



Republic of the Philippines
Province of Laguna
Municipality of Alaminos
OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE REGULAR SESSION OF THE SANGGUNIANG BAYAN OF ALAMINOS, LAGUNA HELD ON SEPTEMBER 29, 2022 AT THE SANGGUNIANG BAYAN SESSION HALL.

PRESENT:

<i>HON. VICTOR L. MITRA</i>	<i>Presiding Officer</i>
<i>HON. NICOLE A. PAMPOLINA</i>	<i>Councilor</i>
<i>HON. JANIS ANGELA J. ILAGAN</i>	<i>Councilor</i>
<i>HON. EDGARDO R. BRIZ</i>	<i>Councilor</i>
<i>HON. JACKLYN A. VILLANUEVA</i>	<i>Councilor</i>
<i>HON. JUAN D. BRIZ</i>	<i>Councilor</i>
<i>HON. JEYSON C. ABU</i>	<i>Councilor</i>
<i>HON. GORGONIO M. ABRIGO</i>	<i>Councilor</i>
<i>HON. CHRISTIAN F. AVERION</i>	<i>Councilor (SK Chairman)</i>
<i>HON. LORENZO B. ZUNIGA, JR.</i>	<i>Councilor (ABC, President)</i>

ABSENT:

<i>HON. BERNADETH ALVAREZ- MAMIIT</i>	<i>Councilor</i>
---------------------------------------	------------------

RESOLUTION NO. 146
Series of 2022

A RESOLUTION ADOPTING INTERNAL RULES OF PROCEDURES OF THE SANGGUNIANG BAYAN OF ALAMINOS, LAGUNA FOR THE YEAR 2022-2025

WHEREAS, the Sangguniang Bayan of Alaminos is a legislative body duly organized pursuant to Book I of R.A. 7160 for the enactment of Ordinance and the adoption of resolutions for the governance of Sangguniang Bayan of Alaminos;

WHEREAS, the Sangguniang Bayan of Alaminos, Laguna as the Legislative Body enacts ordinances, approves resolutions and appropriate funds for the general welfare of the Municipality and its inhabitants, pursuant to section 16 of the Local Government Code of 1991 for its efficient and effective governance;

WHEREAS, pursuant to the provisions of R.A. 7160 and its implementing rules and regulations, the Sangguniang Bodies have the inherent right and obligation of adopting its own Rules of Procedure for the proper discharge of legislative functions;

WHEREAS, in the maintenance of good order in the Sanggunian deliberations, it is necessary that specific rules be adopted and enforces in the interest of effective discharge of legislative function;

RULE I. THE SANGGUNIANG BAYAN

SECTION 1. COMPOSITION:

- a. The Sangguniang Bayan, the Legislative Body of the Municipality, shall be composed of the VICE-MAYOR as Presiding Officer, the regular Sanggunian Members, the President of the Chapter of the Liga ng mga Barangay, and the President of the Pederasyon ng mga Sangguniang Kabataan.
- b. The regular members of the Sangguniang Bayan and two (2) other Ex-Officio members aforementioned shall be elected in the manner as may be provided for by law.

SECTION 2. POWERS, DUTIES AND FUNCTIONS:

- a. The Sangguniang Bayan shall enact ordinances, approve resolutions, and appropriate funds for the general welfare of the Municipality and its inhabitants pursuant to Section 16 of the Local Government Code of 1991 (Republic Act 7160) and in the proper exercise of the corporate powers of the Municipality as provided for under the said acts and other laws, rules and regulations;
- b. Every member shall attend all the sessions of the Sangguniang Bayan unless he or she is prevented from doing so by reason of sickness or other unavoidable circumstances: Provided, however, that written notice shall be sent to the Sanggunian two (2) days before the scheduled session, thru the Presiding Officer or the Secretary of the Sanggunian; however, when the reason or cause of absence occur one day before the session or on the day of the session itself, a mere telephone call or text message shall be sufficient. Scheduling of other itineraries or appointments on the day of session is hereby prohibited;
- c. As a general rule, every member is required to vote on every question or proposed measure being voted upon by the Sanggunian. Abstentions may only be allowed if it can be shown that the member concerned has a pecuniary interest, directly or indirectly, on the matter being acted upon by the body;
- d. Every member shall observe proper deportment and decorum during sessions;
- e. Members of the Sangguniang Bayan, during regular sessions, shall maintain a dress code, as follows:
 - o MALE: Short sleeves Barong, Long sleeves Barong or coat, with or without tie, may be worn, at the option of the Member. Blue denim (maong) pants are not allowed.
 - o FEMALE: Filipiniana or corporate attire with sleeves.

During special sessions, casual attire may be worn by the Members, both male and female.

SECTION 3. Any member who is not properly attired shall be subject to a disciplinary action.

RULE II. OFFICERS OF THE SANGGUNIAN

SECTION 1: PRESIDING OFFICER: POWERS, DUTIES AND RESPONSIBILITIES.

The Municipal Vice Mayor, as the regular Presiding Officer of the Sangguniang Bayan, shall:

- a. Preside over all sessions of the Sanggunian with the right to vote only to break a tie: Provided, however, that he or she may not be compelled to vote to break a tie;
- b. Announce the business in the order in which it is to be acted upon by the Sanggunian;
- c. Recognize any member of the Sanggunian who is entitled to the floor;
- d. State all questions brought before the Sanggunian, and when regularly moved, put the same into a vote and announce the result/s thereof;
- e. Assist the Sanggunian in expediting its business compatible with the rights of the members, allowing brief remarks in cases of pending debatable motions;
- f. Participate, if he or she so desires, during the deliberations of the Sanggunian: Provided that, he or she first relinquishes his or her Chair as regular Presiding Officer and yield the same to a temporary Presiding Officer who shall be chosen by and from among the Sanggunian Members present, there being a quorum: Provided further, that said relinquishment is only for purposes of participating in such deliberations; Provided finally, that, after he or she shall have participated therein, he or she shall again re-assume the Chair as regular Presiding Officer, subject to the limitations set forth under Section 49(a) of the Local Government Code of 1991;
- g. Enforce at all times order and decorum in the Sanggunian;
- h. Rule on all pending questions, subject to appeal by any member/s of the Sanggunian, which appeal shall not be debatable. Any member who appeals therefrom shall explain his reasons therefor for not more than five (5) minutes. Any ruling on an appeal shall be submitted to the Sanggunian for its approval or disapproval upon a majority vote of the members present, there being a quorum;
- i. Sign all legislative documents, such as but not limited to, Ordinances and Resolutions passed by the Sanggunian, including all orders and proceedings issued by order of the Sanggunian;
- j. Sign all warrants drawn against the Municipality Treasury for all expenditures appropriated for and pertaining to the operations of the Sangguniang Bayan;
- k. Oversee the distribution of the agenda to the Sanggunian Members and see to it that the members are given
- l. copies thereof are furnished the members at least forty-eight

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

(48) hours before the regular session and at least twenty- four
(24) hours in case of any special session;

- m. Declare the session adjourned upon a majority vote of the Sanggunian members present or motu proprio in the event of a sudden emergency such as fire, riots, serious disorder or when the circumstances prevailing during any session is such as to render impossible the holding of an orderly conduct of proceedings;
- n. In the event of his inability to preside at a Sanggunian session, such as but not limited to his having been designated as Officer- in-Charge of the Office of the Municipal Mayor or his assumption as Acting Mayor, the members present and constituting a quorum, shall elect from among themselves a temporary Presiding Officer; and
- o. Perform such other functions, duties, and responsibilities as may be assigned or delegated to him by law or Ordinance or Resolution.

SECTION 2. SECRETARY TO THE SANGGUNIANG: QUALIFICATIONS, COMPENSATION, DUTIES, FUNCTIONS AND RESPONSIBILITIES.

The Secretary of the Sanggunian, who shall be appointed by the Vice Mayor, shall have the same qualifications, salary and rank set forth under the Local Government Code of 1991, the Civil Service law, rules and regulations and other administrative issuances governing compensation and position classification. He shall:

- a. Attend meetings of the Sanggunian and keep a journal of its proceedings;
- b. Keep the seal of the Municipal Government and affix the same with his or her signature on all Ordinances, Resolutions, and other official acts of the Sanggunian and present the same to the Presiding Officer for his or her signature;
- c. Forward to the Municipal Mayor, as the case may be, for his or her approval, copies of duly approved Ordinances and Resolutions enacted by the Sanggunian and duly certified by the Presiding Officer, in the manner provided in Section 54 of the Local Government Code, and all other approved Resolutions for his or her information and guidance;
- d. Furnish, upon request, certified true copies of records of public character in his or her custody, upon payment to the Municipal Treasurer of such fees as may be prescribed by Ordinance;
- e. Forward to the Sangguniang Panlalawigan for review, copies of approved ordinances and the resolutions approving the local development plans and public investment programs formulated by the local development councils;
- f. Record in a book kept for the purpose, all Ordinances and Resolutions enacted or adopted by the Sanggunian, with their respective dates of passage and publications thereof;
- g. Keep his or her office and all non-confidential records therein open to the public during the usual business hours and determines the confidentiality/non-confidentiality of the records;

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

- h. Establish and keep an electronic record filing system for all documents approved by the Sanggunian;
- i. Translate into the dialect used by the majority of the inhabitants all Ordinances and Resolutions immediately after their approval and cause the publication of all approved Ordinances and Resolutions dealing with local development plans and public investment programs thereof, together with its original version in the manner provided for under the Local Government Code of 1991;
- j. Read or cause to be read, by himself/herself or thru a reader duly designated by him or her, all proposed Ordinances, motions, memorials, petitions and other documents which he or she shall report to the Sanggunian, or when so required by the Sanggunian or the Presiding Officer;
- k. Notify the officers and members of regular standing and special committees of their election or creation;
- l. Take custody of the local archives, and where applicable, the local library and annually account for the same;
- m. Prepare and distribute proper notices, such as but not limited to, calendar of business, excerpts of ordinances and resolutions, minutes, of all duly called sessions, other meetings, and public hearings;
- n. Post and publish all approved ordinances in two (2) conspicuous places and in a newspaper of general circulation;
- o. Perform such other functions as may be assigned to him by the Sanggunian or the Presiding Officer.

SECTION 3. OTHER OFFICERS

- I. **MAJORITY LEADER.** There shall be a Majority Leader who shall be chosen from within the ranks of the dominant party and whose functions are as follows:
 - a. He or she shall approve matters for inclusion in the agenda: Provided, however, that any proposed legislation or matter not included in the agenda shall be calendared upon written petition of a majority of the members of the Sanggunian;
 - b. He or she shall move for approval any item in the agenda or for reference thereof to the corresponding committee, his or her motion to this effect requiring no second: Provided, however, that if the motion is objected, the same yields to the motion, duly seconded, of any member of the Sanggunian;
- II. **MINORITY LEADER.** He or she shall be chosen from within the ranks of the minority party or parties who shall be responsible for planning parliamentary strategies of their group including the lining-

up of speakers during debates.

SECTION 4. SANGGUNIAN MACE. There shall be a Sanggunian Mace to be displayed during every session, Special or Regular, of the Sanggunian. The Sergeant-at-Arms of the Sangguniang Bayan shall take custody and safekeeping thereof and shall be responsible for bringing it to the Session Hall during any session.

RULE III. SESSIONS AND QUORUM

SECTION 1. SESSION

- a. A session is a meeting which, although lasting for several hours, is considered as one meeting.

The Sanggunian shall meet in regular sessions at least once a week for transacting official business and, when public interest so demands, such number of special sessions as may be called by the Municipal Mayor or by a majority of all the Sanggunian Members. Unless the Sanggunian orders otherwise, Regular Session shall be held every Monday at exactly one o' clock (1:00) in the afternoon, in the Alaminos Sangguniang Bayan Session Hall or in other venues agreed upon by the majority of all the members of the Sanggunian.

- b. All Sanggunian 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. (No two sessions, regular or special, may be held in a single day).
- c. In the case of special sessions of the Sanggunian, which shall be held at a specified date and time, a written notice to the Members shall be served personally or constructively at the latter's office or usual place of residence at least twenty-four (24) hours before the special session is held.

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 call and contained in the notice.

- d. Sessions, whether regular or special, may also be held through any form of video conferencing technology in times of extreme emergencies that would put to high risk the health or life of the members. In such cases, the members who cannot physically be present inside the session hall, will be considered present, provided that said members will affirmatively signify their presence during the roll call through the video conferencing platform, provided, further; that the presiding officer and the majority floor leader must be physically present inside the session hall, in such sessions

SECTION 2. OPENING AND ADJOURNMENT OF SESSIONS

- a. The Presiding Officer shall open the session by calling the Sanggunian to order and, motu proprio or when so requested by any Member of the Sanggunian, shall order the roll call.

Any session shall not be suspended or adjourned except when so directed by a majority of the Members of the Sanggunian but the Presiding Officer may, in his or her discretion, declare a recess of short intervals as when the arguments get heated up so that protagonists in a debate can talk things out informally and obviate dissention and disunity; Provided, however, that the Chair may motu proprio suspend or adjourn the session when the same became unruly or uncontrollable.

The exact hour of opening and adjourning of each session shall be entered in the Minutes of the Meeting of the Sanggunian.

SECTION 3. QUORUM

- a. A majority of all the Members of the Sanggunian, who shall be those referred to in Section 1, Rule 1 hereof and provided they have been duly elected and have qualified, shall constitute a quorum to legally transact Official Business. A quorum is, thus, the fixed number of members present at a session which is legally sufficient to transact the business of the Sanggunian even if other members are absent.

In computing the presence of a quorum in the Sanggunian, a member who is abroad on official leave of absence, has died or resigned, suspended from office, expelled from the session or removed from office by final judgment shall be excluded therefrom.

- b. Should a question of quorum be raised during a session, the Presiding Officer shall immediately proceed to call the roll of the Members and forthwith announce the results.

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 Sanggunian, to be assisted by a member or members of the police force assigned in the territorial jurisdiction of the Municipality of Alaminos, to arrest the absent member and present him or her at the session.

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

RULE IV. ORDER OF BUSINESS IN THE SANGGUNIAN

SECTION 1. ORDER OF BUSINESS

The order and calendar of business for each session of the Sangguniang Bayan shall be as follows:

- a. Call to Order;
- b. Prayer;
- c. Roll call;
- d. Reading and Approval of the Minutes of the preceding session;
- e. Privilege Speech;
- f. Question Hour;
- g. Business of the Day;
 1. Reading and reference to the corresponding committees of all communications, petitions, memorials, endorsements, memoranda, motions, etc.;
 2. Committee Reports on all Communications, etc. Previously referred to the Committees;
 3. Committee reports, if any, on the proposed Resolutions and Ordinances earlier referred to it;
 4. First Reading and reference to Committees of proposed Resolutions/Ordinances;
 5. Draft Resolutions and Ordinances on Second Reading;
 6. Draft Resolutions and Ordinances on Third Reading;
- h. Announcements/Other Matters;
- i. Adjournment.

SECTION 2. DEVIATION FROM THE ORDER OF BUSINESS

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

- a. When the Sanggunian decided to suspend the rules thru an "assumed motion" by the Chair or thru a motion to suspend the rules by a member. In any case, the decision to suspend the rules shall require the vote of a majority of the Members present, there being a quorum;
- b. When the measure to be acted upon by the Sanggunian is certified by the Municipal Mayor 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 business of the day.

SECTION 3. AGENDA - Deadline of submission to the Secretariat shall be every Friday at 10:00 in the morning.

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

Matters that may be taken up in the session of the Sanggunian shall be limited only to those items listed in the Agenda, the nature and substance of which must be described, except the following:

- a. After the reading of the minutes and actions taken thereof, any member desiring to deliver a privilege speech may, after registration with the Majority Leader and with prior permission of the Presiding Officer, speak for not more than fifteen (15) minutes:

Provided, however, that if more than one (1) member registers for this purpose, each speaker shall be limited to only ten (10) minutes. Provided, further, should circumstances warrant, the Presiding Officer may further reduce the number of speakers.

- b. With the consent of a majority of the Sanggunian Members present, there being a quorum, urgent matters may be submitted on the floor. Urgent matters are such which involve public interest, the delay in the consideration of which shall prejudice essential activities of the government.

The Agenda shall be distributed to all the Members of the Sanggunian at least two (2) days immediately preceding any regular session and at least one (1) day preceding any special session.

RULE V. LEGISLATIVE PROCESS

SECTION 1. ITEMS IN THE AGENDA

Any motion, measure, or proposal appearing in the Agenda for reference to the corresponding committee shall, prior to final action, be subjected to debate, discussion or amendment.

SECTION 2. PROPOSED LEGISLATIVE MEASURES, FORMS

Proposed Ordinances and Resolutions 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 Ordinances/Resolutions may 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 Sanggunian Secretary who shall report the same to the Sanggunian at its next meeting or as may be included in the Agenda in any session. An ordinance drafted by any member not being a member of the committee concerned shall be considered as the author, and the committee concerned shall be the sponsor of the draft ordinance for approval of the Sanggunian.

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 to or certified as urgent by the Municipal Mayor.

SECTION 3. PROCEDURES IN THE ENACTMENT/PASSAGE OF ORDINANCES AND RESOLUTIONS.

- a. The Sanggunian Bayan member/s files with the secretary to the sanggunian twelve (12) copies of a draft ordinance or resolution in the form prescribed for the purpose. Eleven of which are for the members of the Sanggunian and one for the Secretary to the Sanggunian. The title with the complete text of proposed ordinances and resolutions shall be filed, two (2) days before session day to be included in the agenda.

The Secretary to the Sanggunian records the draft ordinance or resolution in a logbook, indicating the following information:

- i. Name of the authors or proponents;
- ii. Title of the proposed ordinance or resolution
- iii. Date filed; and,
- iv. The number assigned to it.

Only those who are stated or signed as author(s) shall be considered as such, but other members may be considered as author(s) and co-author(s) if so manifested on the floor, subject to the consent of the main author.

All matters endorsed by the Municipal Mayor to the Sanggunian, as well as petitions and other communications received from the general public, shall likewise be transmitted to the members.

- b. Before an Ordinance may be finally enacted, it shall undergo three readings, as follows:

- I. **FIRST READING.** It shall consist of the reading by the Sanggunian Secretary of the number and title of the proposed Ordinances/Resolutions and the name of its author or authors or the name of the member/s introducing them, after which it shall be referred by the Presiding Officer to the appropriate committee/s without debate.

Explanatory speech by the Author shall not exceed five (5) minutes and may only be allowed after the reading of the particular matter as appearing in the Agenda.

- II. **COMMITTEE DELIBERATIONS** – After due consideration of the proposed measure, the committee(s) concerned shall report the same to the Sanggunian. All comments or deliberations must be in writing.

The Sanggunian Bayan shall conduct hearing/s on such proposed measure upon the recommendation of the

08

09

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

Committee, or if the committee may decide that hearing is not necessary, the Chairman or any designated member of the committee should report immediately on the floor. If the committee, to which a proposed measure is referred, fails to take action thereon within ten (10) working days from such referral, the proposed measure shall be deemed favorably reported by such a committee, and the proposal shall be calendared for second reading, upon the proponent's instance.

The committee report may be dispensed off if the proposed measure is sponsored by the concerned committee or upon approval of two-thirds (2/3) of the members present in the session.

Matters not included in the committee report shall not be discussed during the regular session.

III. **SECOND READING.** At this stage, any proposed Ordinances/ Resolutions that has already been reported out by the concerned Committee and has been calendared for "Second Reading" may be sponsored by the reporting Committee Chairman, or Committee Vice Chairman, or any committee member designated for that purpose. The proposed Ordinances/Resolutions may no longer be read in full unless the sponsoring Committee or the Sanggunian itself decides otherwise. After the usual sponsorship speech has been delivered, the proposed Ordinances/ Resolutions shall be subjected to debate and then to any amendments and all other proper parliamentary motions, including the approval on second reading.

IV. **THIRD (FINAL) READING.** At this stage, the Secretary of the Sanggunian shall read the proposed Draft Ordinances/ Resolutions by its number, title and the name of its sponsor or sponsors. Immediately thereafter, the Presiding Officer shall put the proposed measure to a vote and shall then formally announce the result thereof and direct the Secretary to enter it in the record. No further debate or amendment shall be allowed during the third reading.

c. A Resolution shall be enacted in the manner prescribed for an Ordinance but it need not go through a Third Reading for its final consideration unless it partakes of the nature of an Ordinance or unless decided otherwise by a majority vote of all the members;

d. The Sanggunian Secretary shall prepare copies of the proposed Ordinance or Resolution in the form it was passed on Second Reading

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

and shall distribute to each Sanggunian Member a copy thereof, except that a measure certified by the Municipal Mayor as urgent may be submitted for final voting immediately after debate or amendment during the second reading;

- e. Any legislative matter duly certified by the Municipal Mayor as urgent, whether or not it is included in the calendar of business, may be presented and considered by the Sanggunian at the same meeting/ session without need of suspending the rules;
- f. Upon the passage of all Ordinances and Resolutions directing the payment of money or creating liability, and at the request of any member, the Sanggunian shall record the ayes and nays;
- g. Each approved Ordinance or Resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purpose.

SECTION 4. POSTING OF ORDINANCES AND RESOLUTIONS

The Secretary to the Sanggunian shall cause the posting of the ordinances or resolutions in a bulletin board of the Municipal Hall, and in at least two (2)

conspicuous places in the territorial jurisdiction of the municipality not later than five (5) days after approval thereof, such fact shall be recorded in a book kept for the purpose, stating the dates of approval and posting.

In addition to the requirement set forth by Section 59 of the Local Government Code pertaining to publication of ordinances with penal sanctions in a newspaper of general circulation, posting of such ordinances shall be made in all barangays of this municipality for a minimum of three (3) consecutive weeks.

All ordinances and resolutions shall be published on the official media platforms of the municipality within twenty-four (24) hours upon approval.

SECTION 5. SUBMISSION OF ORDINANCES AND RESOLUTIONS TO THE MUNICIPAL MAYOR.

All duly enacted Ordinances shall be submitted to the Municipal Mayor for his or her appropriate action as stated under Section 54 of the Local Government Code, insofar as Resolutions are concerned, only those which deal with local development plans, and public investment programs. Out of courtesy, however, the Municipal Mayor shall be furnished copies of all other approved Resolutions for his or her information and guidance.

RULE VI. MINUTES

SECTION 1. THE MINUTES OF THE SANGGUNIANG.

- a. The Minutes shall be the official repository of what transpired during the proceedings of the Sanggunian. It shall comprise a clear and succinct account of the business transacted, and the actions taken thereon.
- b. The Minutes shall contain the following:
 1. Nature of session held;
 2. Name of the Sangguniang Bayan of the Municipality of Alaminos;
 3. Date, time, and place of session;
 4. Proper Statement of Presence of the Presiding Officer and members;
 5. Statement whether Minutes of previous sessions were approved, readings dispensed with, and the dates of said session, citing corrections;
 6. Title, number, and authors of every Resolution or Ordinance. If the Resolutions or Ordinances were not approved unanimously, a brief statement of the minority opinion; nominal voting;
 7. All main motions, except those withdrawn;
 8. Points of order and appeals, whether sustained or lost;
 9. Veto message of the Mayor, in full;
 10. Time of meeting and adjournment.

SECTION 2. SIGNING OF THE MINUTES.

The original copy of the Minutes shall be signed by the Sanggunian Secretary, as authenticated by the Presiding Officer. The Minutes shall be entered in a good well-bound record book with the corresponding date of approval or disapproval properly placed therein. The Excerpts to be taken out of the Minutes shall be certified and attested to as correct by the Presiding Officer or the Secretary.

RULE VII. VOTES AND VOTING

SECTION 1. VOTING ON THE QUESTION.

Whenever a nominal voting or roll call voting is being applied, the Secretary of the Sanggunian shall call the roll of members either in alphabetical order, by rank, or by representative district. As each name is called, the Member shall announce his or her vote by stating "yes" or "no", as the case may be. If he or she so desires or when requested by a majority of the Members of the Sanggunian, a member may explain his or her vote but not to exceed five (5) minutes.

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

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, in order 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 the second roll call, no other request of the same kind shall be entertained by the Chair.

SECTION 2. VOTING RESTRICTION. No Member can vote or be allowed to vote on any measure in which he or she or any of his or her relatives within the third degree of consanguinity or affinity has a direct or personal pecuniary interest on the measure subject thereof. This does not, however, preclude any Member from voting for himself or herself for any position within the Sangguniang Bayan.

SECTION 3. CHANGE OF VOTE. A Member may change his or her vote but only when the result of the voting has not yet been announced by the Chair. Otherwise, he or she can change his or her vote by a unanimous consent of the Sanggunian Members present: Provided, however, that this rule shall not be applied if voting is by ballot.

SECTION 4. 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, however, that the result of such voting has not yet been announced by the Chair or the Presiding Officer.

SECTION 5. 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.

SECTION 6. THE VOTE; BREAKING A TIE.

- a. 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 Presiding Officer decides to break it;
- b. In case of tie, the Presiding Officer may cast his or her vote but he or she shall not in all cases be allowed to vote in order to create a tie;
- c. A Temporary Presiding Officer shall be subject to the same voting limitations as the regular Presiding Officer.

SECTION 7. ABSTENTIONS. Abstention, if ever allowed to a Member, shall not be considered in computing the majority vote. Mere silence or abstention are not the equivalent of affirmative or negative votes.

SECTION 8. RECONSIDERATION. When a report, motion, resolution or proposed legislative measure has been adopted or lost, only a Member who voted with the prevailing side shall be entitled to present a motion for reconsideration when the matter is still within the control of the Sanggunian:

Provided, however, that a Member who voted with the minority may present a motion for reconsideration, if duly seconded by a Member from the prevailing side: Provided, finally, that any Member who abstains from voting shall have absolutely no right to ask

for reconsideration.

SECTION 9. MAJORITY VOTE OF ALL THE MEMBERS WHEN REQUIRED. As provided for under the Local Government Code of 1991 and its Implementing Rules and Regulations, "a majority vote of all the members of the Sanggunian" is required in the following circumstances:

- a. Enactment of ordinances levying taxes, fees and charges and granting tax exemptions, incentives or reliefs. (Sec 447, par. (a) (2) (ii), RA 7160).
- b. Adoption of resolutions authorizing the Municipal Mayor to negotiate and contract loans and other forms of indebtedness. (Sec 447, par. (a) (2) (ii), RA 7160).
- c. Enactment of ordinances authorizing the floating of bonds or other instruments of indebtedness for the purposes of raising funds to finance development projects. (Sec 447, par. (a) (2) (iv), RA 7160).
- d. Adoption of resolutions authorizing the Municipal Mayor to lease to private parties buildings held by the municipality in a proprietary capacity. (Sec 447, par. (a) (2) (v), RA 7160).
- e. Enactment of ordinances granting franchise to any person, partnership, corporation or cooperative to establish, construct, operate and maintain markets, slaughterhouses, or such other similar activities within the municipality. (Sec 447, par. (3) (vii), RA 7160).
- f. Adoption of resolutions concurring with the appointments issued by the Municipal Mayor. (Sec 447, par. (d), RA 7160).

SECTION 10. PERCENTAGE VOTE. 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 the members of the Sanggunian shall be required in overriding the veto of the Municipal Mayor thereby making a particular ordinance or resolution effective for all intents and purposes. (Sec 54 (a), RA 7160)
- b. Unless otherwise concurred in by two-thirds (2/3) vote of the Sanggunian members present, there being a quorum, no other matter 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) of all the Sanggunian members. (Sec. 50. (b) (5), RA 7160)
- d. With the concurrence with at least two-thirds (2/3) of all the members of the Sanggunian, grant tax exemption, incentives or reliefs to entities engaged in community growth. (Sec. 447 (2) (xii), 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 (2/3) 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."

SECTION 11. SIMPLE MAJORITY. Except as otherwise provided in this Internal Rules of Procedure and existing laws, rules and regulations, a vote by a "simple majority" shall prevail on other measures, motion or propositions provided there is 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 VIII. RULES ON DEBATES AND AMENDMENTS

SECTION 1. GENERAL RULES.

- a. No Member shall speak before the Sanggunian without first obtaining the floor. A Member who has obtained the floor shall address all his or her remarks to the Chair or the Presiding Officer and shall conduct himself with proper decorum by confining his or her remarks or arguments to the question under debate and by avoiding personalities;
- b. While having the floor, a Member may be interrupted in his or her 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;
- c. The speaker may also be interrupted by another Sanggunian Member if the latter desires to ask questions thru his or her privilege to interpellate and by proposing the following motions: point of order, point of information, point of parliamentary inquiry, call for orders of the day, divide the assembly, raise a question of privilege, reconsider, or appeal from the decision of the Chair: Provided, however, that the speaker being interpellated may decline to answer questions;
- d. All questions addressed to the Speaker or the Member having the floor shall always be coured thru the Presiding Officer;
- e. 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 Presiding Officer;
- f. Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his or her seat nor interrupt the former in his or her talk;
- g. Before any matter shall be debated upon, a motion should first be made, duly seconded and stated by the Chair;

- h. Only the Chair can rule on any verbal motion, otherwise, the Chair shall state the question before the Sanggunian for consideration and approval;
- i. If any Member, is speaking or otherwise, transgresses the rules of the Sangguniang Bayan, the Presiding Officer shall, on his own initiative or at the request of any Member, call him or her to order, and the Body shall, if appealed to, decide on the case as provided in these rules. If the decision is in favor of the member called to order, he or she shall be at liberty to proceed.
- j. Any member may modify a motion through suggestions. The movant, with the consent of the "seconder" shall have the right to make such modifications as he or she pleases or withdraws in his or her entirety a motion before the Presiding Officer states the question;
- k. The Presiding Officer shall be the sole authority to recognize any Member by announcing the latter's name as a sign of recognition to the floor;
- l. When two or more Members rise at the same time, the Member whose name is first called by the Chair shall be entitled to the floor;
- m. Any Member sponsoring any measure under consideration may open and close the debate where general debate has been ordered thereon;
- n. Words desired to be excepted by any Member shall be stated aloud by the Presiding Officer: Provided, however, That the Member who uttered the same shall not be held to answer nor be subject to censure by the Sanggunian if further debate or another business intervenes.

SECTION 2. DISCUSSION, INTERPELLATION. Main speeches during the discussion of any measure shall be limited to twenty (20) minutes for each speaker while rebuttal speeches shall be limited to ten (10) minutes. 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: Provided, however, That if no Member moves to close the period of debate, the Presiding Officer, *motu proprio*, may use the "assumed motion" in order to close the period of debate.

If said motion is approved, the Sanggunian shall then proceed to consider amendments under the five (5)-minute rule. Only one (1) Member is allowed to deliver a speech in favor and another against the amendments. Any Member desiring to propose an amendment shall also be allowed five (5) minutes and another opposing it another five (5) minutes, after which discussion shall be terminated.

The Sanggunian may, by a vote of the majority of the Members present, close all debate at any time during the debate on all other amendments, the motion for which shall not be debatable. This does not, however, preclude further amendments to be decided without debate.

After the period of general debate is closed and the amendments disposed of, the main measures shall be voted upon for final approval.

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

No Member shall be allowed to deliver more than one main speech or one rebuttal speech during the consideration of any motion, measure, or proposal.

SECTION 3. QUESTIONS OF PRIVILEGE, PROCEDURE. Questions relating to the rights and privileges of the Sanggunian or to any of its members shall be raised and finished within five-minutes (referred to in this rule as the "five- minute rule") and take precedence over all motions except motions relating to adjournment and recess.

A. QUESTIONS OF PRIVILEGE: What constitutes:

1. Questions of such urgency and requiring immediate action may interrupt a Member's speech. Example, when any motion or report that is being read cannot be heard in a part of the Session Hall.
2. Questions of personal privileges must relate to one as a Member of the Sanggunian or else relate to charge against his or her character which if true, would disqualify him or her from becoming a Member of the Sanggunian.

B. PRIVILEGES OF THE SANGGUNIANG:

1. Those relating to the organization of the Sanggunian;
2. Those relating to the comfort of the Members of the Sanggunian like seating, lighting, ventilating, etc., of the Session Hall;
3. Those relating to the freedom from noise and conduct of officers or other employees;
4. Those relating to punishment of a Member for disorderly conduct or other offenses;
5. Those relating to the accuracy of published reports of proceedings.

C. PRIVILEGED QUESTION: WHAT ARE INCLUDED: Privileged questions shall include, besides question of privilege, call for the order of the day and privilege motions relating to adjournment and recess.

1. A call for the order of the day shall be a demand that the Sanggunian conform to its order of business, a motion to the effect requiring no second;
2. Any member shall have the right to demand that the order of business be conformed to;
3. Any member who shall call for the order of the day when there is no deviation from the order of business shall be declared out of order.

RULE IX. RULES ON MOTIONS

Section 1. GENERAL RULES.

- a. Every motion made during session shall be entered in the records of the Sangguniang Bayan with the name of the Member/s making it, unless withdrawn on the same session.
- b. When a verbal motion is presented, the Presiding Officer shall state the same to the Council. If in writing, he or she shall cause it to be read by the Secretary before being debated upon. The motion shall then be considered as having been

2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA

- brought to the attention of the Council. Any motion may be withdrawn at any time before its amendment.
- c. If someone "has the floor" whether or not he or she is speaking, a "motion to adjourn" shall be ruled as "out of order". Provided, however, that when there is no quorum present, a motion to adjourn or to declare a recess is in order so long as nobody else has the floor.
 - d. Any member who shall call for order of the day when there has been no deviation from the order of business shall be declared out of order.
 - e. A motion is in order only up to the second degree, thus a motion "to amend an amendment" is in order. But the latter shall not be voted on until the original motion or proposition is perfected.
 - f. 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.
 - g. When a motion or proposition is under consideration, a motion to amend that amendment by a way of substitute, shall not be voted upon until the original motion or proposition is perfected.
 - h. No motion or a proposition on a subject different from that under consideration shall be submitted under color of amendment.
 - i. No member shall speak against his own motion or proposition. He may, however, be permitted to withdraw his motion or proposition if his request to withdraw is denied, he or she may vote against it.
 - j. When a question is under debate, no motion shall be entertained, except to adjourn, to declare a recess, to lay on the table, to refer, to amend, or postpone indefinitely; which motion shall be presented in the foregoing order.
 - k. No motion to postpone, definitely or indefinitely, which has already failed to pass, shall again be made on the same day.
 - l. On the call of any Member, before any debate can be had on any motion, a question which includes propositions so distinct in substance from the main motion, should be divided in as many sub-questions as may be necessary for purposes of clarity.
 - m. A motion to read any part of the Rules is equivalent to call to order or question. Such motion shall take precedence over any other motion except to adjourn.
 - n. When voting on a non-debatable motion, no other remarks or manifestations will be entertained by the Presiding Officer when a member already casted his vote.

SECTION 2. MOTIONS. The following motions can be presented or proposed even if someone has the floor, viz:

- a. Appeal/ Reconsideration from the decision of the Presiding Officer
- b. Call for orders of the day
- c. Divide the body
- 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

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

- j. Reconsider and have entered on the minutes
- k. Raise a question of privilege

SECTION 3. MOTIONS REQUIRING A SECOND. The following motions require a SECOND, viz:

- a. Adjourn
- b. Adopt a report or resolution
- 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. Take from the table
- r. All main motions

SECTION 4. MOTIONS RELATING TO A COMMITTEE REPORT. All motions relating to a Committee Report, if presented or proposed by the reporting Committee Chairman or Member, shall need no second.

SECTION 5. PRIVILEGED MOTIONS. All privileged motions may be proposed even if there is a pending motion or question before the Sanggunian.

RULE X. COMMITTEES OF THE SANGGUNIANG BAYAN

SECTION 1. COMMITTEES, DEFINITION, LIMITATION.

- a. A Committee shall be composed of a Chairman, Vice Chairman and three (3) members as may be determined by the Sanggunian but always in the odd numbers;
- b. Any member of the Sanggunian may be appointed, designated, or elected as Chairman, Vice-Chairman and as Members by the Sanggunian to consider, investigate, recommend or take appropriate action on matters or subjects referred to it;
- c. A regular or standing committee may be created or re-organized by a majority vote of all the members of the Sanggunian;
- d. The Presiding Officer shall not be a regular member of any committee. He shall be an ex-officio member with voting power in all standing

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

committees. He or she may, however, be designated by the body as Chairman of Ad-Hoc or Special committees, provided that the purpose or task for which the committee is created does not involve legislative matters or policy-making.

SECTION 2. COMMITTEE PROCEDURE. The Committee shall function as follows:

- a. The Chairman shall from time to time convene the committee to a meeting: Provided, however, that if the Chairman is absent or shall neglect or decline to convene such meeting, the Vice-Chairman or members constituting a majority shall proceed therewith;
- b. Any person shall have the right to appear at committee meetings and present his view on the matter before it, at such reasonable time and upon request, as the committee may schedule;
- c. During final deliberations, no person shall be present except the committee members and such employees of the Sanggunian as are necessary to facilitate the performance of its functions;
- d. All questions before the committee shall be put into a vote unless otherwise previously agreed upon;
- e. After final deliberations and voting, the Chairman of the committee shall prepare, for submission to the Sanggunian, a report to be signed by its Chairman and Members recommending either to file it in the archive or to Calendar the Measure for second reading presenting all amendments tackled during the hearings. Any member dissenting therefrom shall submit in writing his reasons therefor; An argument not included in the submitted written dissenting opinion shall not be raised during the deliberations/committee hearing. However, if by reason of urgency, a verbal report may be submitted by a Chairman to the Sanggunian. Said verbal report shall be considered the report of the committee unless objected to by at least three (3) members of the committee concerned.

SECTION 3. SPECIAL COMMITTEE. There shall be a Special Committee created from time to time by the Sanggunian for special purpose or purposes. Special committees may be created upon the initiative of the Presiding Officer or thru a motion by any member, subject however, to the affirmative votes of a majority of the members present, there being a quorum. Special Committees shall cease to exist as soon as the Sanggunian shall have received their respective reports. Special committees shall be independent of other committees but may adopt the procedure prescribed in the preceding section.

SECTION 4. STANDING COMMITTEES OF THE SANGGUNIANG.

A standing committee created in the Sanggunian is composed of not more than five (5) members but not less than three (3) including the Chairman and Vice-Chairman, drawn from the Sanggunian Membership and assigned to address a specific area in local legislation. The selected members of the Committee are

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

presumed to be experts in the area of responsibility of a particular committee.

Considering the size of a Sanggunian Committee, greater freedom of discussion is possible and fewer opinions advanced during committee deliberations and thereby obviate confusion that is likely to happen in a larger Body.

Committee deliberations are less formal thus making the transaction of a business more expeditious and the relationship more cordial.

Unless otherwise agreed upon, the Sanggunian shall constitute the following standing committees, with powers and prerogatives hereunder stated:

1. COMMITTEE ON RULES, PRIVILEGES, ORDINANCES, AND LEGAL MATTERS

With general jurisdiction over:

- a. All matters relating to the legal aspects of resolutions, ordinances, proposals, actions and all documents, deeds, petitions communications and papers referred to the Rules of Procedure of the Sangguniang Bayan
- b. All matters pertaining to the Rules of the Sanggunian; creation and organization of Committees; the conduct, rights, privileges, safety, dignity, integrity and reputation of the Members, the order and manner of transacting business and the creation of committees;
- c. The implementation of national laws and enforcement of local Ordinances, revision and interpretation of the Sanggunian Internal Rules of Procedure; codification misfeasance, malfeasance and nonfeasance against local officials and employees; committees and their jurisdiction; and privileges and disorderly conduct of the members of the Sanggunian;
- d. Perform such other functions as the Sanggunian may adopt.

2. COMMITTEE ON FINANCE, BUDGET, AND APPROPRIATION

With general jurisdiction over:

- a. All matters relating 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, claim against the government, and in general all matters relating to public expenditures;
- b. The Chairman of the committee shall be member of the Municipal Development Council;
- c. Perform such other functions as the Sanggunian may adopt.

3. COMMITTEE ON WOMEN AND FAMILY

With general jurisdiction over:

- a. Conduct studies, researches and programs for the upliftment of family, gender development, and women relationship; formulate measures that will enhance the dignity and image of our women; ensures the effective implementation of all

**2022-2025 SANGGUNIAN BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

- i. Perform such other functions as the Sanggunian may adopt.

6. COMMITTEE ON HEALTH AND SANITATION

With general jurisdiction over:

- a. All matters relating to the health, and welfare of the residents, including measures mandatory to existing municipality Ordinances and Resolutions on sanitation and hygiene, health centers, medical hospitals and clinics, purchase of medicine and other allied health and sanitation measures;
- b. Study and review proposals, projects and programs pertaining to the health awareness of constituents;
- c. Conduct studies, programs and projects pertaining to health development, nutrition, population and other related areas;
- d. Establish venues for seminars and meetings/sessions and as feeding centers and immunization centers for children;
- e. Coordinate with local, regional and national government offices on projects, plans and activities on health services;
- f. Formulate measures for dealing with health problems such as spread of communicable diseases;
- g. The chairman of the committee shall automatically be a member of the Local Health Board
- h. Perform such other functions as the Sanggunian may adopt.

7. COMMITTEE ON EDUCATION

With general jurisdiction over:

- a. All matters related to education, i.e., municipality public schools, colleges; its maintenance, tuition fees, school projects, non-formal and community adult education; scientific and technological research; naming of schools and maintenance of municipality libraries;
- b. All matters relating to education and literacy, both formal and non-formal, overall supervision of local schools, both private and public; including day care centers. Monitors and supervises implementation of scholarship programs, alternative learning, out of school youth programs and other matters related to education; moral and religious formation of the community.
- c. The Chairman of the committee shall automatically be a member of the Local School Board.
- d. Perform such other functions as the Sanggunian may adopt.

8. COMMITTEE ON FOOD AND AGRICULTURE

With general jurisdiction over:

- a. All matters relating to agriculture, forestry and food including animal husbandry, agricultural experiment station, agricultural economics and research, livestock quarantine, soil survey and conservation, and educational extension services, consumer and other cooperatives, consumer protection and development of cottage industries, farm

credits; and regulatory measures thereto;

- b. Perform such other functions as the Sanggunian may adopt.

9. COMMITTEE ON LIVELIHOOD AND COOPERATIVES

With general jurisdiction over:

- a. All matters pertaining to the promotion, establishment, accreditation, and operation of cooperatives among municipality employees, and other entrepreneurial groups for the benefits of their members including the development and promotion of small and medium scale industries within the territorial jurisdiction of the Municipality;
- b. Conduct surveys, research, and development programs that will promote the organization of cooperatives and establish livelihood measures, if possible in all Barangays of the Municipality; conduct studies and recommend livelihood programs that would enhance the living standards of the poor;
- c. Coordinate with local, regional and national cooperative agencies for proper and effective implementation of policies and programs on cooperatives;
- d. Conduct evaluation and review of all beneficiaries of the livelihood program of the Municipality Government;
- e. In coordination with the Municipality PESO and other agencies concerned, conduct a study and formulate programs and projects designed to improve existing livelihood programs and the identification of possible resources;
- f. Perform such other functions as the Sanggunian may adopt.

10. COMMITTEE ON YOUTH, SPORTS, AND DEVELOPMENT

With general jurisdiction over:

- a. All matters pertaining to the development of the youth through civic and social activities and the promotion and development of sports for nation building; promotion and protection of the youth's physical, moral, spiritual, intellectual and social well-being; promotion and development of sports program, amateur sports and all other related matters;
- b. Conduct seminars on youth development and youth leadership;
- c. Coordinate with local, regional and national youth organizations in the implementation of their various programs and activities; encourage business sector to sponsor sports programs, projects and activities; initiate and assist the development of new sports;
- d. Perform such other functions as the Sanggunian may adopt.

11. COMMITTEE ON GOOD GOVERNANCE, PUBLIC ETHICS, AND ACCOUNTABILITY

With general jurisdiction over:

- a. All matters pertaining to and in relation with the conduct of investigation of complaints and charges of disorderly conduct against Elective Barangay Officials pursuant to the provisions of RA 7160 and

- investigation of charges of misfeasance and malfeasance against local officials and employees;
- b. All matters pertaining to the performance of public service including accountabilities and all other matters relating to ethics displayed by every public servant of the municipality.
- c. Perform such other functions as the Sanggunian may adopt.

12. COMMITTEE ON CEMETERY, PUBLIC UTILITIES, AND FACILITIES

With general jurisdiction over:

- a. All matters directly and principally relating to the operations of public utilities, including franchises;
- b. All matters pertaining to the development and improvement of the local cemetery, public utilities, and facilities of the municipality.
- c. Study and review all project proposals recommended for the implementation of public service utilities, their continued existence, cancellation of franchise or permits, expansion and/or improvements;
- d. Perform such other functions as the Sanggunian may adopt.

13. COMMITTEE ON MARKET AND SLAUGHTERHOUSE

With general jurisdiction over:

- a. All matters relating to the creation, organization, maintenance, operation and policies of public market and slaughterhouse;
- b. All matters pertaining to the delivery of basic services such as, but not limited to, collection and disposal of garbage;
- c. Formulate management and control programs for the efficient and effective operation of the Municipal public market, including "talipapa" and other economic enterprises; implement proper allocation and assignment of stalls and spaces in the public market and of concessionaries in "talipapa"; formulate a system of rental allocation for every available market spaces authorized for lease; conduct a continuing program of research and development in the field of market operation;
- d. Perform such other functions as the Sanggunian may adopt.

14. COMMITTEE ON SOCIAL WELFARE AND DEVELOPMENT

With general jurisdiction over:

- a. All matters relating to social services and all matters relating to public and social welfare and ameliorative services of underprivileged and disabled persons; public social services for the disadvantaged groups in the society;
- b. Perform such other functions as the Sanggunian may adopt.

15. COMMITTEE ON LABOR AND EMPLOYMENT

With general jurisdiction over:

- a. All matters pertaining to management and labor relations; labor disputes and conciliation; maintenance of industrial cooperation; labor education, standards and statistics;
- b. All matters relative to the problems of labor employment and manpower development; unemployment, under-employment and subject to the provisions of the Labor Code, and employer-employee relations; organization of labor market, including recruitment, training and placement of workers and employment, manpower promotion and development of labor intensive technology; establish and implement training and development for the labor force; encourage the establishment of vocational and technological schools; coordinate with the local, as well as national offices of the POEA in the hiring of manpower for overseas employment; establish programs of education and training for out-of-school youth and coordinate with civic organization in the hiring and employment of deserving youths; conduct studies and researches on employment problems, wages and conditions of work of women and youth workers;
- c. Perform such other functions as the Sanggunian may adopt.

16. COMMITTEE ON WAYS AND MEANS

With general jurisdiction over:

- a. All matters relating to revenue in general; bonded indebtedness of the Municipal Government;
- b. All matters pertaining to revenue taxes, fees, charges, loans;
- c. Study and revision of tax measures and generation of other sources and forms of revenue from both public and private sectors, including codification of revenue Ordinances;
- d. Formulate incentive and investment plans and programs that would encourage and motivate businessmen and large corporations to set up/establish their business complexes/branches/subsidiaries within the Municipality;
- e. Perform such other functions as the Sanggunian may adopt.

17. COMMITTEE ON TRADE, COMMERCE, AND INDUSTRY

With general jurisdiction over:

- a. All matters relating to the promotion of trade, commerce and industry, establishment and operation of all kinds of trade and industry, and other economic enterprises within the Municipality; study, recommend and initiate trade fairs and commercial displays to improve commercial and trade communication;
- b. All matters relating to the protection of such commerce and industry against unlawful restraint and monopolies, and all matters relating to the creation, organization, promotion, establishment, operation regulation and policies and enhancement of entrepreneurial activities

and undertakings and ensure consumer protection of all business establishments and economic enterprise, or all other enterprises owned and controlled by the Municipal Government;

- c. Perform such other functions as the Sanggunian may adopt.

18. COMMITTEE ON BARANGAY AFFAIRS

With general jurisdiction over:

- a. All matters pertaining to the creation, division or merger of Barangays, review of Barangay enactments and generally, all barangay affairs;
- b. Study and recommend measures that will develop leadership and involvement of barangay officials in governmental programs and projects; attend to all queries and complaints related to Barangay matters; formulate policies that will strengthen the Liga ng mga Barangays; to hear and cause the amicable settlement of boundary disputes involving two (2) or more barangays in the Municipality;
- c. Perform such other functions as the Sanggunian may adopt.

19. COMMITTEE ON TRANSPORTATION

With general jurisdiction over:

- a. All matters relating to the regulation and granting of franchises to all public transport and other conveyances for hire operating within the municipality and all other related matters relating to transportation, mobility of passenger jeepneys and tricycle operating within the municipality in coordination with all government agencies charged with administration, operation and usage of public utilities and public safety.
- b. All matters related to planning, modernization, installation and construction of transportation facilities; the granting of franchise to public utility jeepneys, tricycles, other transportation services;
- c. Perform such other functions as the Sanggunian may adopt.

20. COMMITTEE ON MIGRANT WORKERS AND INTERNATIONAL RELATIONS

With general jurisdiction over:

- a. All matters pertaining to foreign affairs and building up possible international relationships including OFW's of the municipality of Alaminos;
- b. Perform such other functions as the Sanggunian may adopt.

21. COMMITTEE ON TOURISM AND CULTURE

With general jurisdiction over:

- a. Develop and promote the Municipality of Alaminos as one of the tourist spots in Laguna;

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

- b. Monitor conditions in all the tourism establishments to ensure that they maintain standards as set forth by the Department of Tourism;
- c. Naming of streets;
- d. All matters pertaining to the promotion of culture and the arts; development and advancement, preservation and enrichment of Filipino arts and culture; inculcation of patriotism and nationalism among the youth and their involvement in public and civic affairs;
- e. Perform such other functions as the Sanggunian may adopt.

**22. COMMITTEE ON PUBLIC WORKS, INFRASTRUCTURE,
AND SPECIAL PROJECTS**

With general jurisdiction over:

- a. All matters relating to the planning, construction, maintenance, improvement, repair and upkeep of public buildings, highways, roads/streets and bridges, parks, monuments, playgrounds, and other public edifices/properties; drainage, sewerage and flood control and protection; irrigation and water utilities; donation, lease, exchange or expropriation of lands, subdivisions, building permits, amendments to zonification and other public improvement projects including the power and water and irrigation system;
- b. Conduct a continuing program of research and development in the field of parks operation; undertake regular inventories of municipality properties;
- c. All matters involving special projects and activities;
- d. Ensures the proper implementation and observance of the National Building Code;
- e. Perform such other functions as the Sanggunian may adopt.

23. COMMITTEE ON ELECTRIFICATION AND WATERWORKS

With general jurisdiction over:

- a. All matters relating to the planning, construction, maintenance, improvement, repair, and upkeep of electric facilities and waterworks;
- b. Perform such other functions as the Sanggunian may adopt.

24. COMMITTEE ON HOUSING AND LAND UTILIZATION

With general jurisdiction over:

- a. All matters pertaining to zoning, housing and land use within the territorial jurisdiction of the municipality and all other matters related to the preparation of a comprehensive master plan for the physical, economic, sociocultural, religious and other aspects of the present and future development of the municipality; classification, use, possession and ownership of lands; determination of boundaries, buildings and structures; matters related

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

- to zoning, proper implementation and observance of the National Building Code, subdivision, real estate and acquisition of landed estates
- b. All matters relating to landed estates, acquisition, management of real property/ies, assessments, housing projects and award thereof to qualified applicants;
 - c. Study and review proposals, projects and programs, pertaining to the use of land within the Municipality's jurisdiction; disseminate information and literature pertaining to land use; review barangay land use plan in consonance with the Municipality's land use plan;
 - d. All matters pertaining to the legality, validity and enforceability of measures or proposals as well as all matters relating to the legal aspects of action taken by or submitted to the Sanggunian;
 - e. Perform such other functions as the Sanggunian may adopt.

**25. COMMITTEE ON INFORMATION TECHNOLOGY,
COMMUNICATION, AND PUBLIC INFORMATION**

With general jurisdiction over:

- a. All matters relating to public information, mass communication and broadcast services, including but not limited to, developing and creating public information mechanisms to promote open governance and transparency;
- b. All matters relating to the development and promotion of information technology;
- c. All matters related to planning, modernization, installation and construction and telecommunications facilities; the granting of franchise to radio and TV, cables and other communication services;
- d. Perform such other functions as the Sanggunian may adopt.

26. COMMITTEE ON GAMES AND AMUSEMENT

With general jurisdiction over:

- a. All matters relating to the grant, review, or denial of special privileges, on games and amusement;
- b. Conduct studies pertaining to the following areas but not limited to: professional basketball, cockfighting, lotto, casino, professional boxing, carnival, concert; evaluate all applications to hold above-cited games/amusements thru committee hearings before the grant of permit; regulate the above- mentioned areas and the supervision of such activities; determine the effects of such activities on the social and moral values of the people both the short and long term results; formulate policies and measures that will afford safety and protection of the public against such activities; regularly inspect such establishments to ensure the proper and effective implementation of policies and measures;
- c. Perform such other functions as the Sanggunian may adopt.

SECTION 5. REORGANIZATION OF COMMITTEES: TENURE. Elections for designation of the Chairman, Vice-Chairman and Members of the different standing committees shall

VO NO

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

be held on the first session of July of its new term of office. The Chairman, Vice-Chairman and members-elected shall hold office the whole term of the Council or until such time when a reorganization is proper.

SECTION 6. COMMITTEE REPORTS. Every committee to which a particular measure is referred by the Presiding Officer shall submit its report in writing to the Sanggunian within ten (10) working days upon referral, thru the Secretary.

Any referral to the committee shall be reported on the next regular session or any date as specified by the council after referral except where there are referrals or measures that need urgent consideration.

Reports of any proposal or legislation shall be passed upon in formal session and to be submitted to the Sangguniang Bayan properly signed by the committee member.

A member of the committee submitting a report, unless he or she has accordingly entered his or her objection to the committee report, shall file with the office of the Secretary to the Sanggunian his dissenting vote in writing within two (2) days after the report has been submitted, otherwise, he or she shall be presumed to have concurred in the report and thus be precluded from objecting thereto.

SECTION 7. JOINT COMMITTEE OR MULTI-COMMITTEE REPORT. When a measure is referred to two or more committees, the committees concerned may submit a "joint committee report" or "multi-committee report" as the case may be, or separate report thereon.

SECTION 8. 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
- e. Names and signatures of concurring members

SECTION 9. DISCHARGE OF A 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 submit to the body for proper disposition.

SECTION 10. 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 recommitted or returned to that committee for further study.

SECTION 11. ABSTENTION. A committee member who abstain in a matter under consideration shall have no right to object to it on session. To have a right to participate in the floor deliberation, a committee member should cast his vote during committee

meeting.

SECTION 12. RECOMMENDATION STATUS. If the recommendation of the committee is unfavorable, the proposed measure shall be considered laid on the table. If the recommendation is for the Sanggunian not to take action, and said recommendation has been adopted by the body, the proposed measure remains shelved in the committee. If the recommendation is for the Sanggunian to file the measure away and that recommendation has been adopted by the body, then it is filed away in the archives of the Sanggunian

SECTION 13. REPORTS, RECONSIDERED AND/OR TRANSMITTED. When a report is recommitted to the committee or is transmitted to another Committee, the measure concerned shall remain in its original status, unless the Chairman of the other committee renders a verbal report.

SECTION 14. FILLING OF VACANCY. Whenever vacancy occurs in any of the Standing Committees, the same shall be filled in by the Sanggunian.

RULE XI. LEGISLATIVE OVERSIGHT

SECTION 1. CREATION, NATURE, AND FUNCTION.

The Sanggunian shall convene, from time to time, as a Legislative Oversight Committee(LOC) for the following purposes:

- Improve the efficiency, economy, and effectiveness of governmental operations;
- Monitor and evaluate programs and performance;
- Detect and prevent poor administration of government programs;
- Prevent executive encroachment on legislative prerogatives and powers;
- Review and determine financial priorities of the Municipality;
- Inform the general public and ensuring that executive policies reflect the public interest;
- Gather information to develop new legislative proposals or to amend exiting statutes;
- Review the local government offices' rule-making processes.
- Ensure administrative compliance with legislative intent.

SECTION 2. LEGISLATIVE OVERSIGHT COMMITTEE PROCEDURE

Each standing committee shall review and study on a continuing basis the application, administration, and execution of all ordinances and resolutions within its legislative jurisdiction.

A Legislative Oversight Committee (LOC) may be created upon the initiative of the Presiding Officer or motion by any Sanggunian member, subject to the confirmation of the majority of the members present, there being a quorum. An LOC shall automatically cease to exist upon submission to the Sanggunian of its report.

RULE XI. INTERNAL DISCIPLINE

SECTION 1. 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:

- For disorderly conduct or behavior during a session, committee hearing or committee meeting
 - 1st Offense - Reprimand
 - 2nd Offense - exclusion from membership in the committee concerned; suspension to expulsion
- For any JUSTIFIED absence without prior notice
 - Fine of not more than Three Hundred (P300.00)
- For any UNJUSTIFIED absence with prior notice
 - Fine of not less than Three Hundred Pesos (P300.00) but not more than Five Hundred Pesos (P500.00)
- For UNJUSTIFIED absence in FOUR (4) consecutive sessions
 - Fine of not less than Five Hundred Pesos (P500.00) but not more than One Thousand Five Hundred Pesos (P1,500.00) without prejudice to the filing of the corresponding administrative charge as per Article 124 (6), IRR of Republic Act 7160.
- For coming late in any kind of sessions per hour of being late or fraction thereof
 - Fine of not less than two Hundred Fifty Pesos (P250.00) but not more than Five Hundred Pesos (P500.00)
- Conviction by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude
 - Automatic expulsion
- For refusal without valid excuse to perform the task assigned to him or her by the Committee of which he or she is a member
 - Removal of the member, and reorganization of the Standing Committee.
- For UNJUSTIFIED absence in committee hearing and committee en banc:
 - Three Hundred Pesos (P250.00) but not more than Five Hundred Pesos (P500.00) without prejudice to the filing of corresponding administrative charge for neglect of duty.
- For violation of any other provision of this Internal Rules of Procedure not specified herein, including improper attire during sessions; formal and special occasions.
 - Fine of not less than Two Hundred Fifty (P250.00) but not more than Five Hundred Pesos (P500.00)

SECTION 2. 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

**2022-2025 SANGGUNIAN BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

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

SECTION 3. INITIATION OF ACTION AND CONDUCT OF INVESTIGATION.

The Committee on Good Governance, Public Ethics, and Accountability shall have the power to investigate and shall render a report containing their recommendations to the Sanggunian after it shall have done the necessary proceedings. The Committee 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 necessary fact-finding investigation and thereafter shall submit its committee report together with the corresponding recommendation for consideration of the Sanggunian sitting en banc.

SECTION 4. COLLECTION OF FINES AND ITS DISPOSITION. The Secretary to the Sanggunian shall collect the fines as may be imposed by the Sanggunian and shall take custody thereof as a private trust fund. In the disposition or disbursement of the said fund, the Sanggunian shall convert itself into a "committee of the whole" and then decide upon a majority vote of all its members how and for what purpose the said fund would be spent.

RULE XII. SUSPENSION OF RULES

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

RULE XIII. UNFINISHED BUSINESS

Unfinished business at the end of the term of the Sangguniang Bayan shall be resumed at the commencement of the term of the next Sanggunian, as if no change in the Sanggunian has taken place.

All pending legislative matters and proceedings shall terminate upon the expiration of the term of the Sanggunian and the records pertaining thereto delivered to the archive within fifteen (15) days after such expiration.

RULE XIV. SUPPLEMENTAL RULES

The rules, procedures and parliamentary practices prescribed in books dealing on this subject, or any related rules promulgated by the Sanggunian insofar as they are not incompatible with the rules and procedures adopted herein, the Local Government Code and the Rules of Court, shall serve as supplementary authorities of this Sanggunian.

RULE XV. AMENDMENTS

Any amendments to these Rules shall be presented in writing and shall be adopted by a

**2022-2025 SANGGUNIANG BAYAN INTERNAL RULES OF PROCEDURE (IRP)
MUNICIPALITY OF ALAMINOS, PROVINCE OF LAGUNA**

vote of two-thirds (2/3) of all the Members of the Sanggunian; Provided, however, that no amendment to these Rules shall be presented within three (3) months from their promulgation.

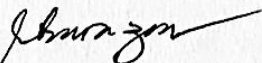
RULE XVI. REPEALING CLAUSE

Any and/or all previous Resolutions/Ordinances inconsistent herewith are hereby deemed repealed, modified or amended accordingly. In case, any part or provision of this Internal Rules of Procedure, shall be held invalid or inconsistent with the Local Government Code, its Implementing Rules and Regulations, and other related laws, other parts or provision hereof are not affected thereby it shall continue to be in full force and effect.

NOW THEREFORE, upon motion of Hon. Janis Angela J. Ilagan and unanimously Approved by All Members of the Body Present, **RESOLVED** as it is Hereby **RESOLVED** to ratify the Internal Rules of Procedures of the Sangguniang Bayan.

ENACTED and APPROVED – September 29, 2022

I Hereby Certify that this Resolution is true and correct.


NEMIA B. MONZONES
Secretary to the Sangguniang Bayan

ATTESTED BY:

HON. VICTOR L. MITRA
Presiding Officer/ Mun. Vice
Mayor

APPROVED:


HON. GLENN P. FLORES
Municipal Mayor

