Enterprises and Cooperatives
4. Organization and development, and incentives to cooperatives
5. All matters related to agriculture and affecting the cooperatives development program of the government
6. Measures pertaining to land uses
7. CLUP and Zoning Ordinance enactment
8. Accreditation, Capacity Building and Monitoring of CSOs, NGOs, and People's Organizations

(d) COMMITTEE ON SOCIAL WELFARE, FAMILY AND ELDERLY, ORDINANCES, LEGAL MATTERS, JUSTICE, AND PUBLIC ACCOUNTABILITY

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Social welfare services, protection of women, children, elderly, PWDs and vulnerable sectors
2. Enactment, revision, or amendment of all kinds of ordinances except appropriation ordinances
3. Exercise of legislative powers (taxing power, police power, corporate powers, and proprietary rights)
4. Exercise of quasi-judicial powers of the Sanggunian (Sec. 60, LGC)
5. Legality of proposed measures to be acted upon by the Sanggunian
6. Review of ordinances and certain resolutions submitted by lower level Sanggunians.
7. Policy formulation for the economical, efficient and effective local government administration
8. Public accountability of local officials and employees

(e) COMMITTEE ON PEACE AND ORDER, PUBLIC SAFETY AND SECURITY, AND DISASTER MANAGEMENT





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Police matters
2. Maintenance of peace and order
3. Protective service
4. Disaster Risk Reduction and Management
5. Road safety, and other traffic rules and regulations
6. Fire prevention and control measures
7. Public morals
8. All other matters related to peace and order and public safety and DRRM

(f) COMMITTEE ON HEALTH, SANITATION AND ENVIRONMENT

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Health, sanitation and hygiene
2. Health crisis and pandemic response
3. Cleanliness and beautification of the community
4. Proposed measures related to hospitals, health centers and health programs
5. All matters related to health
6. Environmental protection
7. Air, sound and water pollution
8. Wanton destruction of the environment and its natural resources
9. All matters or measures affecting the environment

(g) COMMITTEE ON EDUCATION, TOURISM, HERITAGE AND CULTURE AND THE ARTS

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson to which shall be referred all matters or questions pertaining to or connected with the following:

1. Formal and non-formal education
2. Educational facilities
3. Operation of educational institutions, both private and public
4. Support to basic, tertiary and technical-vocational education
5. Establishment of sister-municipality relationships, liaison with other municipalities, communities, organizations and associations.
6. Enhancement and promotion of the tourism industry, heritage, festivals, and culture and arts
7. Cultivation of historical value such as important events, personalities, places, etc.
8. All other matters related to education and tourism, heritage and culture and the arts





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

(h) COMMITTEE ON LABOR AND EMPLOYMENT, TRADE AND INDUSTRY, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT AND GOOD GOVERNANCE

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Matters relating to labor and measures designed to bring about a better harmony between labor and capital.
2. Provision of LGU-sponsored public services to barangays in collaboration with the committee on barangay affairs.
3. All matters relating to the delivery of basic public services.
4. Establishment/operation of all kinds of trade and industry
5. Measures that affect trade, commerce and industry and incentives to promote trade, commerce, and industry
6. Conduct and ethical standards for local officials and employees
7. All other matters related to good governance
8. Human resource development approaches and programs
9. Review of appointments issued by the LCE to department heads
10. Organization and management; personnel policies and administration, position classification and pay plan, staffing patterns
11. Creation, abolition, and rationalization of positions
12. All other matters related to trade, commerce, and industry

(i) COMMITTEE ON PUBLIC WORKS, UTILITIES, INFRASTRUCTURE, HOUSING, PUBLIC TRANSPORT, URBAN DEVELOPMENT, GAMES AND AMUSEMENTS, AND INFORMATION AND COMMUNICATIONS TECHNOLOGY

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Construction, maintenance and repair of roads, bridges and other government infrastructure projects
2. Measures that pertain to drainage, septage, and sewerage system and similar projects.
3. All other matters related to public works and infrastructure projects
4. Housing and Urban Development Programs
5. Information and Communications Technology projects and programs
6. Subdivision development/real estate development
7. Problems with illegal settlers
8. All matters related to municipal properties and housing concerns
9. Operation/establishment of games and amusement places
10. Measures that affect the regulation of games and amusements including, but not limited to, the promotion or holding of cockfights, boxing, basketball tournaments, and other kinds of games and amusements
11. All other matters related to games and amusements





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

(j) COMMITTEE ON BARANGAY AFFAIRS AND COMMUNITY DEVELOPMENT

This Committee shall be composed of not more than five (5) members, including its Chairperson and Vice Chairperson, to which shall be referred all matters or questions pertaining to or connected with the following:

1. Naming or renaming of barangay and barangay roads and facilities
2. Capacity and capability-building programs for barangay officials and personnel
3. Disciplinary actions for barangay and SK officials pursuant to RA 7160 and RA 10742, in coordination with the Committee on Justice and Public Accountability
4. Social protection initiatives for barangay officials and personnel
5. Issues and concerns arising from communities
6. Community and social development PPAs for the barangays
7. Review of barangay ordinances and executive orders issued by the Punong barangay;
8. All matters pertaining to barangay government affairs

RULE XIII – COMMITTEE REPORTS

SEC. 81. Submission of Committee Report. Every committee to which a particular measure is referred by the Presiding Officer shall submit its report in writing to the Sanggunian, through the Secretary, after finishing its task.

SEC. 82. Joint Committee or Multiple Committee Report. When a measure is referred to two or more committees, the committees concerned may submit a “joint committees report” or “multi- committee report” as the case may be, or separate report thereon.

SEC. 83. Content of Committee Report. The committee report shall contain the following information:

- (a) Name of the reporting committee or committees
- (b) Brief statement of the subject matter referred to it and the action taken thereon including information gathered during the conduct of committee hearings or meetings and other relevant information.
- (c) Findings or conclusions
- (d) Recommendations (either to “file it away” or “to calendar it for second reading”).
- (e) Names and signatures of concurring members
- (f) Appendices (Minutes of the Committee hearings or committee meetings, as the case may be)

SEC. 84. Discharge of Committee. A committee which failed to submit a committee report within the time required may be discharged by the Sanggunian from further consideration of the measure or question referred to it. Upon motion by any member, the said measure can be re-assigned to another committee or submitted to the body for proper disposition.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

SEC. 85. *Recommitting a Measure.* When the Sanggunian is not satisfied with the report of a particular committee on a measure referred to it, the same may be re-committed or returned to that committee for further study.

SEC. 86. *Calendaring a Measure for Second Reading.* After the committee has rendered its report and is recommending favorably the enactment of a proposed ordinance it has "reported out", a copy of the proposed ordinance shall be furnished the Committee on Rules which shall calendar it for "second reading". Before the said proposed ordinance is sponsored on the floor, a copy thereof shall be furnished every Sanggunian member by the committee Chairperson concerned.

RULE XIV – JOURNAL AND RECORD OF PROCEEDINGS

SEC. 87. *Record of Proceedings.* The Sanggunian, through the SB Secretariat, shall keep a journal and record of its proceedings which may be published upon resolution of the majority members thereof.

SEC. 88. *Minutes.* In addition to the journal of proceedings which is required by the law (RA7160) to be kept, the Sanggunian, through its Secretary shall also record its proceedings in the form of a minutes which shall be submitted by the Secretary to the Sanggunian for appropriate action.

SEC. 89. *Reading and Consideration of Minutes.* The minutes of the previous session shall be submitted by the Secretary to the Sanggunian during its succeeding regular session. The Sanggunian shall first determine if there are corrections to be made on the minutes and act on it accordingly before the same is adopted and becomes its property. Consideration of the minutes shall not be dispensed with. Reading of the minutes verbatim may be dispensed with if the members were already furnished a copy beforehand. Being all responsible men and women, the members are presumed to have read the minutes already before they came to the session. In any case, the minutes submitted by the Secretary shall be acted upon by the members present, one way or the other.

SEC. 90. *Contents of Minutes.* The minute shall contain the following information:

- (a) Place, date and time of the session;
- (c) Whether it is special or regular;
- (d) Name of the members present therein and those who were present
- (e) Action taken on the minutes of the previous session including the correction, if any; names of those who adopted the minutes under consideration and those who did not, if any;
- (f) Text of every measure (resolution or ordinance, etc.) adopted or enacted; brief description of the minority opinion, if any;
- (g) The Ayes and Nays or Yes or No vote on every question (measure) and if voting is done thru nominal or roll call vote; the names of those who voted on either side;
- (h) All motions presented or proposed, whether lost or carried, except those withdrawn;
- (i) Full text of the veto message of the local chief executive, if any;
- (j) Time of adjournment.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

SEC. 91. *Signing of the Minutes.* The original copy of the minutes shall be signed by the present members who adopted it at the appropriate space therein. The Presiding Officer at that particular session and the Secretary shall also sign or affix their signatures on the said minutes.

SEC. 92. *Excerpts.* Excerpts to be taken out of the minutes shall be certified as correct and attested to by the Secretary and the Presiding Officer on that particular session, respectively. Excerpt copies containing full text of resolutions or ordinances shall no longer require the signature of all members who voted in favor of the measure. Legislative issuances, such as resolutions or ordinances in the form of excerpt copies shall be considered valid and issued with presumption of legality and regularity.

RULE XV – RULES ON MOTIONS

SEC. 93. All motions relating to a committee report, if presented or proposed by the reporting committee Chairperson, or the reporting committee member, shall need NO second.

SEC. 94. If someone has the floor, whether or not he is speaking, a motion to adjourn shall be ruled out of order.

SEC. 95. All privilege motions may be proposed even if there is a pending motion or question before the body.

SEC. 96. The following motions can be presented or proposed even if someone has the floor, viz:

- (a) Appeal from the decision of the Chair
- (b) Call for Orders of the Day
- (c) Divide the Assembly, Body (or House, if any)
- (d) Divide the Question
- (e) Object to the Consideration of a Question
- (f) Point of Order
- (g) Point of Information
- (h) Point of Parliamentary Inquiry
- (i) Reconsider
- (j) Reconsider and have entered on the Minutes
- (k) Raise a Question of Privilege

In other words, the foregoing enumerated motions can interrupt the speaker.

SEC. 97. When there is no quorum present, a motion to adjourn or to take a recess is in order, provided, that nobody else has the floor.

SEC. 98. Motions or questions which were laid on the table may be taken up through a motion to that effect during that particular session or during the next regular session, but not beyond.

SEC. 99. The following motions require a SECOND, viz.:

- (a) Adjourn





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

- (b) Adopt a report or resolution, except when proposed by the reporting committee Chairperson or member
- (c) Amend
- (d) Appeal from the decision of the Chair
- (e) Commit or refer to a Committee
- (f) Expunge
- (g) Extend or Limit the time for debate
- (h) Fix the Time to which to adjourn
- (i) Lay on the Table
- (j) Postpone Definitely
- (k) Postpone Indefinitely
- (l) Call for the Previous Question
- (m) Recess
- (n) Reconsider
- (o) Reconsider and have entered on the minutes
- (p) Rescind or Repeal
- (q) Suspend the Rules
- (r) Take from the Table
- (s) All main motions

SEC. 100. A motion to amend (amendment of the 1st degree) and motion to amend an amendment (amendment of the 2nd degree) may be withdrawn but only before a decision is made thereon.

SEC. 101. A motion to amend is in order only up to the second degree. Thus, a motion "to amend an amendment to an amendment" is out of order.

SEC. 102. A motion can be withdrawn only when it is not yet being discussed or debated upon by the body. Otherwise, any request to withdraw it shall require a vote by general consent and if there is an objection raised for its withdrawal, a majority vote of the members present is required.

RULE XVI – DRESS CODE

SEC. 103. Every member shall wear a customized short-sleeved plain polo barong, decent pants and leather shoes every first regular session of the month. Smart casual attire or the official uniform provided by the LGU, both should be topped with blazers and partnered with leather shoes, shall be worn during the remaining regular sessions of the month and/or during special sessions.

RULE XVII – DISCIPLINARY ACTIONS

SEC. 104. Penalty. Any member who commits an act in transgression of the foregoing Internal Rules of Procedure shall be punished with the corresponding penalties hereunder prescribed, to wit:

- (a) For disorderly conduct or behavior during a session, committee hearing or committee meeting
 - First Offense: Reprimand
 - Second Offense: Fine of P 1,000.00





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

- (b) For any justified absence with prior notice to the SB Secretary
- *NONE*
- (c) For any justified absence without prior notice to the SB Secretary
- *Fine of P 1,000.00*
- (d) For any unjustified absence with prior notice to the SB Secretary
- *Fine of P 1,000.00*
- (e) For any unjustified absence without prior notice to the SB Secretary
- *Fine of P 1,000.00*
- (f) For patterned absences deliberately committed by an SB Member (example scenarios: 2 sessions present, 1 session absent or 1 session present, 1 session absent, or 2 sessions present, 2 sessions absent, or 3 sessions present, 1 session absent)
- *Fine of P 5,000.00*
- (g) For unjustified absence in four (4) consecutive sessions
- *Automatic Expulsion*
- (h) For coming in late in any kind of sessions per hour of being late or fraction thereof. Late is defined as any member arriving beyond 9:30am.
- *Fine of 1,500.00*
- (i) Conviction by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude.
- *Automatic Expulsion*
- (j) For refusal without valid excuse to perform the task assigned to him by the Sanggunian or Committee of which he is a member
- *First Offense: Reprimand*
 - *Second Offense: Exclusion from the membership in the committee concerned*
- (k) For unjustified absence in committee hearing of which he is a composite member
- *First Offense: Reprimand*
 - *Second Offense: Exclusion from the membership in the committee concerned*
- (l) For failure to observe the dress code.
- *Fine of P 1,500.00*
- (m) For violation of any other provision of this Internal Rules of Procedure not specified herein





OFFICE
of the

SANGGUNIANG BAYAN



MONCADA, TARLAC

- Fifteen (15) days suspension without remuneration without prejudice to the filing of corresponding administrative charge for neglect of duty

SEC. 105. Requisites. 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 Sanggunian. For other kinds of penalty, only a simple majority vote of all the members of the Sanggunian shall suffice.

SEC. 106. Initiation of Action and Conduct of Investigation. The Committee on Rules shall take cognizance of all the offenses enumerated in the preceding Section committed by any member of this Sanggunian, both composite member and constituent member, i.e. including the Regular Presiding Officer and 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 Sanggunian sitting en banc.

For purpose 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 Committee on Rules be the respondent, the Presiding Officer (regular or temporary presiding officer, as the case may be, 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 a member of that committee.

SEC. 107. Collection of Fines and its Disposition. The Secretary to the Sanggunian shall collect the fines as may be imposed by this Sanggunian and shall take custody thereof as a private trust fund. In the disposition or disbursement of the said fund, the Sanggunian shall convert itself into a "Committee of the Whole" and then decide upon a majority of all its members how and for what purpose the said fund would be spent.

RULE XVIII - SUSPENSION OF RULES

SEC. 108. Any part of this "Internal Rules of Procedure", except those prescribed by existing laws may be suspended at any particular session by general consent or by two-thirds (2/3) vote of the members present therein.

RULE XIX - AMENDMENTS

SEC. 109. This Internal Rules of Procedure may be amended at any regular session by two-thirds (2/3) vote of all the members of this Sanggunian, provided that prior notice of such proposed amendment is given to all the members of the Sanggunian and provided further that no provision herein which is based on, or prescribed by, existing laws shall be amended.





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC
RULE XX - SUPPLEMENTARY RULES

SEC. 110. The rules, procedure and parliamentary practices of the Philippine Congress, Robert's Rules of Order and books dealing on this subject written by Filipino authors, particularly by Dr. Antonio Orendain, Prof. Reynaldo T. Fajardo and Reverendo M. Dihan, shall serve as supplementary authorities of this Sanggunian but only insofar as they are not incompatible with the rules and procedures adopted herein.

RULE XXI - EFFECTIVITY

SEC. 111. This Internal Rules of Procedure shall take effect on the date of its passage and adoption.

RESOLVED, FURTHER, that copies of this Resolution be furnished every member of the Sanggunian, the Municipal Mayor, the DILG office, and others concerned for their information and guidance;

ADOPTED, this 8th day of July, 2025 at Moncada, Tarlac.

x=====x

I HEREBY CERTIFY to the correctness of the foregoing Resolution which was duly ADOPTED by the Sangguniang Bayan on the above-mentioned date and place:

VICTOR SANDINO S. MOLINA
Municipal Government Department Head I
Secretary to the Sanggunian

UNANIMOUSLY ADOPTED:

JAYVEE B. NATIVIDAD
Senior Member, Pro-Tempore

CELESTE A. AYSON
Member, Floor Leader

MICHAEL B. UYCOCO
Member

JANIUS JOHN C. YASAY
Member





OFFICE
of the
**SANGGUNIANG
BAYAN**



MONCADA, TARLAC

DEAN MICHAEL V. DUQUE
Member

CHARL JUSTIN E. QUIJANO
Member

LESLIE G. LOPEZ
Member

CONSTANTE NESTOR A. FAVIS
Member

BERNADINE C. FERRER
LnB President, Ex-Officio Member

ERVEN B. PRADO
MFSK President, Ex-Officio Member

**ATTESTED AND CERTIFIED
TO BE DULY ADOPTED:**

JESSIE E. AQUINO
Vice Mayor & Presiding Officer

