



Republic of the Philippines  
Province of Ilocos Norte  
**MUNICIPALITY OF SAN NICOLAS**

**OFFICE OF THE SANGGUNIANG BAYAN**

EXCERPTS FROM THE MINUTES OF THE SECOND REGULAR SESSION OF THE  
9<sup>TH</sup> SANGGUNIANG BAYAN OF THE MUNICIPALITY OF SAN NICOLAS, ILOCOS  
NORTE HELD AT THE MUNICIPAL SESSION HALL ON THE 8<sup>TH</sup> DAY OF JULY, 2013  
AT 11:30 O'CLOCK IN THE MORNING.

**PRESENT:**

Hon. Aladine T. Santos	Member/Temporary Presiding Officer;
Hon. Norberto S. Dadiz, Jr.	Member;
Hon. Domingo C. Ambrocio, Jr.	Member;
Hon. Orlando B. Badua	Member;
Hon. Ariel B. Villa	Member;
Hon. Oscar V. Domingo	Member;
Hon. Reynaldo A. Corpuz	Member;
Hon. Efren C. Butay	Member;
Hon. Angel Miguel L. Hernando	Member/Liga ng mga Barangay President.

**ON SICK-LEAVE:**

Hon. Alfredo P. Valdez, Jr.	Vice-Mayor/Presiding Officer.
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**ABSENT:**

Hon. Edilon D. Ruiz	Member/PPSK President.
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**“RESOLUTION NO. 2013-104**

**A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE  
OF THE SANGGUNIANG BAYAN OF SAN NICOLAS, ILOCOS NORTE.**

**WHEREAS**, the Sangguniang Bayan of San Nicolas, Ilocos Norte 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 Sanggunian 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 enforced in the interest of effective discharge of legislative function;

**WHEREAS**, the Sangguniang Bayan has an existing Rules of Procedure under Resolution No. 2010-81 which can be revised, updated and adopted as the Internal Rules of Procedure of the new set of Sanggunian Members;

**WHEREFORE**, on motion of Member Reynaldo A. Corpuz, the foregoing resolution was unanimously seconded and approved unanimously by the Members present,

**BE IT RESOLVED** by the Sangguniang Bayan to adopt the 2013 Internal Rules of Procedure of the Sangguniang Bayan of the Municipality of San Nicolas, Ilocos Norte:

**RULE I – MEMBERS**

1. The elected Members of the Sanggunian Bayan as well as the Sectoral Representatives and the ex-officio members thereof, shall on the date and time fixed by Law and the rules, meet at the place designated for the holding of the session.
2. Every Member shall be present at the session of the Sangguniang Bayan, unless expressly excused by the same or necessarily prevented from doing so, but if he is drunk or under the influence of liquor/drugs, he shall be refused admission to the session hall. Every Member shall be required to attend every Flag Raising Ceremonies of the Municipal Government.
3. A member of the Sangguniang Bayan must observe decorum and display exemplary conduct during the session.
4. Any Member should give due respect to any colleague who has the floor by not committing or performing any act that would disrupt the smooth flow of the session.
5. Any Member should not excuse himself from the session not until adjournment, unless given permission by the Presiding Officer.

**RULE II – THE PRESIDING OFFICER**

1. The Municipal Vice-Mayor shall be the regular Presiding Officer of the Sangguniang Bayan, however, after he has called to order a meeting, he may relinquish the chair to any Member of the Body to preside temporarily.
2. In the event of the inability of the regular Presiding Officer to preside a Sanggunian session, the members present and constituting a quorum shall elect among themselves a Temporary Presiding Officer. He shall certify within three (3) days from the passage of ordinances enacted and resolutions adopted by the Sangguniang in the session over which he temporarily presided.
3. The powers and duties over the meetings of the Sangguniang Bayan:
  - a. To preside over the meeting/session of the Sangguniang Bayan.
  - b. To preserve order and decorum during the meetings/sessions, and in case of disturbance or disorderly conduct in the Hall, in the lobby, or in the corridors or rooms, within the premises, take such measures as he may deem advisable or as the Body may direct;
  - c. To decide all questions of order, however, any Member of the Body may move for reconsideration of the decision of the Presiding Officer and explain his motion for not more than five (5) minutes;
  - d. To suspend for cause and after proper investigation any Member of the Sangguniang Bayan, subject to appeal by the aggrieved party to the whole body within 10 days.
  - e. He shall announce the Business in the order in which it is to be acted upon;
  - f. He shall approve all matters for inclusion in the agenda three (3) days prior to the scheduled meeting, regular or special, provided, however, that any proposed measure not included in the Agenda may be calendared upon request of the members of the Sangguniang Bayan;
  - g. He shall recognize any Member who is entitled to the floor.



- h. He shall put all questions before the body and put the same into a vote, when regularly moved and seconded, and announced the result thereof.
  - i. He shall designate any Member as Officer of the Week. Such Officer of the Week shall assist the Vice-Mayor in the daily business and affairs of the Office of the Sangguniang Bayan.
2. The Presiding Officer shall not participate in the voting of any measure submitted for the division of the house, but shall vote in case of a tie.
  3. On due cause, the Presiding Officer may designate a Member of the Sangguniang Bayan to perform the duties of the Chair, but such designation shall not exceed one (1) meeting without the consent of the majority of the Members of the Body.
  4. The Presiding Officer must refrain from influencing the members from voting for or against any measure or take sides on matters under consideration except to vote in case of a tie.

### **RULE III – THE SECRETARY OF THE SANGGUNIANG**

1. In addition to his duties prescribed by law, the Secretary to the Sanggunian, when such devolves upon him, shall
  - a. Carry out or enforce orders and decisions of the Sangguniang Bayan when such devolves upon him;
  - b. Keep the minutes of each meeting. The minutes shall comprise a clear and succinct account of the business transacted and action taken by the Body.
  - c. Call the Roll of the Members before the opening of the meeting, read the minutes of the preceding meeting, himself or through a reader designated by him with the authorization of the Presiding Officer, read the proposed ordinances and resolutions, messages, communications, memorials, petitions and other documents which he should report to the Body or the reading whereof is required by the Sangguniang Bayan or ordered by the Presiding Officer;
  - d. Note all questions of order with the decisions thereon, the record of which shall be printed at the close of each meeting for the use of the members, as an appendix to the minutes of such meeting;
  - e. Retain in the library of his office for the use of the Members of the Sangguniang Bayan five copies of all books and printed documents deposited there, none to be withdrawn therefrom;
  - f. Furnish each Member of the Sangguniang Bayan a copy of the Calendar of Business at least three (3) days before the scheduled meeting.
  - g. Cause to be printed and delivered to each Member, or mail to his address before the commencement of each meeting, list of the reports which is the duty of each department head or officer to make to the Sangguniang Bayan, referring to the resolution and page of the laws or journal in which it may be contained, and placing under the name of each Officer the list of reports required of him to be made;
  - h. Send at the close of each meeting or thereafter, printed copies of the minutes of each meeting to the Office of the Municipal Mayor and such other persons or entities as the Sangguniang Bayan or the Presiding Officer may authorize;
  - i. Furnish a copy to the proper committee as the Presiding Officer or the Body may direct such ordinances, resolutions or other documents as may



be endorsed or presented to the Sangguniang Bayan as well as other matters received from other persons or entities;

- j. Attest and fix the seal adopted by the Sangguniang Bayan to all writs, warrants and subpoenas issued by order of the Sangguniang Bayan and certify to the approval of all acts and resolutions duly approved;
- k. Subject to the supervision of the Presiding Officer, the Secretary to the Sanggunian shall be the immediate chief of the personnel of the Sangguniang Bayan and shall be responsible for the faithful and proper performance of their duties;
- l. In case of absence, the Presiding Officer shall designate a personnel from the staff of the Sangguniang Bayan as Acting Secretary to the Sanggunian during meetings of the Sangguniang Bayan.

Any communications addressed to the Body and received by any Member should likewise be submitted to the Secretary of the Sanggunian.

#### **RULE IV – THE COMMITTEES**

1. The Sangguniang Bayan shall have the following standing committees, the membership and general jurisdiction which shall be hereinafter stated:
  - a. **COMMITTEE ON LAWS, RULES, ETHICS, PRIVILEGES AND GOOD GOVERNMENT**– 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, order of business, creation and reorganizations of Committees and matters pertaining to privileges and conduct of its members as when the officers and employees of the Municipal Government. It may conduct an investigation and recommend the appropriate sanction or penalty to the authority concerned;
  - b. **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, claim against the government, and in general all matters relating to public expenditures. The chairman of the committee shall be member of the Municipal Development Council;
  - c. **COMMITTEE ON WAYS AND MEANS** – all matters relating to revenue in general; bonded indebtedness of the Municipal Government, taxes and fees; revision of tax measures assessment and evaluation of properties, loans and other sources and forms of revenue;
  - d. **COMMITTEE ON MARKET AND SLAUGHTERHOUSE** – all matters relating to the creation, organization, operation and policies of public market and slaughterhouse;
  - e. **COMMITTEE ON BUSINESS ESTABLISHMENTS** – all matters relating to the creation, organization, operation and policies of business establishments or other enterprises owned and controlled by the Municipal Government;
  - f. **COMMITTEE ON COMMERCE, TRADE AND INDUSTRY** – all matters relating to trade, internal commerce and commerce and industry in general, general protection of such commerce and industry against unlawful restraint and monopolies or in short, the conduct of trade, commerce and industry;



- g. **COMMITTEE ON INFRASTRUCTURE AND PUBLIC WORKS** – all matters relating to the construction, maintenance and repair of public building, street and bridges, parks, monuments and playgrounds, building permits, zoning and other public improvement projects.
- h. **COMMITTEE ON LABOR AND EMPLOYMENT** – all matters relating to labor and employment, economic planning and programming, and in general, mediation, conciliation and arbitration of labor disputes, wages and hours of labor, women and child labor, statistics and labor standards;
- i. **COMMITTEE ON TRANSPORTATION** – all 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;
- j. **COMMITTEE ON AGRICULTURE AND COOPERATIVES** – all matters relating to agriculture, fishing, 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;
- k. **COMMITTEE ON FAMILY RELATIONS** – all matters relating to the welfare of the family as a basic autonomous unit and the sanctity of family life and related matters;
- l. **COMMITTEE ON WOMEN** – all matters relating to the welfare of women, their role in society as primary moral, spiritual, social and economic force and their fundamental equality before the law with men;
- m. **COMMITTEE ON MINORITIES, INDIGENT AND DISABLED PERSONS** – all matters relating to the welfare of indigenous people, underprivileged and disabled persons, their possible involvement in government programs the protection of their rights and from being discriminated in the society;
- n. **COMMITTEE ON CHILD WELFARE** – all matters relating to the welfare of the child most especially their protection from abusive parents and/or guardians;
- o. **COMMITTEE ON HEALTH AND SANITATION** – all matters relating to health and sanitation including proposals pertaining to cemeteries, hospitals and health centers. The chairman of the committee shall automatically be a member of the Local Health Board;
- p. **COMMITTEE ON EDUCATION, SCIENCE AND TECHNOLOGY, CULTURE AND ARTS** – all matters relating to education in general schools, colleges and universities like nurseries, day care centers, kindergarten and adult section. The chairman of the committee shall automatically be a member of the Local School Board.
- q. **COMMITTEE ON HUMAN RIGHTS** – all matters relating to abuses committed in violation of human rights;
- r. **COMMITTEE ON PEACE AND ORDER** – all matters relating to the maintenance of peace and order, the police work and services and the prosecution of crimes in coordination with the various police and protective agencies of the National Government. The chairman of the committee shall automatically be a member of the Local Peace and Order Council.
- s. **COMMITTEE ON ECOLOGY AND ENVIRONMENTAL PROTECTION** – all matters relating to the maintenance of an ecologically balanced



environment, the protection of trees and the rehabilitation of watersheds located within the territorial jurisdiction of the municipality;

- t. **COMMITTEE ON FRANCHISING** – all matters relating to the grant or denial of special privileges;
  - u. **COMMITTEE ON HOUSING AND LAND USE** – all matters pertaining to zoning, housing and land use within the territorial jurisdiction of the municipality;
  - v. **COMMITTEE ON SOCIAL SERVICES** – all matters relating to social services;
  - w. **COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT** – all matters relating to the upliftment of youth and sports development;
  - x. **COMMITTEE ON BARANGAY AFFAIRS** – all matters relating to the affairs of the local barangay units within the municipality;
  - y. **COMMITTEE ON SENIOR CITIZEN** – all matters relating to the welfare of the senior citizens in the municipality;
  - z. **COMMITTEE ON TOURISM** – all matters pertaining to tourism. It shall formulate programs to develop strategic sites conducive for tourism purposes;
  - aa. **COMMITTEE ON NATURAL CALAMITIES AND PUBLIC SAFETY** –all matters relating to the natural calamities, disaster, and public safety, to coordinate key agencies and pass relevant legislation to the effect.
2. Mode of selection of committee chairmanships, vice-chairmanships and memberships.
    - a. **Chairman**
      - i. Any Sanggunian interested to be chairman of the committee can volunteer provided his profession/expertise is related to the committee he wants to chair;
      - ii. If there are no volunteers, there shall be nominations;
      - iii. In case of more than one (1) volunteer or nominee, there shall be a division of the house; and
      - iv. All members of the Sanggunian should be present during the selection/election of the committee chairmanships.
    - b. **Vice- Chairman and three (3) members**

The elected Chairman shall have the responsibility in selecting one (1) Vice-Chairman and three (3) Members of the Committee.
  3. The Municipal Vice-Mayor as Presiding Officer of the Sangguniang Bayan shall be an ex-officio member with voting power in all standing committees.
  4. No member of the Sangguniang Bayan shall be Chairman of more than three (3) committees. Likewise, no member shall be Vice-Chairman of more than four (4) committees and no member shall be member of more than ten (10) committees.
  5. The Chairman shall call committee meeting as the need arises. Any member who incurs three successive absences from committee meetings must explain in writing his absences to the Chairman of the Committee. In case of failure of the Chairman to convene the Members within one week after the matter was referred to the committee, the Vice-Chairman shall convene the meeting or in the absence of the Chairman and the Vice-Chairman, the Presiding Officer as ex-officio member shall convene the committee to consider the matter.





6. 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 they shall have entered their objection to the committee report, in lieu thereof, 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 to the Sangguniang Bayan, otherwise, he shall be presumed to have concurred in the report and thus be precluded from the opposition thereto, but may have for amendments as may be ordered in the floor.

7. Any standing Sangguniang Bayan committee may request the appearance before the committee of any official or chief of office of the Municipal Government or may request the appearance of other persons before it.
8. All special or conference committee maybe created by the Sangguniang Bayan or the Presiding Officer as the need arises and the chairman, vice-chairman and members shall be elected by the Sangguniang Bayan or appointed by the Presiding Officer.
9. Any committee or special committees conducting probes of investigation shall within fifteen (15) days after the regular or special meeting of the Sangguniang Bayan, submit an official report signed by the Chairman and majority of the members of the committee concerned, on such probes or investigations for which invitations, subpoenas and subpoena "duces tecum" have been issued.
10. Any referral to the committee shall be reported on or before the 15<sup>th</sup> day or any date as specified by the council after referral.
11. There shall be a reorganization of the Committees upon majority vote of the members when public interest so requires.

#### **RULE V – THE SESSIONS**

1. A session refers to a meeting of the Sangguniang Bayan. It may be a regular or a special meeting formally called by the Municipal Mayor or a majority of the Members of the Sangguniang Bayan.

A written notice to the Sangguniang Bayan members stating date, time, and purpose of the same shall be served to each member in at least twenty four hours before the scheduled Special Session.

2. The Sangguniang Bayan shall hold meetings every Monday and as many special meetings as provided by law. A special meeting, which has been set by the council, shall not be postponed without the concurrence of the majority of the members.

One regular session of the Sangguniang Bayan of every month may be conducted in each of the 24 barangays of the municipality. In such event, the specific date thereto shall be 4<sup>th</sup> Monday of every month.

3. Unless the Sangguniang Bayan orders otherwise, regular session shall be held every Mondays of every month.

The formal session shall be held from 9:00 o'clock A.M. to exclude consultation/citizen's hour until adjournment.

If any of the regular meetings falls on a non-working holiday, the meeting shall be reset on the next working day after the said non-working holiday.

4. The Presiding Officer shall open the session by calling the Sangguniang Bayan to order, after which there shall be a prayer or meditation with the



Members standing. Then, the Presiding Officer shall order the roll call of the Members and on motion of the Body; he shall close the session with the words "The session is adjourned".

5. In the absence of quorum, after the roll call, the Members present may compel the attendance of the absent Members. A quorum shall be a simple majority of the Members of the Sangguniang Bayan.

If in spite of the foregoing, there is still absence of quorum, or that there is no prospect of constituting a quorum, no other business shall be transacted and the Chairman then, declare the session adjourned for lack of quorum.

6. Any Member who is late for thirty (30) minutes without valid excuse after the Chairman shall have called the meeting to order wherein the time of the start of the meeting is specified therein shall be punished as follows:
  - a. First tardiness – admonition from the Chairman;
  - b. Second tardiness – written resolution of warning;
  - c. Third tardiness – a member shall automatically be considered absent;
  - d. Subsequent tardiness incurred by the member concerned shall merit a resolution condemning said practice without prejudice to allowable and appropriate sanctions as provided by the Local Government Code and other related laws to be determined by the Body.
7. Any Member who is absent for any session, regular or special, shall submit a written explanation or justification of his/her absence. A fine of Two Thousand Five Hundred Pesos (P2,500.00) shall be imposed for the three (3) consecutive unexplained, unjustified, and unacceptable absences without prejudice to other administrative sanctions that may be imposed by pertinent laws and administrative regulation.
8. Meetings shall be open to the public unless otherwise ordered by a vote of majority of all the Sangguniang Bayan Members.
9. The session shall not be suspended or adjourned except upon the direction of the Sangguniang Bayan, but the Presiding Officer may in his discretion declare a recess on short intervals.
10. The exact hour of opening and adjourning the session shall be entered in the minutes.
11. The use of cellular phones shall be regulated. It must be put on silent mode during the conduct of the session. In case of incoming and outgoing calls, any member must excuse himself/herself and move out from the session hall.

#### **RULE VI – ATTIRE**

All Members of the Sangguniang Bayan are required to be in prescribed attire:

- a. Regular Session – long sleeved Barong.
- b. Special Session – short sleeved Barong.
- c. Outreach session – long sleeved Barong.
- d. Hearing of Administrative Cases – short sleeved Barong
- e. Necrological Service – short sleeved Barong.

A special attire shall be used for important meetings as maybe called for by the Local Chief Executive or the majority of the Sangguniang Bayan. Such description of the attire shall be stated in the written notice to each of the member at least twenty-four (24) hours before such meeting.

The lady member, if any, shall wear formal business suit.

A member who attends a session not in proper dress code, shall be required to be in the proper dress code.





**RULE VII- ORDER OF BUSINESS**

1. The Order of Business of the Sangguniang Bayan shall be as follows:
  - a. Call to Order
  - b. Opening Prayer,
  - c. Roll Call;
  - d. Reading/Correction and Approval of the minutes of the previous session;
  - e. Reading and references to committees of proposed ordinances or resolution, messages, communication, petitions, and memorials;
  - f. Committees reports;
  - g. Unfinished Business
  - h. Business for the Day;
  - i. Business for a certain date;
  - j. Unassigned Business;
  - k. Ordinances and joint resolutions on this reading;
    - i. Second reading
    - ii. Third reading
  - l. Other matters;
  - m. Adjournment.
2. The minutes of the proceedings of the Sangguniang Bayan shall be presented to the Sangguniang Bayan for examination and approval before they are submitted to the Presiding Officer for signature.
3. After reading the Order of Business, any Member may speak for not over thirty (30) minutes on any question of general interest. If more than one (1) Member desires to make a privilege speech, the first to apply shall be given preference. After the Member is through, with sufficient time left of the allowed time, the second Member who has asked to speak may do so and so on successively, until the full thirty (30) minutes is consumed.
4. The consideration of unfinished business in which the Sangguniang Bayan may engage at the adjournment shall be resumed after the proposed ordinances or resolutions and other documents have been referred to committees, and so on each succeeding session until finished business is disposed of.
5. After all pending business is disposed of, the Presiding Officer shall proceed to the Business of the Day pursuant to Rule VII.
6. The Sangguniang Bayan may adjourn until all the Order of Business has been dealt with.

**RULE VIII-THE CALENDAR**

1. The Calendar of the Sangguniang Bayan shall consist of the following parts:
  - First – Unfinished Business – includes business, which was being considered by the Sangguniang Bayan at the time of its adjournment.
  - Second – Business for the Day- includes ordinances, resolutions and other legislative measures on the Calendar for the consideration of the Sangguniang Bayan of the day and are arranged in the order, appearing in the special order adopted. Such measures shall be considered in the order in which they are listed on the Calendar and after the business mentioned in the preceding paragraph.
  - Third- Business for a certain date- includes business set by the Sangguniang Bayan for consideration on a certain date. Such business shall be considered on the date set, in the chronological order of



designation and so subsequent meeting until disposed of, unless the continuation of any business herein include shall be set for another day.

Fourth- Ordinances and joint resolutions on third reading- Include all ordinances and joint resolutions to be submitted to a final vote by raising of hands after printed copies thereof have been distributed to the Member of at least three (3) days prior to their passage.

2. The calendar shall be distributed each day of the session, unless there be no addition to the one previously distributed.
3. Items for the Calendar should be presented to the Vice- Mayor for screening and approval before it is included in the regular calendar of business.

### **RULE IX – URGENT REFERRALS**

All urgent matters which need immediate action by the Sangguniang Bayan shall be tackled on other matters. If no action was taken thereon, it shall be referred and endorsed to appropriate committees by the Vice- Mayor for appropriate action and shall be reported by the committee concerned and tackled during the next scheduled meeting.

### **RULE X- ORDINANCES, RESOLUTION, MESSAGES, MEMORIALS AND PETITIONS**

1. Draft/Ordinances and resolutions shall be signed by their authors, and shall be handed to the Secretary of the Sanggunian who shall report the same to the Sangguniang Bayan at the next session for first reading and reference to the proper committees. The first reading of an ordinance or resolution shall only the title. In case of an erroneous reference, the same may, under the five-minute rule, be corrected on any scheduled regular meeting after the report of the committee to which the ordinance or resolution was improperly referred. In an ordinance or a resolution resulting from a consideration or substitution made by a committee, the name of the author and every member who has signed as such of the ordinances or resolutions consolidated or substituted for shall appear, in order that the names be shown therein and according to the date of the filling thereon.
2. Messages from the Municipal Mayor shall be read in full before the Sangguniang Bayan, and those in which any recommendations are made and shall be referred to the proper committee.
3. Estimates of appropriations and all other communications from departments of the Municipal Government which have to be considered by a committee of the Sangguniang Bayan, and petitions and memorials addressed or endorsed to the Sangguniang Bayan shall be reported to the Body and referred to the proper committee.
4. No ordinance shall be considered on second reading in any regular session, if it has not been reported by the proper committees fifteen (15) days in advance prior to a regular meeting, except when certified to as urgent by the municipal Mayor.
5. On the day of the consideration of a reported ordinance or resolution, the same shall be read in full, with such amendments as the committee may propose, unless such second reading shall be dispensed with by a majority vote, and there after the bill or resolution shall be subject to debate, amendment and all proper parliamentary motions.
6. In the discussion of any measure, after three (3) speeches and for two (2) against it have been delivered, or any one (1) speech for, there having none entered against it; a motion to close the general debate shall be in order and if said motion is approved by a majority vote, the body shall proceed to the



consideration of amendments under the five minute rule. Then any Member shall on request be given five (5) minutes to explain such amendments, and no further discussion is allowed on the subject. The same privileges to speak for or against any amendment that may be presented to an agreement shall be allowed.

7. After the general debate is closed, and the amendments disposed of, the proposed measure, if in the form of an amendment or simple resolution or a mere proposition, shall be voted upon for final approval. If it is an ordinance or joint resolution, the same shall be referred to the Calendar of Business/Ordinances and joint resolutions on third and final reading shall have been distributed to the Members at least three (3) days prior to its passage. Upon the last reading to an ordinance or resolutions, no amendments thereof shall be allowed, and the question upon its passage shall be taken immediately thereafter, and the ayes and the nays be entered in the minutes.
8. If the Municipal Mayor vetoes an ordinance or resolution or any part thereof, said ordinance or resolutions or any part thereof shall be referred back to the Sangguniang Bayan containing all the objections of the Mayor in writing.

The Sangguniang Bayan shall record the objections of the Municipal Mayor and proceed to reconsider the ordinance or resolution or the items thereof and the names of the members voting recorded. If the vetoed ordinance or resolution is passed by the vote of two thirds (2/3) of all the Members of the Sangguniang Bayan, such ordinance or resolution or vetoed item shall automatically become a law or enforceable.

#### **RULE XI-MOTIONS AND THEIR REFERENCE**

1. Every motion made to the Sangguniang Bayan shall be entered on the records of the Sangguniang Bayan with the name of the Member making it, unless withdrawn on the same session
2. When a motion has been made, the presiding officer shall state it to the Body or, if it is in writing shall cause it to be read aloud by the Secretary to the Sangguniang before being debated, and it shall then be considered as having been brought to the attention of the Body, but it may be withdrawn at any time before its amendment.
3. 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; and no motion to postpone to a certain day, or to postpone indefinitely, having failed of passage, shall again be allowed on the same question.
4. When a motion or proposition is under consideration, a motion to amend that amendment by a way of a substitute, but the latter shall not be voted until the original motion or proposition is perfected, and any of said amendments may be withdrawn before a decision is held thereon.
5. No motion or proposition on a subject different from that under consideration shall be submitted under color of amendment.
6. Amendment or additions to an ordinance shall be offered in writing, and the secretary to the Sangguniang shall furnish copies thereof to the members.
7. On the call of any Member, before the question is put up, a question should be divided if it includes propositions so distinct in substance.
8. Amendments to a title of an ordinance or resolution shall not be in order until after the text thereon has been perfected. Amendments to the title shall be decided without debate.



9. When reading of papers other than one upon which the body is called to give a final vote is demanded, it shall be determined without debate by vote of the Body.
10. A motion to read any part of the Rules is equivalent to call to order or question and take precedence of any motion other than to adjourn.
11. When voting on a motion not debatable, no other remarks will be entertained by the Presiding Officer when a member casts his vote.

#### **RULE XII – QUESTIONS AND PRIVILEGES**

1. Questions of privilege are:

First – Those affecting the rights of the Sangguniang Bayan collectively, its safety, dignity and the integrity of the proceedings; and

Second – Those affecting the rights, reputation and conduct of the members, Individually, in their representative capacity only.

2. Any question of privilege shall have precedence over all other questions, except motion to adjourn, but shall be subject to the five – minute rule.

#### **RULE XIII – PRIVILEGED QUESTIONS**

1. Privileged questions are those motions or subject matters which rules and regulations, takes precedence over other motions and subject matters.
2. Privileged questions shall have precedence in each case by Rules or special regulations.

#### **RULE XIV – DECORUM AND DEBATES**

1. When any member desires to speak or deliver any matter to the Body, he raises his hands and respectfully address himself to “Mr./Madam Chairperson/Presiding Officer” and use the podium, unless exempted by the Chair.
2. When two (2) or more Members raise their hands at once, the Presiding officer shall name the member who is to speak first.
3. Any member, in any debate, shall state his question, suggestions or opposition Substantially and direct to the point in a matter so as not to occupy much of the time of the session; or may speak more than once on the question without leave of the Body, except as hereinafter provided in this Rule.
4. In all cases, the Member who has obtained the floor shall confine himself to the question under debate, and shall refrain from uttering words which because of their meaning might be inconsistent with proper decorum and offensive against the personality of any Member.
5. The Member reporting the measure under consideration from a committee may open and close, where general debate has been had thereon, and it shall extend beyond the duration of the given meeting. He shall be entitled to one hour to close, notwithstanding, he may use an hour in opening.
6. 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 to order, and the Body shall, if appealed to, decide on the case as provided in sub-section c, Section 1 of Rule II, if the



decision is in favor of the member called to order, he shall be at liberty to proceed.

7. 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 uttered and they shall be taken down in writing by the Secretary to the Sanggunian and be read aloud to the Body;

But the member who uttered them shall not be held to answer nor subject to censure of the body thereon, if further debate or business has intervened.

8. While the presiding officer is addressing the Body or putting a question, no Member shall walk out of across the Session Hall.
9. No person or any Member of the Sangguniang Bayan shall be permitted at any time to smoke during sessions. No-smoking signs shall be put inside the session hall.

#### **RULE XV – VOTING**

1. The Presiding Officer shall rise to put a question and shall do it in this form, to wit; “As many as are opposed, raise your hand.”
2. Any Member shall explain his vote for not more than three minutes.
3. No motion except on the presence of quorum shall be entertained during voting.
4. When the Presiding Officer asks if there is any objection to a motion for the approval of any ordinance or resolution and no one registers his objection thereto, the Secretary to the Sanggunian shall enter in the record as voting affirmatively the names of all the members present at that particular time, this having the effect of a normal voting.
5. No Member can vote on any question in which he has direct, personal or peculiar interest. This does not, however preclude any member from voting for himself to any position within the Sangguniang Bayan.
6. A Member can change his vote only before the Chair announces the result of the voting. After the announcement, a Member can change his vote upon due cause only by a unanimous consent of the other Member present.
7. No Member can be compelled to vote. He may, however, abstain. The name of the Member who chose to abstain should be put on record. Every member should explain his/her vote on certain ordinance or resolution being deliberated upon.
8. A matter, motion or resolution is considered carried or approved if voted by the Majority of the Members present.

#### **RULE XVI – RECONSIDERATION**

1. When a report, motion, resolution or proposed ordinance has been adopted, only a Member who voted with the minority side shall be entitled to present a motion for reconsideration when the matter is still within the control of the Sangguniang Bayan; Provided, however that a Member who voted with the majority may present a motion for reconsideration, if seconded by a Member from the minority side. Any Member who abstained from voting shall have absolutely no right to ask for reconsideration.
2. A motion for reconsideration, if duly seconded, takes precedence over all other questions, except a motion to adjourn.



3. No ordinance, petition, memorial or resolution referred to a committee, or reported therefrom for printing and recommitment, shall be brought back into the Sangguniang Bayan on motion to reconsider.

**RULE XVII – DECLARATION OF OUT OF ORDER,  
REFUSAL TO ABIDE, PUNISHMENT.**

1. Any Member of the Sangguniang Bayan who shall fail to observe the Rules prescribed herein shall be declared out of order and, if he has the floor, he may be compelled to take his seat. In case of refusal to abide by the ruling of the Chair, the Sangguniang Bayan, upon motion of any member and duly seconded, may officially reprimand the erring member.
2. Any Member of the Sangguniang Bayan who accuses another or other Members, or any Municipal Official or employee, and later on cannot substantiate the charges, the purpose of which is only to gain publicity in the newspaper or radio, shall be punished by public censure to be voted upon by the Body without prejudice to further disciplinary actions as the law or rules may allow.

**RULE XVIII – PERTINENT PAPERS, COMMUNICATIONS AND  
DOCUMENTS OF THE SANGGUNIANG BAYAN**

1. Committee papers, documents and communications shall be delivered to and kept and reserved in the general file of the Sangguniang Bayan for future reference.
2. The Secretary of the Sanggunian, after the adjournment of a session shall take charge of, keep and file all ordinances, resolutions, petitions and other papers referred to committees, including all data, evidence and reports gathered by such committee during said session, which have not been reported to the Sangguniang Bayan. All papers of confidential nature or those, which the committee concerned considers confidential, shall be placed in confidential place under the custody of the office of the Secretary to the Sanggunian.
3. No paper presented to the Sangguniang Bayan shall be withdrawn from its files without its leave, and if withdrawn therefrom, certified copies thereof shall be left in its place, but when an act may pass for a settlement of a claim, the Secretary to the Sanggunian is authorized to transmit to the officer-in-charge of the settlement thereof papers on the file in his office relating to such claim, or may loan temporarily to an officer or bureau to any matter pending before such officer or bureau, taking proper receipt thereof.
4. Communications, notices, or pertinent papers for consideration of any member on any session are forwarded likewise to the e-mail account of each member and such will be sufficient unless, requested by the concerned member for the hard copy.

**RULE XIX – UNFINISHED BUSINESS**

1. All unfinished business before committee of the Sangguniang Bayan at the end of the session shall be resumed at the commencement of the next session in the same manner as if no adjournment had taken place.
2. For purpose of the preceding section, the secretary to the Sanggunian shall return to their respective committees the papers relating to all unfinished business submitted to him at the close of the preceding session.

Handwritten signature and initials in blue ink, consisting of a large stylized 'S' followed by a smaller 't' and a '2'.



**RULE XX- RESOURCE PERSONS**

Resource Persons summoned to appear before the Sangguniang Bayan of any committee shall be entitled to a per diem for so appearing and to be reimbursed of their actual and necessary traveling expenses as the Committee on Finance, Budget and Appropriations may recommend and subject to the approval of the Presiding Officer.

**RULE XXI – SUPPLEMENTAL RULE**

The Parliamentary Rules of Procedure, or any related rules promulgated by the Sanggunian being consistent with the Local Government Code and the rules of Court which are not in conflict herein shall be suppletorily applied.

**RULE XXII – DATE OF EFFECTIVITY**

These Rules shall take effect immediately upon adoption. **Adopted on July 08, 2013.**

**RESOLVED FURTHER** to furnish copies of this Resolution to the Honorable Sangguniang Panlalawigan, Ilocos Norte, for information and appropriate action and a copy hereof be furnished to the Honorable Mayor, Melanie Grace P. Valdez, for her information.

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Voting on the foregoing resolution was as follows:


AYES : Members Dadiz, Jr., Ambrocio, Jr., Badua, Villa, Domingo,  
Corpuz, and Butay  
NAYS : None.  
ABSTAINED : None.

*(Note: Member Hernando was not around during the votation.)*

I hereby certify to the correctness of the foregoing resolution.

  
**ENRIQUE P. ULEP, JR.**  
Secretary to the Sangguniang Bayan I

**ATTESTED:**

  
**ALADINE T. SANTOS**  
Member / Temporary Presiding Officer

**APPROVED:**

  
**MELANIE GRACE P. VALDEZ, M.D.**  
Mayor

Approved on: July 08, 2013