



Republic of the Philippines
SANGGUNIANG BAYAN
Taytay, Rizal

DR No. 2507 - 001

RESOLUTION NO. 1 series of 2025

**A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF
THE 13TH SANGGUNIANG BAYAN OF THE MUNICIPALITY OF TAYTAY,
PROVINCE OF RIZAL**

Sponsored by: Coun. Joanne Marie P. Calderon
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Jan M. [Signature]

WHEREAS, Section 50 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, states that the Local Sanggunian shall adopt or update any existing rules of procedure for the proper discharge of legislative functions;

WHEREAS, the SANGGUNIANG BAYAN of the MUNICIPALITY OF TAYTAY is a legislative body duly organized according to law for the enactment of ordinances and the adoption of resolutions for the governance of the said Municipality;

WHEREAS, to ensure and maintain proper conduct and good order in all Sanggunian deliberations, it is necessary that specific rules and procedures be adopted and enforced in the interest of effective legislation;

NOW THEREFORE, BE IT RESOLVED, as it is hereby resolved by the 13th Sangguniang Bayan of the Municipality of Taytay, duly assembled, to adopt as it is hereby adopts, the following Rules of Procedure for the 13th Sangguniang Bayan of Taytay, Rizal.

RULE I MEMBERSHIP

Section 1. COMPOSITION - The Sanggunian Bayan shall be composed of the Municipal Vice Mayor as Presiding Officer, the eight (8) Councilors elected at large, the President of the Sangguniang Kabataan Federation and President of the Liga ng mga Barangay as Ex-Officio Members.

Section 2. TERM OF OFFICE - The term of office of the Members of the Sangguniang Bayan of Taytay shall be three (3) years, which shall commence on the noon of June 30, 2025 or on such date as may be provided by law.

[Signature]

Section 3. OATH OR AFFIRMATION - All the members of the Sangguniang Bayan of Taytay shall, upon assumption of office, take an oath of office or affirmation in the prescribed form, duly subscribed before a person authorized to administer oath.

Copies of the oath or affirmation of office shall be filed and preserved in the Office of the Municipal Mayor and the Secretary of the Sangguniang Bayan of Taytay.

RULE II PRESIDING OFFICER

Section 4. THE PRESIDING OFFICER - The Municipal Vice Mayor shall be the Presiding Officer of the Sangguniang Bayan of Taytay. The Presiding Officer shall vote only to break a tie.

In the event of the inability of the Municipal Vice Mayor to act as Presiding Officer, the Sangguniang Bayan Members present and constituting a quorum, shall elect from among themselves a Temporary Presiding Officer. The acting or temporary presiding officer shall not vote even in case of a tie. He/She shall certify within ten (10) days from the passage of ordinances enacted and resolutions adopted by the Sanggunian in the session over which he/she temporarily presided. Relative to this, a majority vote of the Sangguniang Bayan Members present is required before the enactment of the said resolution or ordinance.

When the Municipal Vice Mayor / Presiding Officer has taken an official leave, the Temporary Presiding Officer can vote in case of a tie.

Section 5. POWERS AND DUTIES OF THE PRESIDING OFFICER - The Presiding Officer shall:

- a) Preside over the session of the Sangguniang Bayan;
- b) Preserve order and decorum in the session, and in case of disorderly conduct in the session hall or within the premises take measures as he/she may deem advisable or as the Sanggunian may direct;
- c) Decide all questions or order, subject to appeal by any Sangguniang Bayan Member in accordance with these Rules;
- d) Sign all acts, ordinances, resolutions, memorials, writs, and subpoena issued by or upon order of the Sanggunian;
- e) Sign all warrants drawn on the Municipal Treasury for all expenditures appropriated for the operation of the Sangguniang Bayan;
- f) Subject to civil service law, rules and regulation appoint all officials and employees of the Sangguniang Bayan as well as Job Order assigned to the Sangguniang Bayan except those appointments whose manner of appointment is specifically provided by law;
- g) To declare a recess during sessions anytime he/she may deem necessary provided that the duration of the recess is less than fifteen (15) minutes;
- h) To declare the session adjourned *moto proprio* to some other date, time and place in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable circumstances;
- i) To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body, PROVIDED that he/she shall not express himself/herself either for or against the said measure or question;

- j) To relinquish the Chair of the Presiding Officer to any member of the Sangguniang Bayan present who shall act as temporary Presiding Officer if he/she is going out of the session hall for whatever reasons, or in case he/she finds it necessary to participate in the deliberation of the resolution or ordinance, PROVIDED that such relinquishment is only for the purpose of going out of the session hall or participating in such deliberation and PROVIDED FURTHER that when he/she returns or after he/she shall have participated, he/she shall again resume the chair as the regular Presiding Officer. The temporary Presiding Officer shall automatically relinquish the chair in favor of the Presiding Officer; and
- k) Exercise such other powers and perform such other functions as may be provided by law, ordinance or regulation.

The Regular Presiding Officer shall not be a chairperson or vice chairperson of any standing committee. He/She, however, is an Honorary Member of all standing committees and shall have a voice and vote in all committee deliberations. He/she may, however, be elected as chairperson of any special committee which the Sanggunian may organize for specific purposes.

RULE III THE SECRETARY TO THE SANGGUNIAN

Section 6. DUTIES OF THE SECRETARY - The Secretary to the Sanggunian shall:

- a) Attend meetings of the Sangguniang Bayan and record the proceedings in a form of journal or minutes in a book kept for the purpose, as well as the ordinances enacted and resolutions adopted by the Sanggunian with the dates of their enactment, publication and/or posting;
- b) Attest and forward all adopted ordinances and resolutions of the Sangguniang Bayan to the Local Chief Executive within ten (10) days after their enactment or adoption;
- c) Keep and affix the Sangguniang Bayan seal and forward to the Sangguniang Panlalawigan for review copies of approved ordinances and resolutions within seventy-two (72) hours after their approval;
- d) Cause the posting and/or publication of all ordinances and resolutions passed by the Sanggunian Bayan as provided by law whether in English or Tagalog in conspicuous places or bulletin board for the said purpose;
- e) Post or publish all ordinances, resolutions and official communications passed/approved by the Sanggunian on the Official Website of the Sanggunian or on social media as directed by the Sanggunian;
- f) Upon request, furnish certified copies of all records and documents in his/her charge not otherwise classified as confidential, upon payment to the local treasurer of the fees prescribed by ordinance;
- g) Keep his/her office and all records therein which are not confidential in character open to the public during usual business hours and determine the confidentiality and non-confidentiality of records;
- h) Act as custodian of the public library and archives, the Sangguniang Bayan Session Hall and Conference Room, if any, and annually account for the properties therein;
- i) Provide upon request a hard or soft copy of the Ordinances and Resolutions duly signed and approved to all Sangguniang Bayan Members;

- j) Act as the Liaison Officer between the Sangguniang Bayan and the Local Chief Executive;
- k) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinances, and
- l) Assist in the distribution of Notice / Invitation for Regular and Special Session.

RULE IV SESSION

Section 7. REGULAR SESSION - The Regular Session of the Sangguniang Bayan of Taytay shall be every Monday of the week at 1:30 P.M., PROVIDED that if unless agreed upon by the majority of the members, the session may be held in such other time.

7.1 In the event that regular Monday session falls on a holiday or will have a suspension of government work, the regular session shall automatically be held on the next working day within the same week.

Section 8. SPECIAL SESSION - As often as necessary, when public interest so requires, special sessions may be called by the Local Chief Executive or a majority of all the members of the Sangguniang Bayan.

In a special session, a written notice to the Sangguniang Bayan Members stating the date, time and purpose of the session, shall be served personally to the Sangguniang Bayan Members or to the legislative staff at his/her office at least 24 hours before the special session. Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

No two sessions whether regular or special, may be held in a single day.

Section 9. CALL TO ORDER - The Presiding Officer shall, open the session by calling the Sanggunian to order.

Section 10. ATTENDANCE IN SESSIONS - Every Member of the Sanggunian shall be present in all sessions (virtual or electronic presence cannot be considered present, physical presence is required), unless expressly excluded by him/her or necessarily prevented from doing so by sickness and other unavoidable circumstances like death of a relative, calamity, accident and while doing official functions in the Barangay concerned specifically for the LnB President and SK President. The said circumstances must be duly reported to the Sanggunian through the Secretary.

Section 11. OPEN TO PUBLIC - Sangguniang Sessions or meetings of any committee thereof shall be open to the public unless a close-door session is decided or ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reason of security, decency or morality or for reasons affecting the dignity of the Sangguniang Bayan or any of its members, or when confidential matters are being considered.

On a motion to hold a closed-door session duly approved, the presiding officer shall direct the session hall cleared and doors closed or direct the SB Members to proceed to SB holding area.

Only the Secretary and such other persons which are specifically authorized by the Sanggunian shall be admitted to the close-door sessions. They shall preserve the secrecy of whatever may be read or said at the session.

Anyone who wishes to take videos or stream live on any social media platforms may do so, but shall ask for the permission of the Sangguniang Bayan Sergeant-at-Arms for proper logging.

This is to avoid any uploading of spliced or misleading contents that may misconstrue any discussions that are happening within the Sangguniang Bayan.

Section 12. ADJOURNMENT OF SESSION - Sessions of the Sangguniang Bayan shall not be adjourned except by direction of itself, but the Presiding Officer may, in his discretion, declare a recess of short intervals.

Section 13. OPENING AND ADJOURNMENT OF SESSION TO BE ENTERED IN THE MINUTES - The exact hour of opening and adjournment of a session shall be entered in the Minutes.

RULE V CONDUCT OF SESSION THROUGH ELECTRONIC PLATFORM

Section 14. ONLINE SESSION - In cases when the attendance of the members in sessions becomes extremely difficult or impossible such as on occasions of natural calamities, pandemics, strikes, riots and other civil disturbances, fortuitous or not, and there is an urgent necessity to act on any resolution or ordinance, the Presiding Officer upon consultation with the majority of the member may conduct its sessions through electronic platforms such as video conference, telecommunication and other computer online technology.

In such cases, the order of business shall likewise be sent through electronic means.

Section 15. ATTENDANCE / QUORUM - Notwithstanding the provision of Section 18 hereof, the members shall register their attendance by joining the virtual session. This shall be verified and authenticated by the Sanggunian Secretary.

Members who are unable to join the virtual session due to technical reasons may register their attendance thru mobile phones or other electronics accounts previously registered by them to the Sangguniang Secretary.

Section 16. ELECTRONIC VOTING - Notwithstanding the provision of Section 62 hereof, members shall register their votes in the virtual session or thru their respective mobile numbers previously and submitted and verified by the Sanggunian Secretariat.

Section 17. DIGITAL SIGNATURE - An affirmative vote of a member shall authorize the SB Secretary to attach his/her digital signature on all resolutions, ordinances, committee reports, letters, notices, summons, and other documents that were duly passed and approved by the Sanggunian. PROVIDED that: such authorization is deemed to have been given upon his/her casting of a vote in favor of a matter raised during the online session. PROVIDED FURTHER that: in case a Sanggunian member votes against a matter raised during the online session, the said member shall have the right not to authorize the Sanggunian Secretary to attach his digital signature on the resolution, ordinance, committee report, letter, notice, summons, and other documents that was passed or approved by a majority of the Sanggunian members.

RULE VI ROLL CALL & QUORUM

Section 18. QUORUM - A majority of all elected and appointed members of the Sanggunian shall constitute a quorum.

Should a question of quorum be raised during a session, the Presiding Officer shall immediately proceed to call the roll of the members and thereafter announce the results.

Section 19. ABSENCE OF QUORUM - Where there is no quorum, the Presiding Officer may declare a recess until such time as a quorum is constituted, or a majority of the members present may adjourn from day to day and may compel the immediate attendance of any member absent without justifiable cause by designating a member of the Sangguniang Bayan, to

be assisted by a member or members of the police force assigned in the territorial jurisdiction of the local government unit concerned, to arrest the absent member and present him/her at the session.

If there is still no quorum despite the foregoing, no business shall be transacted. The Presiding Officer, upon proper motion duly approved by the members present, shall then declare the session adjourned for lack of quorum.

RULE VII COMMITTEES

Section 20. STANDING COMMITTEES - The Sangguniang Bayan of Taytay shall elect the Chairperson, and thus, the elected Chairperson has the prerogative to choose the Vice Chairperson and three (3) members of the composition of a standing committee which shall be as hereunder provided:

- a.) **Committee on Accreditation** - All matters relating to the promotion and accreditation of the operation of People's Organizations (POs), Non-Governmental Organizations (NGOs), and Private Sector to make them active partners in the pursuit of local autonomy and to directly involve them in the plans, programs, projects of activities of the local government unit such as but not limited to membership in Local Special Bodies (LSBs) and involvement in the delivery of basic services and facilities.
- b.) **Committee on Agriculture, Fisheries and Aquatic Resources** - all matters relating to agricultural production, inputs, facilities, development of agri-business and fisheries enterprises, all other matters related to agriculture, including plants and animals.
- c.) **Committee on Barangay Affairs** - all matters relating to the naming or renaming of barangays, naming or renaming of barangay roads, and all matters pertaining to barangay government affairs and development.
- d.) **Committee on Civil Service and Local Government Re-Organization** - all matters relating to civil service and the status of officers and employees of the Local Government unit including their appointment, retirement, privileges, benefits, incentives and their compensation, reorganization of the Local Government Unit, all human resource development programs pertaining to the Local Government and all other relative matters to the bureaucracy.
- e.) **Committee on Cooperatives** - All matters relating to the organization, promotion, development and incentives of Cooperatives in the municipality.
- f.) **Committee on Disaster Risk Reduction and Management** - all matters relating to management of DRR initiatives, disaster mitigation, risk reduction and response management.
- g.) **Committee on Education** - All matters relating to formal and non-formal education, educational facilities, operation of educational institutions, religious formation of the community as well as the morals, coordinating the implementation of the provisions of the constitution regarding free public elementary and secondary education and the provision of the law on national language and the promotion of arts and culture in Schools.
- h.) **Committee on Environment** - All matters relating to the conservation, exploitation, management, exploration or utilization of our natural resources, including indigenous sources of energy; lands of public domain; mines and minerals; forest; parks and wildlife; and development of industries based on these resources, the protection of the

environment against destruction, pollution control law and other laws for the protection of rights of the people to a balance ecology.

- i.) **Committee on Finance, Budget and Appropriation** - all matters pertaining to funds for the expenditures of the Municipal Government and for the payment of public indebtedness, monitoring of accounts and expenditures of the Municipal Government; claims against the Government, and in general all matters relating to public expenditures and all questions pertaining to or connected with the following annual and supplemental budgets and appropriation ordinances.
- j.) **Committee on Games and Amusement** - All matters regarding operation / establishment of amusement places and measures that affect the regulation of games and amusement including, but not limited to, the promotion or holding of cockfights, boxing, basketball tournaments, e-games (electronic-games) and other kinds of games and amusements. All other matters related to games and amusements.
- k.) **Committee on Gender and Development** - All matter relating to the strengthening of gender equality, human ecology and settlement and all other matter related to men, women, gender and development including their rights and privileges.
- l.) **Committee on Health and Sanitation** - All matters relating to health, sanitation or hygiene, cleanliness and beautification of the community, proposed measures related to hospitals, health centers and health programs.
- m.) **Committee on Housing, Land Utilization and Urban Development** - All matters relating to housing program, subdivision development/real estate development, measures pertaining to land uses, zonification or zoning code enactment, informal settler families (ISF) problems and all matters related to housing and land utilization.
- n.) **Committee on Information and Communication Technology** - All matters directly and principally relating to the advancement, regulation and responsible use of information and communication technologies including Artificial Intelligence (AI), postal, telegraph, radio, broadcast, cable television, telephone, convergence, computers and telecommunications technologies including but not limited to broadband access to wired and wireless connectivity to the internet such as Voice Over Internet Protocol (VOIP) video conferencing, audio/video/data streaming, any and all other public and private electronic means of capturing, processing, storing and transmitting information for information technology, information systems inclusive of hardware, software and content application, mobile Short Messaging System (SMS) applications affecting upstream and downstream business application and networks that enable access to online technology.
- o.) **Committee on Justice, Human Rights and Grievance** - all matters relating to protection and promotion of human rights, prevention of human rights violations and all matters affecting human rights.
- p.) **Committee on Labor, Employment and Human Resources Development** - all matters relating to labor dispute, employment, human resource development, industrial peace, promotion of employer-employee cooperation among private sectors.
- q.) **Committee on Livelihood** - all matters relating to Livelihood opportunities for income generation aimed at improving the living standards and/or economic empowerment among residents.
- r.) **Committee on Peace and Order & Public Safety** - All matters relating to police matters, maintenance of peace and order, protective services, to coordinate with the implementation of traffic rules and regulations, fire prevention and control measures, public morals and all other matters related to peace and order and public safety.

- s.) **Committee on Privatization and Economic Enterprises Development, Public Market and Slaughterhouse** - all matters and measures relative to privatization and promotion of economic enterprises and as to administration / operation of the public market and slaughterhouse, measure pertaining to market rental fees and other market and slaughterhouse charges, enactment / revision of the market and slaughterhouse code.
- t.) **Committee on Public Utilities** - All matters and measures relating to essential services like electricity, water, Telephone and Internet cables and other similar services.
- u.) **Committee on Public Works and Infrastructure** - All matters and measures relating to planning, construction, maintenance and repair of roads, bridges and other government projects, measures that pertain to drainage and sewerage system and similar projects and all other matters related to public works and infrastructure projects.
- v.) **Committee on Rules, Resolutions and Ordinances** - All matters or question pertaining to or connected with the Sangguniang Bayan Internal Rules and violations thereof, Order of Business and Calendar of Business, disorderly conduct of members and investigation thereof, privileges of members, enactment, revision or amendment of all kinds of ordinances except appropriation ordinance, legality of proposed measures to be acted upon by the Sangguniang Bayan, review of all Ordinances, Resolutions and Executive Orders of Punong Barangays submitted by lower level Local Government Units.
- w.) **Committee on Social Services** - all matters relating to social welfares and ameliorative services including those relating to the youthful offenders, senior citizens, PWD, Solo Parent, children welfare, family and other vulnerable sector or individual in crisis situation, including their rights and privileges.
- x.) **Committee on Solid Waste Management** - all matters relating to solid waste management, ensuring proper waste segregation, collection, and disposal.
- y.) **Committee on Tourism, Arts and Culture** - All matters and measures relating to tourism, its industry and promotion, public occasions and events affecting the Municipal Government. All matters and measures relating to the cultivation and promotion of art and culture, history, dynamic evolution of Filipino arts and culture, its preservation and enrichment, including the promotion of the tourism show casing the garments and woodworks industry.
- z.) **Committee on Trade, Commerce and Industry** - All matters pertaining to establishment/operation of all kinds of trade and industry, measures that affect trade, commerce and industry, incentives to promote trade, commerce, e-commerce and industry and consumer protection.
- aa.) **Committee on Transportation and Mobility** - All matters directly and principally relating to land transportation and all public utilities and services connected thereto, as well as the establishment, operation, management and regulation of terminals and facilities, the enforcement of the regulatory measures, rules and regulation relative thereto as they affect public welfare and interest including tricycle operators and the mobility of every individual specially with those with disabilities.
- ab.) **Committee on Ways and Means** - All matters relating to local taxes, fees and charges, loans and other sources of local revenues and all other matters related to local taxation and fiscal administration.

- ac.) **Committee on Youth and Sports Development** - All matters relating to the promotion, maintenance, and enhancement of the social, political, economic, culture, intellectual, moral, spiritual and physical development of the youth. All matters relating to amateur sports development, recreational activities, and on the implementation of the constitutional provision on sports.

Section 21. COMMITTEE EN BANC - The committee en banc shall be composed of all the members of the Sanggunian, the chairperson of which shall be the Presiding Officer. It shall have jurisdiction over matters wherein three (3) or more standing committees have concurrent jurisdiction. The Vice Chairperson shall be chosen by the Presiding Officer among the chairpersons of the standing committees concerned.

Section 22. LIMITATIONS ON COMMITTEES - The following are the limitations of Sangguniang Bayan pertaining to the committees:

- a.) There shall be a limit of five (5) chairpersonship for every member of the Sanggunian Bayan on the "Standing Working Committees".
- b.) No member shall hold more than five (5) vice chairpersonship of the "Standing Working Committees".
- c.) Only members of the Sangguniang Bayan of Taytay shall be made a member of any regular committee.
- d.) No member shall participate in the committee's deliberations if he/she has a direct personal or pecuniary interest on the matter being handled by that committee.
- e.) There shall be no reorganization of Committee Chairpersonship, Vice Chairperson and membership for a year and a half (1 ½ years) based on the adoption of the internal rules.

Section 23. SPECIAL COMMITTEES - The Sangguniang Bayan may create special committees by way of a resolution upon the initiative of the Presiding Officer or thru a motion by any member of the Sangguniang Bayan subject to the affirmative votes of a majority of the members present, there being a quorum. Conditions and prescriptions shall be stated in the resolution.

A special committee shall cease to exist after the accomplishment of the purpose for which it was created or in accordance with the provisions of the resolution creating it.

Section 24. VACANCY - vacancy in a committee shall be filled by a majority vote of all the members of the Sangguniang Bayan.

RULE VIII ORDER AND CALENDAR OF BUSINESS

Section 25. ORDER OF BUSINESS - The Order of Business of the Sangguniang Bayan for every session shall be:

- I. Call to Order
- II. Invocation
- III. Singing of the National Anthem
- IV. Councilor's Creed
- V. Roll Call
- VI. Reading and consideration of previous Minutes
- VII. Privilege Hour in written form (5-minute rule)
- VIII. First Reading and referral to Committees of proposed ordinances, resolutions, messages, communications, petitions and memorials; (Pertinent documents shall be presented)

- IX. Committee Reports
- X. Calendar of Business
 - a. Unfinished Business
 - b. Business of the day
 - c. Unassigned Business
- XI. Measures for Third and Final Reading pertaining to Ordinances;
- XII. Announcement/s
- XIII. Closing Prayer
- XIV. Adjournment

Section 26. DISTRIBUTION OF ORDER OF BUSINESS - The Order of Business shall be distributed not later than Friday of the week before a Regular Session. In case there is an addition to the order of business, a note from the secretary to this effect on the Order of Business shall be sufficient.

For Online Sessions the Virtual Order of Business shall be sent via email and instant messaging application. All Order of Business including its attachments and previous minutes may be sent via email and instant messaging applications in compliance to Ordinance 795 s. 2023 or the Paperless Session Ordinance.

Deadline for the submission of complete documents for communications, draft ordinances and resolutions and committee reports related to the preparation of the order of business is on or before Thursday at Twelve (12:00) noon, which may also be done through physical or digital copy.

Section 27. COMMITTEE MEETINGS - Are meetings that are attended exclusively by the members of the Committee to discuss matters of any measures referred to the committee.

Section 28. COMMITTEE HEARINGS - Are meetings led by the committee that requires the presence of subject-matter experts, resource persons, or consultants relevant to the measure referred to the committee. Notices and/or invitations of committee hearings shall be served to all concerns prior to the hearing and shall include the following details and attachments:

1. Subject matter to be discussed.
2. Time, Date, and venue of the hearing.
3. Copy of the proposed measure.
4. Any other relevant attachments.

Committee hearings require the quorum of its regular members but the Vice Mayor, as a *de facto* member, may also constitute a quorum.

Section 29. PUBLIC CONSULTATION - Are meetings called for by any committee to present a proposed measure to the general public or to any other stakeholders that may be affected by a proposed measure. Sangguniang Barangays shall be extended invitations to public consultations. Invites, attendance sheets, and minutes shall explicitly mention "Public Consultation".

Section 30. RELATED MEASURES - The committee, as far as practicable shall schedule proposed ordinances, resolutions or petitions of similar or related subject matter during the same hearing.

Section 31. APPEARANCE OF HEADS OF DEPARTMENTS IN COMMITTEE HEARINGS - The following rules shall be observed in requesting for the appearance of head/s of department/s or offices:

1. Official invitation or request by any committee to appear before it of any head of department or offices, whether local or national, can be made by any member of the Sangguniang Bayan.

2. The invitation or request shall specify the reason for such appearance or the assistance needed, as the case may be.
3. That in the event or during the committee hearing, if the committee members deem it necessary to call or to ask for the presence of any person, employee, or head of office that would shed light to the issue at bar, the committee members will be allowed to call him/her at the committee hearing.

Section 32. COMMITTEE REPORTS AND ORDERS

- a) Submission of Committee Report - The Committee to which a proposed measure or communication had been referred to have thirty (30) Calendar Days to call for a Committee Hearing for the purpose and upon completion, submit report on the findings and recommendations of the Committee.
- b) Joint Committee or Multiple Committee Report - When a measure is referred to two or more committees, the committees concerned may submit a "joint committee report" or "multiple committee reports" as the case may be, or separate report thereon.
- c) Content of Committee Report - The committee report shall contain the following information:
 - c.1) Name of the reporting committee or committees;
 - c.2) 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.3) Findings or conclusions;
 - c.4) Recommendations;
 - c.5) Names and signatures of concurring members;
 - c.6) Appendices (Minutes of the committee hearing or committee meetings, attendance sheet and other pertinent documents);
 - c.7) For referrals that long passed its prescribed period, and if the committee chairperson judged that the said referrals can be deemed obsolete, moot and academic or unable to be resolved, the committee chairperson shall have the option to report or lay the said referrals without all the above attachments.

Any absent member of the committee without reasonable cause during the committee hearing has waived the right for the period of interpolation during the deliberation.
- d) Calendaring a Measure for Second Reading - After the committee has rendered its report and is recommending favorably the adoption/enactment of a proposed resolution/ordinance, a copy of the proposed resolution/ordinance shall be furnished to the Committee on Rules which shall then be calendared for Second Reading. The proposed resolution/ordinance shall be furnished to all Sangguniang Bayan Members by the Committee Chairperson concerned.
- e) Filing of Minority Report - The minority report shall contain valid excuse for absences during the conducted committee hearing, embody the reason behind the objection and finally have a prescription period of one (1) week.

If the Committee action on a proposed ordinance or resolution is deemed unfavorable, it shall be laid on the table within ten (10) days, notices of the action taken shall be furnished to the author concerned stating the reason/s for such action; Provided, that within five (5) days after receipt of the notice the Sanggunian may reconsider the Committee recommendation.

- f) All Ordinances of the Barangay particularly on matters related to Annual Budget should be submitted ten (10) days upon approval, together with the resolutions of Barangay Development Plan, Annual Investment Plan, Gender Development Plan, other relative resolutions and/or requirements prescribed by law to the Office Secretary to the Sanggunian for inclusion in the Calendar of Business.

If within 60 days after the receipt of the Barangay Appropriation Ordinance and the Sanggunian takes no action thereon the same shall continue to take full force and effect.



Section 33. CALENDAR OF BUSINESS - The Calendar of Business shall consist of the following parts:

- a.) **Unfinished Business** - this refers to any kind of business including, but not limited to, proposals or measures that have been left unacted upon, postponed, or left unfinished during the previous meeting or session.
- b.) **Business of the Day** - this refers to a list of items from “motions” raised by members of the August Body whether coming from First Reading and/or Committee Reports with attached Resolution or Ordinance recommended by the Reporting Committee to be calendared under Business of the Day. It also includes Resolutions and Ordinances which have been passed on “Second Reading” stage and are ready for “Third and Final Reading”
- c.) **Unassigned Business** - This refers to pending matters or measures and new ones arising out during the deliberations but not yet assigned or referred to proper committees for appropriate action including the following:
- 1) Matters, proposals or measures usually in the form of resolutions or ordinances that have not yet been referred to any particular committee although they have been reported out during the period for committee report, if there is any;
 - 2) Matters, proposals or measures already referred to a committee but for some reason or another were not acted upon and the body decided to discharge that committee from further handling it. Thus, it becomes imperative to assign it to another committee, or create a special committee for that purpose;
 - 3) Matters, proposals or measures which have been erroneously referred to a committee but, for some reason, were not corrected immediately during or after its “referral”. When the item “unassigned business” comes that error could still be corrected thru the initiative of any of the following:
 - a) Presiding Officer;
 - b) Any Committee Member of the Committee on Rules;
 - c) Any Committee Member of the Committee claiming jurisdiction over it, and;
 - d) Any Committee Member of the Committee to which it was erroneously referred.
 - 4) Exposé, allegations, grievances or similar matters which were raised during the “privilege speech” of a member, but for some reason or another were not referred



or assigned to the concerned committee for a “fact-finding investigation in aid of legislation”.

- 5) Matters, proposals or measures that require immediate legislative action but is not included in the order of business may be included in “unassigned business”. In case of an objection, a two-third (2/3) vote of the sanggunian present is required to proceed.

RULE IX EXPEDITED RESOLUTION OF MATTERS FOR DELIBERATION

Section 34. RESOLUTION OF UNFINISHED BUSINESS AND REFERRED MATTERS - All unfinished business and all matters referred to committees must be resolved by the Sanggunian Bayan members concerned within 72 hours after such referral so as to effectively address any issue related to a vital public matter.

RULE X ATTENDANCE OF DEPARTMENT AND UNIT HEAD

Section 35. ATTENDANCE UPON REQUEST OF THE SANGGUNIAN

- a) During Session - A department or unit head or any person may be requested to attend in a session and be heard by it on any matter pertaining to his/her department or on any issue of general interest.
- b) During Committee Hearings - A department or unit head or any person maybe requested to attend a committee Hearing provided that an invitation that states specifically the questions to be answered and the date and hour for his/her attendance shall be served within 24 hours.
- c) The appearance of a Department or Unit Head shall be conducted in an executive session when public interest requires and when the Local Chief Executive so states in writing.
- d) The Sanggunian may also conduct inquiries in aid of legislation on any matter of general interest in accordance with these Rules or those it may adopt governing the conduct of said inquires.
- e) In the event that a Department Head fails to attend a session or committee hearing where their presence has been formally requested by the Sangguniang Bayan or any of its members, the Sanggunian may take the following actions:
 - 1) Record the dates of the session or hearing where the Department Head was requested to attend and attach a copy of the official invitation sent to them.
 - 2) Require the Department Head to submit a written explanation stating the reason for their absence.
 - 3) If the Department Head is habitually absent despite repeated requests, the Sanggunian may pass a resolution expressing concern over such behavior and refer the matter to the Office of the Mayor for appropriate administrative action.
 - 4) If, after exhausting all previous steps, the Department Head still fails to appear, the Sanggunian may file a formal complaint with the Civil Service Commission for possible violation of Republic Act No. 6713, also known as the Code of Conduct and Ethical Standards for Public Officials and Employees.

Section 36. QUESTIONS - Questions of an urgent nature or those relating to current issues shall be given priority. The Presiding Officer may also ask questions to any resource person. However, the Presiding Officer or Sanggunian Secretary is empowered to simplify a question propounded to a resource person or to assist a resource person to be responsive to a propounded question. The Presiding Officer or Sanggunian Secretary may also be allowed to ask questions to a resource person during regular or special sessions but after all the members are finished asking their questions.

Section 37. ANSWERS - Answers shall immediately relate to the questions propounded, without need for discussing general policies or programs. They shall be concise and responsive and shall avoid argumentation. They shall conform to the standards set for questions, where these are applicable. Moreover, the answers shall be couched in polite and inoffensive language.

Section 38. INTERPELLATIONS AND COMMENTS OF PROPONENTS OF ORIGINAL QUESTION - The interpellation of, and the expression of comments on various matters related to an answer of a Department or Unit Head shall be made in the order approved by the Presiding Officer. No additional questions or comments shall be allowed unless the Sanggunian Member concerned has been duly recognized by the Presiding Officer. Immediately thereafter, the Department Head concerned may make a reply. The interpellations and comments of the proponent and the reply of the Department Head shall be made within ten (10) minutes.

The SB Secretary shall inform a councilor that his/her ten-minute period of questioning has already expired.

RULE XI ORDINANCES AND RESOLUTIONS

ORDINANCE - An Ordinance is a local law, a regulation of a general law, permanent in nature, and a rule established by authority; a legislative act of a general and permanent in character; a legislative act passed by the council in the exercise of its law-making authority.

RESOLUTION - A Resolution is an expression of the sentiments, declaration of a will, opinion, decision or position being rendered by the members of a deliberative body on certain issues and matters of public interests and having no permanent value but only temporary in character.

Section 39. ESSENTIAL PARTS OF ORDINANCES AND RESOLUTIONS - Proposed ordinance 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 who shall report the same to the Sangguniang Bayan on its next session.

Section 40. REQUIREMENTS FOR INCLUSION IN ORDER OF BUSINESS - A proposed ordinance or joint resolution shall embrace only one subject which shall be expressed in the title thereof. For the deadline of submission of proposed ordinance or resolution, please refer to Section 26 of this Resolution. A proposed measure shall ONLY be included in the Order of Business if:

- a) it is signed by its author/s, does not come from an anonymous source or from a person using a fake identity;
- b) it conforms with the one-subject matter, one-title rule;
- c) it does not pertain to a matter that is contrary to law or to an existing municipal or provincial ordinance/resolution;

- d) it does not pertain to a matter already covered by an existing municipal ordinance or resolution or to a matter already referred to a committee;
- e) it does not pertain to a matter that is inimical to, or in violation of public policy, public order, or public morals;
- f) it is not based on false, misleading, or malicious information or news;
- g) it contains provision or body; or
- h) it falls within the jurisdiction of the Sanggunian.

The proponent or author of a proposed ordinance or resolution shall be considered a member of the committee to which the proposed measure was referred but shall not be allowed to vote in the committee hearing or deliberation. The Presiding Officer is not precluded from authoring a resolution or ordinance or from attending a committee hearing for the resolution / ordinance that he/she authored.

Section 41. ENACTMENT OF ORDINANCES AND ADOPTION OF RESOLUTIONS - In considering legislative measures, the Sangguniang Bayan shall observe the following rules:

- a) Legislative actions of a general and permanent character shall be enacted in the form of ordinances while those which are temporary in character shall be passed in the form of resolutions.
- b) Matters relating to proprietary functions and to private concerns shall also be acted upon by resolutions.
- c) The Secretary to the Sanggunian shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading, and shall distribute to each Sangguniang Bayan Member a copy thereof, except that a measure certified by the Mayor as urgent may be submitted for final voting immediately after it has been subjected to the periods of debate and amendments during the second reading stage.
- d) No ordinance or resolution passed by the Sangguniang Bayan in a regular or special session duly called for the purpose shall be valid unless approved by a majority of the members present there being a quorum. Any ordinance or resolution authorizing or directing the payment of money or creating liability, shall require the majority vote of all the Sangguniang Bayan members for its passage (Sec. 447 (2) (iii) RA 7160).
- e) Upon the passage of all the ordinances or resolutions directing the payment of money or creating liability, the Sangguniang Bayan shall record the "ayes" and naves". Each approved ordinance or resolution shall be stamped with the seal of the Sangguniang Bayan and recorded in a book kept for the purpose.

Section 42. FIRST READING - The first Reading of a proposed ordinance or resolution shall include the following:

- a) Draft number
- b) Title
- c) Name of Author/s or Members or Committee Introducing it

During the first reading, the principal author may propose the inclusion of additional authors, by notifying the Sangguniang Bayan Secretary thru a letter a list of such authors, or by instant messaging or any electronic means, or by way of motion during period of amendment.

Section 43. REFERRAL TO COMMITTEE; COMMITTEE HEARING OR MEETING - Unless these Rules have been suspended, the SB Secretary shall read the control number and title of the proposed measure as well as the name/s of its author/s. The Presiding Officer shall, if still needed, refer the measure to the appropriate committee/s.

The Committee chairperson/s concerned shall then inform the SB Secretary the schedule of the committee/public hearing or of the committee meeting as soon as the referral was made. The SB Secretary shall immediately inform the committee chairperson concerned if there is any conflict in the proposed schedule of the hearing, meeting, or conference in which case, the Committee chairpersons shall choose an alternative schedule which shall be recorded by the Presiding Officer and by the Secretariat.

All unfinished or unacted upon measures at the end of the term of office of the previous legislative body shall be automatically archived and can be pulled off by any members of the current legislative body.

Section 44. CONSOLIDATION OR SUBSTITUTION - A consolidated or substitute proposed ordinance or resolution by a committee shall have as authors the first two authors of the original proposed ordinance or resolution in the order in which their names appear in the latter and according to their dates of filing. The rest of the authors shall thereafter be enumerated in the same order.

Section 45. DISCHARGE OF COMMITTEE ON PROPOSED ORDINANCES OR RESOLUTIONS NOT REPORTED - The author/s of a proposed ordinance or resolution may move for the discharge of the proposed measure from the committee which failed to resolve the same within fifteen (15) days after its referral. The Presiding Officer may refer the proposed measure to another related committee. In the event that the subject measure will not fall on any other committee, the proposed measure shall be referred to the Committee En Banc. Either the new committee or the En Banc shall be given not more than ten (10) days to resolve the same. If the said proposed measure is not resolve in 10 days, it shall be automatically calendared under the "business of the day" of the next regular session.

Section 46. URGENT MEASURES - 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 Sangguniang Bayan in the same session without need of suspending the rules. A certified urgent communication from the Local Chief Executive shall be accepted or shall be calendared immediately after the roll call and until before the final adjournment of the session of the Sangguniang Bayan.

Section 47. SECOND READING AND DEBATE - The second reading stage is one of the items under the heading "Business of the Day" included in the "Calendar of Business". At this stage, the following may be taken up and acted upon by the Sanggunian Bayan:

- a) Any proposed ordinances or resolutions that has already been reported out and coming from the concerned committee and can be calendared for "second reading"; and
- b) Any administration measure certified by the Local Chief Executive as urgent, even if it is not included in the calendar of business for current session.

On the day set for the consideration of a proposed ordinance or resolutions that shall be considered on Second Reading, the same shall be read in full with the amendment proposed by the Committee, if any, unless copies thereof have been distributed earlier and such reading is dispensed with. Thereafter, the proposed ordinance or resolution shall be subject to debate and pertinent motions.

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

- a) Period of Deliberation/Debate
- b) Period of Amendment
- c) Approval on "Second Reading"

Section 48. DEBATE AND CLOSURE OF DELIBERATIONS - In the period of deliberation / debate any member shall be allowed to interpolate as recognized by the Presiding Officer per subject matter.

No member shall speak for more than five (5) minutes on a particular issue or question being debated upon unless he/she is allowed to do so by a majority of the members present.

A motion to close the debate can be made by any Member of the Sangguniang Bayan.

Section 49. FIVE - MINUTE RULE ON AMENDMENTS - After the closure of the debate, the Sanggunian shall proceed to the consideration of the amendments. A member who desires to speak for or against an amendment shall have only five (5) minutes to do so.

The five-minute rule shall apply, likewise, in the consideration of an amendment to an amendment, or of an amendment by substitution.

After the amendment is approved or disapproved, the body shall proceed to the next provision/s of the pending resolution or ordinance until the revision thereof on second reading is complete.

Section 50. APPROVAL OF PROPOSED ORDINANCE ON SECOND READING - After the amendments are acted upon, the proposed ordinance shall be voted on second reading.

Section 51. THIRD READING - A proposed ordinance or resolution approved on Second Reading shall be included in the Calendar of Business under Third Reading.

No Ordinance shall be approved unless it has passed three readings and copies thereof in the final form have been distributed to all Sangguniang Bayan members at least two (2) days before its passage, except when the Local Chief Executive or the Sangguniang Bayan certified to the necessity of its immediate enactment to meet a public calamity or emergency. Upon the Third Reading of a proposed ordinance or resolution, no amendment thereof shall be allowed, and the vote thereon shall be taken immediately thereafter and the "ayes" and "nays" entered in the Minutes.

Section 52. ACTION ON APPROPRIATION ORDINANCES - Even if these Rules have been suspended, no proposed ordinance requiring appropriation or realignment of public funds shall be passed without a Certification duly issued for the purpose by the Municipal Treasurer certifying that the corresponding funds therefor are available. In the case of the proposed Annual Budget of the Municipal Government, all the departments or offices shall be required to submit to the Sanggunian their respective Accomplishment Report/s for the preceding year containing, among others, their accomplishments versus their targets and a statement of their expenditures versus their approved budgets before passage of the same shall be allowed.

The failure of a department or unit of the Municipal Government to submit such an Accomplishment Report, or the evident failure of such department or unit to justify the proposed expense, may be used as basis for the disapproval or reduction of the proposed Annual Budget.

Even if these Rules have been suspended, no proposed Annual Budget or proposed Supplemental Budget shall be approved unless the Annual Investment Plan or Supplemental Investment Plan duly signed by the Municipal Government officials mandated by law to sign the same has been attached thereto.

Section 53. APPROVAL BY THE LOCAL CHIEF EXECUTIVE - All ordinances and resolutions approving the Local Development Plan and Public Investment Program passed by the Sangguniang Bayan Members shall be forwarded to the Local Chief Executive for approval. The Local Chief Executive shall affix his initials on each and every page of the ordinance and resolution and the word "Approved" shall appear with his signature on the last page thereof.

Within ten (10) days after receipt of the ordinance or resolution, the Local Chief Executive shall return the said ordinance or resolution to the Sangguniang Bayan with either his approval or his veto. If he does not return it within that time, the ordinance or resolution shall be deemed approved.

The Local Chief Executive may veto an ordinance or resolution only once. The Sangguniang Bayan Members may override the vote of the Local Chief Executive concerned by two-thirds (2/3) vote of all its members, thereby making the ordinance effective even without the approval of the Local Chief Executive concerned.

Section 54. EFFECTIVITY OF ENACTMENT - Unless otherwise stated in the ordinance or resolution, the same shall take effect after the lapse of ten (10) days from the date a copy thereof is posted on a transparency board as provided in this Rules.

Section 55. PROCEDURE FOR RESOLUTIONS - Resolutions shall be subject to the same procedure as proposed ordinances regarding introduction, reference to the appropriate committee and consideration.

Section 56. MESSAGES - Messages from the Municipal Mayor shall be read in full before the Sanggunian, and those in which any recommendations are made shall be referred to the proper committees.

Section 57. MEMORIALS AND PETITIONS - Communications from heads of department, memorials and petitions shall be reported to the Sanggunian and, if necessary or proper, referred to the proper committees.

RULE XII DECORUM AND DEBATE

Section 58. MANNER OF ADDRESSING THE PRESIDING OFFICER - When a member of the Sangguniang Bayan desires to speak, he/she shall raise a hand and respectfully address the Presiding Officer as "Mr./Madam Presiding Officer". The Sangguniang Bayan Member shall then wait for the Presiding Officer to recognize him/her.

Section 59. RECOGNITION OF MEMBER TO SPEAK - When two or more members raise their hands at the same time, the Presiding Officer shall determine and recognize the member who is to speak first.

Section 60. DECORUM TO OPEN AND CLOSE DEBATE - In all cases, the member who has obtained the floor shall confine himself/herself to the question under debate, avoiding personalities. He/she shall refrain from derogatory words or performing acts which are inconsistent with decorum.

If it is requested that a member be called to order for words spoken in debate, the member making such request shall indicate the words exempted to, and it shall be taken down in writing by the Secretary and read aloud. The Member who uttered such words shall not be held to answer nor be subject to censure by the Sangguniang Bayan if further debate of other business has intervened.

Section 61. CONDUCT DURING SESSION - During the Regular Session the Sangguniang Bayan Members shall observe proper decorum and dress-up in the following manner:

- a) 1st Week of the Month - Long-sleeved Barong Tagalog and Ladies Barong or Filipiniana
- b) 2nd Week of the Month - Short-sleeved Barong Tagalog and Ladies Barong or Filipiniana
- c) 3rd Week of the Month - Business Attire
- d) 4th Week of the Month - Business Attire
- e) 5th Week of the Month - Smart Casual (preferably from tiangge)

If there is a Special Session, all members should dress up in a semi-formal attire.

While the Presiding Officer is addressing the Sangguniang Bayan or putting a question, no member shall walk out or cross the session hall.

RULE XIII VOTING AND MOTIONS

Section 62. MANNER OF VOTING - The Presiding Officer shall say; *"All those in favor of (as the question may be), please raise your right hand"*, and then proceed to count the affirmative votes.

The Presiding Officer shall then say: *"All those not in favor of (as the question may be), please raise your right hand"*, and then proceed to count the negative votes.

If the Presiding Officer doubts the outcome or a division is called for, the Sanggunian shall divide. Those in favor shall first rise and then those against.

The Sanggunian Secretary shall then proceed to read the names of the members who voted affirmatively and negatively into the records of the proceedings. The Presiding Officer shall then state the result to the Body.

Unless otherwise provided by these rules, a majority of those voting, a quorum being present, shall decide the issue. No motion except on the presence of a quorum shall be entertained during voting or any matter.

Section 63. ABSTENTION - An abstention shall not be counted as a vote. Moreover, a member who abstains shall be required to explain why he/she abstained. The basis for the abstention may only be one of the following: (a) the member has a conflicting interest on the question at hand such a pecuniary interest, or filial or professional ties with a party concerned, or (b) failure to participate in any of the proceedings of the Sanggunian regarding the said matter which prevents him from making an opinion thereon. No other reason may be used as a ground to abstain.

Section 64. EXPLANATION OF VOTE - A member, if he/she so desires, may explain his vote in not more than three minutes.

Section 65. NO INTERRUPTION DURING VOTING; EXCEPTION - The voting shall not be interrupted except on a question of quorum.

Section 66. TIE VOTE - In case of a tie, the Presiding Officer shall vote to break a tie. A tie on an appeal from the ruling of the Chair sustains the decision of the Chair. A vote of unanimity shall be entered if there is no objection from the members there being a quorum.

Section 67. WHO MAY VOTE; PROCEDURE; EXCEPTIONS - When a proposed ordinance or resolution, report or motion is adopted or lost, a member who voted with the majority may move for its reconsideration on the same or succeeding session day. The motion shall take

J. M. J.



precedence over all other questions, except a motion to adjourn a question of privilege, and a point of order.

Section 68. WHO MAY MOVE FOR A RECONSIDERATION OF MOTION - When a motion, report or proposed measure is adopted or lost, it shall be in order for the Sangguniang Bayan Member who votes with the majority to decide for the reconsideration thereof on the same or succeeding session day. Such motion shall take precedence over all other questions, except a motion to adjourn; to raise a question of privilege and a call to order.

Section 69. RECORDING OF MOTIONS - Every motion shall be entered in the Minutes with the name of the member making it, unless it is withdrawn on the same day.

Section 70. READING AND WITHDRAWAL OF MOTIONS - When a motion is made, the Presiding Officer shall state it before being debated. Except as herein otherwise provided, a motion may be withdrawn any time before its approval or amendment.

Section 71. PRECEDENCE OF MOTIONS - When a question is under debate no motion shall be entertained except to adjourn, raise a question of privilege, declare a recess, to lay on the table, postpone it to a certain day which motions shall be decided without debate, refer, amend or postpone indefinitely which motions shall be decided subject to the five-minute rule. Said motions shall have precedence in the foregoing order. No motion to postpone to any certain day or refer or postpone indefinitely having failed passage shall again be allowed on the same day.

Chart of Precedence of Motion

Privileged Motions

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

Subsidiary Motion

- Lay on the Floor
- Call for the Previous Question
- Modify the Limits of Debate
- Postpone Definitely
- Commit or refer to a Committee
- Amend (unadopted questions)
- Postpone Indefinitely

Main Motions

- General Main Motions
- Specific Main Motion
- Taken from the Floor
- Reconsider
- Reconsider and have entered on the Minutes
- Rescind or Repeal
- Expunge
- Adopt a Committee Report or a Resolution
- Amend (adopted questions)
- Adjourn (if qualified)

Incidental Motions

Incidental motions have no individual or collective ranking and therefore, have no order of precedence. They arise only incidentally out of the ending question.

- Suspend the Rules
- Withdraw or modify motion

- Point of Order
- Parliamentary Inquiry
 - Point of Information
 - Appeal the Decision of the Presiding Officer
 - Divide the House
 - Divide the Question

If under consideration, a motion to amend and a motion to amend those amendments shall be in order. It shall be also in order to offer further amendment by substitution, but it shall not be voted upon if the original motion or proposition is perfected. Any of said amendment may be withdrawn before a decision had been made.

Section 72. MOTION TO RAISE A POINT OF ORDER - This motion is used when a member would like to call the attention of the body for certain transgression or violations of the internal rules being committed by any other Sangguniang Bayan member. The purpose is to point out that certain rule is being violated by either the Presiding Officer or any Sangguniang Bayan member for proper correction.

Section 73. QUESTION OF PRIVILEGE - Question of privilege pertaining to:

- a) Those affecting the rights of the Sanggunian safety, dignity and the integrity of its members.
- b) Those affecting the rights, reputation and conduct of the members, individually, in their capacity as such members.
- c) Subject to the five-minute rule, question of privilege shall have precedence over all other questions, except a motion to adjourn.

RULE XIV SUSPENSION OF THE RULES

Section 74. WHO CAN MOVE - Any member of the Sangguniang Bayan may move for the suspension of the Rules.

Section 75. VOTE REQUIRED - A rule can be suspended anytime by the Presiding Officer unless such be objected by a member of the Sangguniang Bayan. Once objected the Sangguniang Bayan will then require a two-thirds (2/3) vote of the members constituting a quorum.

Section 76. URGENT ORDINANCES OR RESOLUTIONS - Unless the Local Chief Executive or the Vice Mayor (if he/she is acting as the mayor) has certified to the necessity of its immediate enactment, no proposed Ordinance or Resolution shall be considered during the suspension of the Rules.

Section 77. INTERRUPTION OF MOTION - When a motion to suspend the Rules is pending, one motion to adjourn may be entertained, if it is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

Section 78. EFFECT OF SUSPENSION - If the Sanggunian votes to suspend the Rules, it shall forthwith proceed to consider the measure when the rules are suspended. A two-third (2/3) vote of the members present shall be necessary for the passage of measures, a quorum being present.

Section 79. REINSTATEMENT OF THE RULES - These Rules must be reinstated by means of a motion before the end of the session. The motion needs only be seconded in order to be approved. If no motion to reinstate is made, the Presiding Officer shall reinstate the Rules before the end of the session.

for Mr. [Signature]

[Signature]

RULE XV DISCIPLINE

Section 80. DISCIPLINE OF MEMBERS - Upon recommendation of the members of the Majority of the Sangguniang Bayan, the Sanggunian may punish its members for disorderly behavior or for absences without justifiable cause for four (4) consecutive sessions, for which they may be censured, reprimanded, or excluded from the session.

RULE XVI OFFICIAL SEAL

Section 81. OFFICIAL SEAL - The seal of the Sangguniang Bayan of Taytay shall be:



for M. J. J.

1. The entire seal is circular in shape where the words SANGGUNIANG BAYAN in black text appear on top of the outer circle and the words TAYTAY, RIZAL, also in black text, appear on the bottom part with three dots on both sides. The background of the outer circle is colored yellow.
2. The upper portion of the inner circle bears five (5) stars colored yellow gold, which represent the five (5) Barangays of Taytay namely: San Isidro, Sta. Ana, Dolores, San Juan and Muzon.
3. The lower portion of the inner circle has a yellow gold ribbon that represents our national identity, bearing the words: REPUBLIKA NG PILIPINAS in black text.
4. The color of the background of the inner circle is light gray to neutralize all the colors present.
5. The center of the inside portion is a shield badge-shaped emblem that contains the following:
 - a. The upper part with white background has three (3) yellow gold stars superimposed to represent our service to GOD, COUNTRY and the PEOPLE.

[Signature]

- b. At the center is the sun which is colored yellow gold, which represents our province, and the fourteen rays represent the thirteen municipalities and 1 city of the Province of Rizal.
- c. The left portion of the emblem is colored blue, with an image of a hand saw, chisel and hammer, representing the woodworks industry of our municipality which is one of the main industries in Taytay.
- d. The right portion of the emblem is colored red, with an image of a sewing machine and a scissor which represents the garments industry, the primary industry in Taytay.

RULE XVII RULING AS PRECEDENTS; RETROACTIVE RATIFICATION OF APPROVED RESOLUTIONS AND ORDINANCES

Section 82. RULINGS AS PRECEDENTS - Rulings on questions raised by members shall form part of the parliamentary practice of the Sanggunian.

Section 83. RETROACTIVE RATIFICATION OF APPROVED RESOLUTIONS AND ORDINANCES - All resolutions and ordinances approved prior to the approval of these Rules, are hereby retroactively ratified by the Sanggunian.

RULE XVIII AMENDMENTS

Section 84. AMENDMENTS - Any portion of these Rules may be amended by a majority vote of all the members of the Sanggunian not earlier that December 31, 2026.

RULE XIX SUPPLEMENTARY PROVISIONS

Section 85. SUPPLEMENTARY PROVISIONS - The parliamentary practices of the rules of the Sangguniang Panlalawigan, the House of Representatives, the Senate of the Philippines, as well as the provisions of Republic Act No. 7160 (The Local Government Code of 1991) shall apply suppletorily these rules.

RULE XX ADOPTION AND EFFECTIVITY


Section 86. ADOPTION - These Rules shall be adopted by the Sangguniang Bayan upon approval by majority vote of the members of the Sanggunian.

Section 87. SEPARABILITY - Any provision of these Rules declared void or unconstitutional by a court of law shall not affect the validity of the remaining provisions not affected by such declaration.

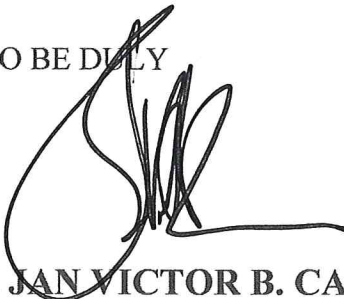
Section 88. EFFECTIVITY - These Rules shall take effect on the date of their adoption.

ADOPTED, this 7th day of July 2025, 3:56 PM at the Sangguniang Bayan Session Hall, Municipality of Taytay, Province of Rizal.

I HEREBY CERTIFY, to the correctness of the foregoing Resolution which was duly adopted by the Sangguniang Bayan of Taytay on second reading on July 7, 2025 and was passed on third and final reading on July 7, 2025 during the 1st Regular Session held on the 7th day of July, 2025.


JULIETA M. JUANILLO
Board Sec. III – OIC
SB Secretariat Office

ATTESTED AND CERTIFIED TO BE DULY
ADOPTED BY HIS HONOR


HON. JAN VICTOR B. CABITAC
Municipal Vice Mayor / Presiding Officer