

Republic of the Philippines  
MUNICIPALITY OF MONCADA  
Province of Tarlac  
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**EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE  
MUNICIPAL COUNCIL OF MONCADA, TARLAC HELD ONN THE 9<sup>TH</sup> DAY OF JULY,  
1992 AT THE EXECUTIVE OFFICE.**

**P R E S E N T:**

Mayor BENITO E. AQUINO	
Vice Mayor RIZALINO L. OBILLO	.. Presiding Officer
Coun. JAIME O. DUQUE	.. Pro-Tempore
Coun. LORETA M. UYCOCO	.. Member
Coun. CLEOFÉ D. FAVIS	.. Member
Coun. EMETERIO C. SAPON	.. Member
Coun. RODOLFO A. ESPEJO	.. Member
Coun. APOLONIA S. OBILLO	.. Member
Coun. BENITO E. ROQUE	.. Member
Coun. EDGARDO I. TOLENTINO	.. Member
Coun. GIL G. SERA, ABC President	.. Member

**A B S E N T:**        **N O N E**

**RESOLUTION NO. 1  
S. 1992**

WHEREAS, to enable the Municipal Council to smoothly and efficient pursue its official functions during sessions, Internal Rules of Procedures should be adopted;

NOW, THEREFORE, on motion by Coun. JAIME O. DUQUE & duly seconded by Coun. LORETA M. UYCOCO;

RESOLVED, to pass & approve, as it is hereby passed and approved, Ordinance #1, S. of 1992, to wit:

**ORDINANCE NO. 1**

**“AN ORDINANCE GOVERNING THE INTERNAL RULES OF PROCEDURE OF THE  
MUNICIPAL COUNCIL OF MONCADA, TARLAC”**

**BE IT ORDAINED BY THE MUNICIPAL COUNCIL IN SESSION ASSEMBLED:**

**-THAT-**

Section 1 – The Members of the Municipal Council shall be the legislative body of Moncada, Tarlac and shall be composed of the Vice-Mayor and Eight (8) Members elected-at-large and shall assume office on the day and in the manner provided by law and shall hold the same until their successors shall have been duly elected/ chosen;

Section 2 – The Municipal Council of Moncada, Tarlac shall meet regularly every Thursday of the week at 10:00 o'clock in the morning at a designated place except when the said date falls on a holiday, in which case the Session shall be held on the following day immediately after holiday;

Special Sessions maybe called by the Vice-Mayor or a majority of the Members as often necessary.

Section 3 – Every Member shall be present in every Session of the Municipal Council unless excused by it or necessarily prevented from doing so by reason of sickness or other unavoidable circumstances duly reported to the Council thru the Presiding Officer or the Secretary;

Section 4 – Every Member present at a meeting shall vote on every question unless he has a direct personal interest therein;

Section 5 – Every Member shall participate in the exercise of the power vested in the Council and perform the duties imposed upon the Council as a collegial body and shall represent the interest of the people of the entire municipality of Moncada, Tarlac;

Section 6 – The Vice-Mayor shall preside over the Session and the most Senior Member of the Council shall act as floor leader;

The Vice-Mayor shall be the Presiding Officer of the Municipal Council and as such shall maybe the following rights and duties;

- a) To preside over the meetings of the Municipal Council.
- b) To preserve order and decorum during the meetings and to exact from all present due respect and proper deportment, prevent disturbances and disorder, and to order the Session Hall cleared of any 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 issued as approved by the Municipal Council.
- e) To declare the meeting adjourned and to postpone the Session to some other time and place in case of serious disorder or great emergency.

Section 7 – There shall be a Secretary of the Municipal Council. He shall keep his office in the building where the Municipal Council may direct. His duties shall be as follows:

- a) To attend the meetings of the Municipal Council and to keep a record of each proceedings.
- b) To call the roll of Members, read the calendar of business and the minutes of the previous meetings, read the proposed ordinances and resolutions, messages, communications, memorials, petitions and other documents which should be reported to the body, or the reading of which is required by the Municipal Council or ordered by the Presiding Officer.
- c) To receive and number all ordinances and resolutions passed by the Council with the dates of the passage and publication of the same.
- d) To attest and affix the corporate seal to all ordinance and other official acts of the Council and certify to the approval of all acts duly approved by it.

- e) To transmit to the proper committees of the Municipal Council all meetings referred to them by the Presiding Officer.
- f) To notify the Committee Members of their appointments or the creation of the Committees.
- g) To send out appropriate notices of all called meetings and public hearings to persons and entities concerned.
- h) To furnish each Member of the Council with a copy of every approved ordinance, resolutions and other official acts of the Council which they are entitled to receive.
- i) To keep in proper file all records and documents of the Municipal Council for which provisions are not otherwise made.
- j) To forward to the Provincial Board, under the direction of the Vice-Mayor, a copy of each approved ordinance and resolution in a manner prescribed by law.

Section 8 – The Council Members shall submit in writing matters and issues for deliberation and consideration at least four (4) days before the Regular Session to the Secretary to enable competent Committees to pass upon them before the final presentation to the body for discussion, without prejudice to the Mayor's direct presentation of matters or issue with utmost importance and urgency as determined by him in the proper exercise of his duties and functions;

Section 9 – The order of business of Session shall be as follows:

- a) Call to Order
- b) Opening Prayer
- c) Singing of the National Anthem
- d) Roll Call of Members
- e) Reading and approval of the Minutes of the Previous meetings
- f) Reading and reference to corresponding Committees all proposed ordinances, resolutions, petitions, memorials, motions and other communications.
- g) Committee Reports and Deliberations
- h) Unfinished Business
- i) Business for the Day
- j) Closing Prayer
- k) Adjournment

Section 10 – (a) Proper decorum and debates – when a Member desires to deliver any remark to the Council, he shall 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 alternately give the floor among those wish to speak for and against a given questions.

(b) The Member who has obtained the floor shall address his remark to the chair, confine himself to the question under debate, avoiding personalities, and shall conduct himself with proper decorum.

(c) No Member shall occupy more than twenty minutes in debate on any question at the same meeting without leave of the body.

(d) The Council may, by a two-thirds vote of the Members present, close debate on any question, upon motion for the previous question and proceed to vote on the main question without debate.

(e) If any Member, by his speech or behavior should violate the rules of the Council, the Presiding Officer, on his own initiative or at the request of any Member, shall call him to order, and the Council shall, if appealed to, decide on the case without debate except for brief remark by the appellant, explaining his appeal for not more than five (5) minutes. If the decision is in favor of the Member called to order, he may proceed, but not otherwise.

(f) During meetings of the Council, the Members shall observe proper decorum and any improper, disorderly, and disrespectful act and conduct inimical to the personality and dignity of the Municipal Council may subject the erring Member to disciplinary action to be determined by the Presiding Officer with the convenience of two-thirds of the Members present.

Section 11 – Any part of these rules, not prescribed by or based on statutory law or any higher act, maybe suspended by a two-thirds vote of the Members present.

Section 12 – Any ordinance or provisions thereof inconsistent with this ordinance are hereby repealed and/or accordingly modified.

Section 13 – This ordinance shall take effect upon approval.

RESOLVED FINALLY, that copies of this resolution be furnished the Provincial Board and the Council Members of this municipality for their information and consideration.

UNANIMOUSLY APPROVED.

I HEREBY CERTIFY to the correctness of the foregoing Resolution.

**(SGD) ERWIN A. ESPEJO**  
Municipal Secretary

ATTESTED BY:

**(SGD) RIZALINO L. OBILLO**  
Municipal Vice Mayor  
Presiding Officer

APPROVED:

**(SGD) BENITO E. AQUINO**  
Municipal Mayor