



Republic of the Philippines
QUEZON CITY COUNCIL
Quezon City
20th City Council

PR20CC-039

1st Regular Session

RESOLUTION NO. SP- **6824**, S-2016

A RESOLUTION ADOPTING THE INTERNAL RULES OF
PROCEDURE OF THE 20TH QUEZON CITY COUNCIL.

Introduced by Councilors ELIZABETH A.
DELARMENTE, LENA MARIE P. JUICO,
OLIVIERE T. BELMONTE, ALEXIS R.
HERRERA, ESTRELLA C. VALMOCINA,
RODERICK M. PAULATE, ALLAN BENEDICT S.
REYES, GIAN CARLO G. SOTTO, FRANZ S.
PUMAREN, MARVIN C. RILLO, RAQUEL S.
MALAÑGEN, IRENE R. BELMONTE, IVY
XENIA L. LAGMAN, HERO CLARENCE M.
BAUTISTA, ANDRES JOSE G. YLLANA, JR.,
ALLAN BUTCH T. FRANCISCO, MARIVIC CO-
PILAR, DIORELLA MARIA G. SOTTO,
DONATO C. MATIAS and RICARDO B. CORPUZ.

WHEREAS, the Quezon City Council has an existing Internal Rules of Procedure adopted by virtue of Resolution No. SP-982, Series of 1998 which was later revised through Resolution No. SP-5756, S-2013 and further amended by Resolution No. SP-6291, S-2015;

WHEREAS, the Congress of the Philippines enacted Republic Act No. 10170, reapportioned the 2nd Legislative District of Quezon City thereby creating two (2) additional legislative districts and twelve (12) Sanggunian Panlungsod seats;

WHEREAS, there is a need to update the aforesaid rules in order to be responsive to the changing times and to accommodate the new members of the Quezon City Council; X

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1st Regular Session

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WHEREAS, Section 50 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, provides, that:


"Sec. 50, Internal Rules of Procedure.- (a) on the first regular session following the election of its members and within ninety (90) days thereafter, the Sanggunian concerned shall adopt or update its existing rules of procedure."

NOW, THEREFORE,

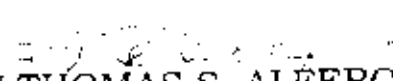
BE IT RESOLVED BY THE CITY COUNCIL OF QUEZON CITY IN REGULAR SESSION ASSEMBLED, to adopt, as it does hereby adopt the Internal Rules of Procedure of the 20th City Council.

RESOLVED, FURTHER, that the Internal Rules of Procedure of the 20th Quezon City Council be made an integral part of this Resolution.

ADOPTED: July 25, 2016.

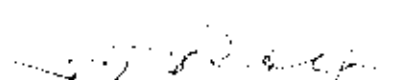

MA. JOSEFINA G. BELMONTE
Vice Mayor
Presiding Officer

ATTESTED:


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

CERTIFICATION

This is to certify that this Resolution was APPROVED by the City Council on Second Reading on July 25, 2016 and was CONFIRMED on August 08, 2016.


Atty. JOHN THOMAS S. ALFEROS III
City Gov't. Asst. Dept. Head III

INTERNAL RULES OF PROCEDURE OF THE 20TH QUEZON CITY COUNCIL

RULE I – COMPOSITION

SECTION 1. The Sangguniang Panlungsod of Quezon City, the legislative body of the City, shall be composed of the following:

- a. The City Vice Mayor as the Presiding Officer;
- b. The Thirty-Six (36) regular City Councilors from the six (6) Congressional Districts of Quezon City¹;
- c. The President of the Liga ng mga Barangay, Quezon City Chapter and the President of the Pederasyon ng Sangguniang Kabataan² who shall sit as ex-officio members of the City Council.

SECTION 2. The Sectoral representatives to the City Council as provided for in Section 457 (b) of Republic Act No. 7160 shall sit as members of the City Council after they shall have been elected and qualified in accordance with law.

RULE II – PRIMARY DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS

SECTION 3. PRIMARY DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS – The primary duty and responsibility of the Sanggunian member to:

1. Identify, aggregate and articulate the needs, problems and aspirations of his/her constituents in the Sanggunian and in other public decision-making fora. This implies productive sustained interaction with that part of the community which he/she represents in the Sanggunian;
2. Ensure that what is finally decided by the Sanggunian matches the needs and expectations of his constituency;
3. Communicate to the constituency local decisions and actions that ultimately affect their lives and destinies;
4. Monitor the performance of every legislative measure enacted, and ensure that legislative intent is given full meaning;
5. Initiate amendments to a local policy, when necessary, towards the promotion of effective local governance and general welfare;
6. Provide a pro-active role in bringing about a more enlightened citizenry within the community he/she represents to encourage more active citizen participation in local governance; and
7. Mobilize support systems within the Sanggunian, the local administrative bureaucracy and the community for purposes beneficial to his constituency.

¹ RA 10170 “An Act Reapportioning the Second (2nd) Legislative District of Quezon City, thereby Creating Two (2) Additional Legislative Districts and Twelve (12) Sangguniang Panlungsod seats from such Reapportionment”.

² Section 22 of Republic Act No. 10742. Otherwise known as the “Sangguniang Kabataan Reform Act of 2015”.

RULE III – OFFICERS AND THEIR DUTIES

SECTION 4. OFFICERS OF THE CITY COUNCIL – The following are the Officers of the City Council:

- a. Presiding Officer
- b. President Pro-Tempore
- c. Majority Floor Leader
- d. 1st Assistant Majority Floor Leader
- e. 2nd Assistant Majority Floor Leader
- f. 3rd Assistant Majority Floor Leader
- g. Minority Floor Leader
- h. 1st Assistant Minority Floor Leader
- i. 2nd Assistant Minority Floor Leader

Except for the Presiding Officer, the other officers shall be elected as provided by this Rule.

SECTION 5. ELECTION OF OFFICERS AND COMMITTEE CHAIRPERSONSHIP – The Sangguniang Panlungsod, in its first regular session immediately following the election of its members, shall elect by viva voce vote, a President Pro-Tempore, a Majority Floor Leader and three (3) Assistant Majority Floor Leaders who shall come from the political party or group which commands a majority or predominance in the Council; a Minority Floor Leader and two (2) Assistant Minority Floor Leaders who shall come from the political party or group constituting the minority of the Council; and the Chairpersons of the regular committees unless otherwise provided by the Local Government Code and its implementing rules and regulations.

Nominations for the positions of President Pro-Tempore, the Majority Floor Leader and three (3) Assistant Majority Floor Leaders can be made only by a member who belongs to the majority group; nominations for the positions of Minority Floor Leader and two (2) Assistant Minority Floor Leaders can be made only by a member who belongs to the minority group.

A member of the Sanggunian cannot serve as Chairperson of more than one (1) regular committee.

The composition of members of the City Council as to majority or minority affiliations shall be made by the conduct of open declaration of each individual member in open session prior to any election of the Council's Internal Government.

A Member may transfer from the Majority to the Minority, or vice versa, at any time: Provided, That:

- a. The concerned Member submits a written request to transfer to the Majority or Minority, through the Majority or Minority Leaders, as the case may be. The Secretary to the Sanggunian shall be furnished a copy of the request to transfer;
- b. The Majority or Minority, as the case may be, accepts the concerned Member in writing; and
- c. The Presiding Officer shall be furnished by the Majority or the Minority Leaders, as the case may be, a copy of the acceptance in writing of the concerned Member.

In case the Majority or the Minority declines such request to transfer, the concerned Member shall be considered as independent Member of the Sangguniang Panlungsod.

SECTION 6. TERM OF OFFICE – The Chairperson and the members of the regular Committees, except the Presiding Officer, Liga President and SK Federation President, shall continue to serve during his/her term unless he resigns or is removed by a majority vote of the majority block or in instances where the chairpersonship is given by the majority block to the minority block, by the majority vote of all the members of the minority group as the case may be. The officers of the Council shall serve until they resign or are removed by two-thirds (2/3) vote of the members of the corresponding majority or minority group pertaining to the officers' position.

SECTION 7. DUTIES OF OFFICERS –

A. THE PRESIDING OFFICER – The Vice Mayor shall be the Presiding Officer of the Sangguniang Panlungsod. He/She shall perform the following powers and duties, to wit:

1. To preside over all regular or special meetings of the Sangguniang Panlungsod and shall sign, as a ministerial role, all ordinances and resolutions approved during such sessions within ten (10) days from the date of his/her receipt thereof from the Office of the City Secretary of the Sanggunian; Provided, however, that after the lapse of the ten (10)-day period, if a measure remains unsigned, the Secretary to the Sanggunian shall attest to the approval of these Resolutions or Ordinances.
2. To call the Sanggunian meeting to order and, where a quorum exists, to order the reading of the Minutes of the previous meeting and after the Sanggunian shall have acted on the said Minutes, to proceed in accordance with these rules with the discussion and disposition of the matters indicated in the Order of Business as set forth in the Agenda;
3. To decide all points of order;
4. To appoint, with the approval of the Sanggunian, the Chairperson and members of the Ad Hoc (special and conference) Committees that may be created or authorized by the Sanggunian;
5. To enforce and compel compliance with all orders, rules, resolutions and ordinances affecting the internal affairs of the Sanggunian;
6. To appoint the Sergeant-At-Arms and three (3) Deputy Sergeant-At-Arms as the exigency of the service requires;
7. To be responsible for the strict compliance of the Sergeant-At-Arms and his Deputies of their respective duties. He/she may impose upon them corrective or disciplinary measures for just cause, including their dismissal;

8. To exercise such duties and perform such other functions which the law and or rules of the Sangguniang Panlungsod may grant or entrust. During a particular session the Presiding Officer may designate any member to temporarily perform the duties of the Chair; such designation shall cease upon adjournment unless the Presiding Officer takes back the Chair before that time. In the event of the inability of the regular presiding officer, the president pro-tempore shall assume the duties of the presiding officer.
 9. To declare the session adjourned to some other dates, time, and place either upon motion of the Majority Floor Leader or "motu proprio" in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable circumstances;
 10. To have general control over the session hall, the committee rooms, corridors and offices of the Sangguniang Panlungsod;
 11. To declare a recess during sessions anytime he/she deems it necessary provided that the duration of the recess is not more than fifteen (15) minutes;
 12. To make brief remarks, comments or clarificatory questions on any measure pending deliberation by the body provided that he/she cannot at any time debate on any issue before the Sanggunian;
 13. Ensure annual publication/report of the accomplishment of the Sanggunian Panlungsod; and
 14. To vote only in case of a tie.
- B. PRESIDENT PRO-TEMPORE** – The President Pro-Tempore shall exercise, discharge and perform the following functions, responsibilities and duties:
1. In the event of the inability of the Presiding Officer to preside at a Sanggunian session, he/she shall preside over such session;
 2. Assist the Presiding Officer in the performance of his/her duties as Presiding Officer of the Sangguniang Panlungsod; and
 3. Be an ex-officio member of all the regular committees;
- C. MAJORITY FLOOR LEADER** – The duly elected Majority Floor Leader shall have the following powers and duties, to wit:
1. The Majority Floor Leader shall be an ex-officio member of all the regular committees of the City Council and Chairman of the Committee on Laws, Rules and Internal Government;
 2. In the event of the temporary incapacity or inability of the President Pro-Tempore to act and perform the duties under the circumstances as heretofore provided, the Majority Floor Leader shall assume the powers and duties of the President Pro-Tempore. In case of incapacity or inability of both the Chairperson and the Vice-Chairperson of any of the regular committees of the Sangguniang Panlungsod to perform his/her duties as such, the Majority Floor Leader shall assume the duties of the Chairperson of the Committee concerned;

3. He/ she shall read or cause to be read, by himself or through a person designated by him/her, all proposed ordinances, motions, memorials, petitions and other documents which are reported to the Sanggunian;
4. The Majority Floor Leader shall consider matters for inclusion in the Agenda in accordance with the order they have been transmitted to the Majority Floor Leader subject to the provisions of Rule III, (8) (h), the Majority Floor Leader shall decide to either consolidate or to archive measures containing a similar subject matter that has been filed earlier or ahead which is under consideration of the Sangguniang Panlungsod, or whatever action he deems appropriate. Provided, however, that any other proposed measures or matters may be calendared upon written petition of at least one (1) member concurred by at least three (3) other members of the Sanggunian; and
5. To exercise such duties and perform such other functions as may, from time to time, be required by the Sanggunian through a proper resolution or ordinance.

D. THREE (3) ASSISTANT MAJORITY FLOOR LEADERS – There shall be three (3) Assistant Majority Floor Leaders who shall exercise, discharge and perform the following functions, responsibilities and duties:

1. To act temporarily as the Majority Floor Leader in the absence, incapacity or inability of the Majority Floor Leader to act as such or upon request of the latter;
2. Assist the Majority Floor Leader in the performance of his duties; and
3. Perform such other duties as the Presiding Officer and President Pro-Tempore may assign in the exigency of the service, with the concurrence of the Majority Floor Leader;

The Three (3) Assistant Majority Floor Leaders shall be elected separately.

E. MINORITY FLOOR LEADER – The Minority Floor Leader shall have the following powers and duties, to wit:

1. He shall be an ex-officio member of all regular committees; and
2. He shall perform such other functions and duties as may from time to time be entrusted to him by the Sangguniang Panlungsod.

The Minority Floor Leader is authorized to designate his representative to the different committees as constituted.

F. TWO (2) ASSISTANT MINORITY FLOOR LEADER – There shall be two (2) Assistant Minority Floor Leaders who shall exercise, discharge and perform the following function, responsibilities and duties:

1. To act temporarily as the Minority Floor Leader in the absence, incapacity or inability of the Minority Floor Leader to act as such or upon request of the latter; and

2. Assist the Minority Floor Leader in the performance of his duties; The two (2) Assistant Minority Floor Leaders shall be elected separately.

SECTION 8. THE SECRETARY TO THE SANGGUNIAN – In addition to the duties prescribed by law, the Secretary to the Sanggunian shall perform the following functions and duties, to wit;

- a. He shall attend all sessions and committee meetings of the Sanggunian;
- b. He shall prepare the Agenda, subject to Sec. 7 (C) (4) of Rule III and Section 22 of Rule V of the rules; and shall certify and submit the Minutes of the Sanggunian and the Committee Meetings not later than one (1) day before the next scheduled session or meeting of the approving body;
- c. He shall notify the members of the Sanggunian of the creation of regular, special and ad hoc committees and their appointments to such committees;
- d. He shall transmit to the proper committee all matters referred to it by the Council; He shall send out notices of all sessions, other meetings and public hearings;
- e. He shall carry out or enforce or cause to be enforced orders of the Sanggunian when such functions devolve upon him;
- f. He shall keep a compilation in an orderly manner of all ordinances, resolutions, memorials and such other papers which have been approved by the Sanggunian, and issue copies or certified true copies thereof upon request of any member of the Sanggunian.
- g. The Secretary to the Sanggunian shall submit to the Presiding Officer for his/her signature all ordinances and resolutions passed by the Sanggunian within five (5) days after the Third and Final Reading or confirmation as the case may be.
- h. The Secretary to the Sangguniang Panlungsod shall notify and inform the introducer/s of a certain measure that a particular resolution or ordinance containing a similar subject matter had been filed earlier or ahead and the same is under consideration of the Sangguniang Panlungsod before it is received. The said measure shall not be included in the Agenda for First Reading but shall be forwarded to the Majority Floor Leader for his/her consideration. Those who signed the proposed measure upon filing with the Secretary to the Sanggunian shall be considered as introducer/s and those who manifest through a Motion in the committee meetings and/or sessions shall be considered as co-introducer/s.
- i. He shall keep records of the profile of the Members of the Sangguniang Panlungsod, which shall include the trainings, seminars, legislative award/recognition received by each member of the Sanggunian.
- j. To translate the City's Ordinances into Filipino upon recommendation of the Vice Mayor or, in his/her absence, upon the request of the Presiding Officer, or upon the motion of the Principal Author/s of the proposed ordinance³.

³ Resolution No. SP 2455, S-2015

SECTION 9. SERGEANT-AT-ARMS and (3) DEPUTY SERGEANT-AT-ARMS –

A. Functions and duties:

1. To be present personally in all sessions, committee meetings, public hearings and other similar activities of the Sangguniang Panlungsod;
2. Be responsible for the security and maintenance of order in the session hall, corridors and offices of the Sanggunian, whether in session or not, in accordance with the orders of the Sangguniang Panlungsod thru the Presiding Officer;
3. To execute or serve personally notices which may be issued by the Council's Regular or Special Committee, the Sangguniang Panlungsod and/or the Presiding Officer; and
4. Perform such other duties inherent in the office of the Sergeant-At-Arms

B. Those to be appointed as Sergeant-At-Arms and the three (3) Deputy Sergeant-At-Arms shall be taken preferably from the retired policemen of the Central Police District Command.

RULE IV – COMMITTEES – COMPOSITION, DUTIES, FUNCTIONS AND PROCEDURES

SECTION 10. The Sangguniang Panlungsod shall have regular committees which shall consider, investigate, hold public hearings or otherwise take action on matters or subjects within the scope of their function and other matters referred to them. Every Committee shall determine the frequency of its regular meetings. If it so desires, it may hold its meeting or hearing on a weekend but in no case shall it be held on a Wednesday from One (1) p.m. to Five (5) p.m. or any time or date which falls simultaneously with the scheduled meeting of the Committee on Laws, Rules and Internal Government.

There shall be no joint hearing/meeting with the Committee on Laws, Rules and Internal Government except for tax and revenue measures stated in Section 12 hereof and for other measures Certified Urgent by the City Mayor. However, all regular committees can hold joint hearings/meetings as it may deem appropriate.

In addition to Rule III Section 8 (d), all committee hearings/meetings of every committee shall be posted in the Lotus Notes of the Sangguniang Panlungsod at least two (2) days prior to the said hearing/meeting. For purposes of these rules, the following provisions shall apply:

A. COMMITTEE COMPOSITION – A Committee shall be composed of the Chairperson, Ex-Officio and at least three (3) members but not to exceed seven (7) members except the Committee on Laws, Rules and Internal Government which shall have a maximum of eleven (11) members. The members of each committee shall be nominated by the Chairperson thereof in consultation with the Majority Floor Leaders and the selected members shall be confirmed by the Sanggunian.

B. COMMITTEE DUTIES AND FUNCTIONS – Committees shall study, deliberate on and act upon all measures referred to them inclusive of ordinances, resolutions, petitions and communications, and shall recommend for approval or adoption by the Sangguniang Panlungsod those that, in their judgment, advance the interests and promote the welfare of the people.

In furtherance thereof, committees shall establish appropriate systems and procedures to ensure that constituencies, sectors and groups whose interests are affected by any pending measure are given sufficient opportunities to be heard. Committees shall pursue dialogues and consultations with affected sectors and constituencies, conduct researches, and engage the services and assistance of experts and professionals from the public or private sectors as may be needed in the performance of their functions.

Committees shall have oversight responsibilities to determine whether ordinances and programs addressing subjects within their jurisdictions are being implemented and carried out in accordance with the intent of the Sangguniang Panlungsod and whether they should be continued, curtailed, or eliminated. In the performance of these responsibilities, committees shall review and study on a continuing basis, or upon order of the Sangguniang Panlungsod:

a. The application, administration, execution, and effectiveness of ordinances and programs addressing subjects within their respective jurisdictions; and

b. Any conditions or circumstances that may indicate the necessity or desirability of enacting new or additional legislation addressing subjects within their respective jurisdictions.

Each committee may establish an oversight subcommittee, or require its subcommittees to conduct oversight within their respective jurisdictions, to assist in carrying out its oversight function.

The Presiding Officer, with the approval of the Sangguniang Panlungsod, may create ad hoc oversight committees for the purpose of reviewing specific matters within the jurisdictions of more than two (2) committees.

Committees may also, motu proprio, upon a majority vote of all their Members, conduct hearings and inquiries on issues and concerns within their respective jurisdictions.

C. COMMITTEE PROCEDURE – The Committee shall function in the following manner:

1. The Chairperson of the Committee shall convene committee hearing/s duly scheduled with the City Secretary to the Sanggunian to discuss any matters referred to them for study, comment, and recommendation within thirty (30) working days from the receipt thereof. Provided, that if the Chairperson fails or refuses or neglects to convene such meetings, the Committee may, upon written request of a majority of the members thereof, call for and convene such meetings; Provided more, that if a proposed legislative measure has been included in the Agenda of a committee for three (3) times and such measure has not been acted upon by the committee for one (1) reason or another, except the non-appearance of the author, the same shall be considered as approved by the committee concerned;

Provided further, that if the author of a proposed measure has failed to appear for three (3) consecutive meetings set by the committee and has been marked absent in the attendance sheet passed after each committee meeting, the measure introduced, shall be archived.

Provided lastly, that no committee shall approve a Committee Report on any resolution or ordinance without discussing the said measure or the subject matter in a Committee Meeting.

2. When a proposed resolution or ordinance is referred to more than one committee, the Majority Floor Leader shall move for the designation of the main committee.

The Chairperson of the Committees to which the proposed measure was also referred shall automatically become a member of the main committee, insofar as the deliberation of the measure is concerned.

The report of the main committee shall then be the basis for the consideration by the Committee on Laws, Rules and Internal Government in cases where such referral has been ordered.

The Committee shall, as far as practicable, adopt its own procedures in Committee deliberations in accordance with the internal rules of procedure of the Sanggunian.

SECTION 11. COMMITTEE REPORT – It shall be mandatory for all committees to submit a Committee Report together with a letter of transmittal or endorsement in order that a measure, resolution, or ordinance can be considered or deliberated by the main committee, Committee on Laws, Rules and Internal Government, or the Council.

The Committee Report shall contain a summary of the Measure, Resolution, or Ordinance taken up in the Committee including but not limited to:

- a. a summary of the deliberation,
- b. objections,
- c. discussion;
- d. amendments taken up; and
- e. Recommendations of the committee which must be duly approved and signed by the majority of all its members.

The different committees shall submit the committee report to the Sanggunian any matter referred to them for study, comment and recommendation within ten (10) working days from the conduct of the committee meeting, the report shall state whether to approve, disapprove or archive the same. In case of failure of a committee to render such report, a majority of the Sanggunian may, by written petition, discharge the committee, unless there is a valid, legal and reasonable ground for the delay and/or its extension, after which the matter concerned shall be submitted for disposition. In case a majority of the members of any particular committee dissent and/or object to the matter, the same shall be considered as being laid on the table; Provided, that upon written petition of the majority of the members of the Sanggunian the matter which was laid on the table may be resubmitted to the Sanggunian for final decision.

When a matter is referred to two or more regular committees the corresponding committees may submit a joint or separate report thereon subject to the provisions of the preceding Section.

SECTION 12. PUBLIC HEARINGS AND NOTICE TO THE PUBLIC - In all cases that a public hearing is required prior to the enactment of any legislative measure, such public hearing shall be conducted by the Committee on Laws, Rules and Internal Government. However, public hearing for the passage of tax ordinances and revenue measures shall be conducted jointly by the Committee on Laws, Rules and Internal Government, Committee on Appropriations and

Committee on Ways and Means. After the hearing, it shall transmit all records and documents to the Secretary to the Sanggunian which shall form part of the records of the measure. Provided that, there shall be one (1) public hearing per proposed ordinance which requires public hearing under the Local Government Code, including but not limited to: Section 11, letter (b) and (c); Section 20, Section 33, Section 186, Section 187 and Section 242 thereof. Provided finally, that any resolution for issuance of certificate of exception shall require a public hearing.

The Committee on Laws, Rules and Internal Government shall undertake measures to ensure that public notices and/or announcements regarding the conduct of its public hearings are issued at least three (3) days before the said hearing. They shall also undertake such measures and/or establish systems to ensure the constituencies, sectors or groups whose welfare and interests are directly affected by measures to be discussed are able to participate in these public hearings. In addition, public hearings shall be open to the public subject to reasonable regulations in the interest of security, order, and the safety of persons in attendance.

SECTION 13. REGULAR COMMITTEES OF THE COUNCIL – The City Council shall have the following regular committees:

1. COMMITTEE ON LAWS, RULES AND INTERNAL GOVERNMENT – All matters relating to the legal aspect of an action taken up by or submitted to the City Council; legality of contracts entered into by the City Government; all matters affecting the organization and reorganization, functions and interrelations of department or offices of the City and Barangay governments, and the codification of ordinances, review and updating of the Rules of the City Council. All matters relating to revision of existing City ordinances and the harmonization and consolidation of related, similar, analogous, suppletory or complementary proposed legislative measures. All matters relating to form and style of proposed legislative measures.

2. COMMITTEE ON APPROPRIATIONS – All matters relating to the appropriation of funds for expenditures of the City Government; the payment of public indebtedness, auditing and adjustment of accounts and expenditures; claims against the City Government; and in general, all matters relating to the disbursement of the City funds.

3. COMMITTEE ON WAYS AND MEANS – All matters relating to the collection of revenues, taxes and fees, loans, sales and other sources of revenues for the City, and all matters relating to the appraisal, evaluation, and determination of the value of real and personal property for purposes of taxation, expropriation or for other purposes requiring the valuation of any property and other related revenue-raising matters.

4. COMMITTEE ON EDUCATION, SCIENCE AND TECHNOLOGY – All matters relating to education, schools, colleges, and universities, libraries and adult education and out-of-school training and science and technology.

5. COMMITTEE ON TOURISM, CULTURAL AFFAIRS AND HERITAGE – All matters relating to promotion and development of tourism; promotion, development and preservation of arts and culture, and heritage and all matters relating to museums and national language.

6. **COMMITTEE ON ANTI-ILLEGAL DRUGS** – All matters relating to the prosecution of offenders, rehabilitation of drug users and dependents, including the formulation of drug-related policies. Coordinate and collaborate with other institutions for monitoring and policy making on drug abuse prevention within the City. Monitor and evaluate the performance of the different Barangay Anti-Drug Abuse Council and Quezon City Anti-Drug Abuse and Advisory Council in aid of legislation.

7. **COMMITTEE ON PUBLIC ORDER AND SECURITY** – All matters relating to the Police and Fire Department, and Jail Management, regulations affecting the welfare and safety of the public, general order, enforcement of public order, prevention and abatement of public nuisances, the enforcement of existing laws and local ordinances within the jurisdiction of the City as they affect public interest and the general welfare.

8. **COMMITTEE ON PUBLIC WORKS AND INFRASTRUCTURE** – All matters relating to public works, construction, maintenance, improvement and repair of public infrastructure, inclusive of buildings, city streets, roads, drainage, flood control, highways and bridges, shrines, monuments and other public edifices and structures.

9. **COMMITTEE ON HEALTH AND SANITATION** – All matters pertaining to health and sanitation in Quezon City.

10. **COMMITTEE ON SOCIAL SERVICES** – All matters directly and principally related to the social development and social welfare of the community in general, including social services and interventions that develop and enhance the quality of individual and community life.

11. **COMMITTEE ON TRADE, COMMERCE AND INDUSTRY** – All matters relating to the promotion, development and regulation of a dynamic business climate in the City, promotion of commerce, trade, industry and manpower training and other economic activities which will improve the livelihood of the people of the City, the proper supervision and enforcement of regulatory measures, rules and regulations pertinent to the conduct and operation of trade, commerce and industry, prices of prime commodities sold within Quezon City; and such other matters that would provide protection to consumers from manipulation and other illegal practices of sellers and businessmen.

12. **COMMITTEE ON YOUTH AND SPORTS** – All matters relating to the enhancement of the welfare of the youth and their development into responsible citizens, promotion and development of sports.

13. **COMMITTEE ON URBAN POOR AND HUMAN SETTLEMENT** – All matters relating to the enhancement of the welfare of the less privileged and indigent residents, including but not limited to logistical, administrative or financial support to enable urban poor settlers to have a decent place to build their houses on.

14. **COMMITTEE ON BARANGAY AFFAIRS** – All matters relating to the affairs of local government units known as Barangays, including the welfare of its officials and employees, with the objective of bringing the government closer to the people, especially those residing in small communities such as subdivisions, etc., conduct investigations and hearing involving Barangay officials and review the Annual and Supplemental Budget of the barangays, subject to confirmation by the majority of the Members of the City Council in plenary session.

15. COMMITTEE ON LABOR, EMPLOYMENT AND OVERSEAS FILIPINO WORKERS – All matters relating to labor disputes and conciliation and labor employment and manpower development, the maintenance of industrial peace and promotion of employer/employee cooperation, labor education, standard and statistics, organization of labor market including recruitment, training and placement of workers and employment, manpower promotion and development of employment intensive technology and all matters pertaining to welfare, employment, and recruitment of Overseas Filipino Workers.

16. COMMITTEE ON JUSTICE AND HUMAN RIGHTS – All matters relating to the promotion and protection of individual rights, interests as defined by laws and the Constitution, with the primordial purpose that no man shall be deprived of his rights and interests without due process of law.

17. COMMITTEE ON CITY PLANNING, BUILDING AND ZONING – All matters pertaining to the preparation and development of an integrated and comprehensive master plan for the physical, economic, socio-cultural, religious and other aspects of the present and future development of the City and all matters relating to zoning, permissible and non-permissible use of constructions and activities in said zones, the proper enforcement of regulations thereon, construction of buildings and other structures and all matters pertaining to the proper implementation and observance of the National Building Code.

18. COMMITTEE ON SUBDIVISIONS, HOUSING AND REAL ESTATE – All matters relating to housing, subdivisions and real estate, the distribution, acquisition and expropriation of landed estates within the territorial jurisdiction of Quezon City, determination and definition of the extent and boundaries of landed estates within the territorial limits of the City.

19. COMMITTEE ON MARKETS AND SLAUGHTERHOUSES – All matters pertaining to public and private markets, slaughterhouses and other related franchises including the supervision, administration and enforcement of the pertinent rules relative thereto.

20. COMMITTEE ON TRANSPORTION – All matters relating to the conduct and operation of public and private vehicles and its facilities, the enforcement of regulatory measures, rules and regulations relative thereto as they affect public welfare and interest including the granting of franchises for the operation of said public utility.

21. COMMITTEE ON COMMUNICATION – All matters relating to the conduct and operation of public and private communication including telephone, cable and internet facilities, its enforcement and regulatory measures, rules and regulations, relative thereto as they affect public welfare and interest including the granting of permits and other licenses not in contravention with the local government code, constitution and other laws.

22. COMMITTEE ON GAMES AND AMUSEMENTS – All matters relating to the proper supervision and enforcement of regulatory measures, rules and regulations pertinent to the conduct and operation of games and amusements and other places of entertainment, as well as the granting of franchises for the operation of said establishments.

23. COMMITTEE ON ETHICS AND PRIVILEGES – All matters relating to the conduct, rights and privileges, safety, dignity, integrity, and reputation of the members of the City Council and its members.

24. COMMITTEE ON PUBLIC AFFAIRS, MASS MEDIA INFORMATION AND PEOPLE'S PARTICIPATION – All matters relating to the relationship of the City Council with other government offices and agencies and the general public, and to the dissemination of information regarding official activities of the City Council to the mass media, and matters relating to the exercise of the roles, rights and responsibilities of the people of Quezon City with regard to the institution of more responsible mechanisms of consultation and participation in the affairs of the City Government.

25. COMMITTEE ON PARKS AND ENVIRONMENT – All matters relating to the protection and preservation of the environment, such as pollution control and maintenance of a balanced and healthy environment, proper collection, and the proper hauling and disposal of garbage. All matters relating to the beautification, promotion and maintenance of parks and other open spaces and its establishment, improvement, and preservation.

26. COMMITTEE ON CLIMATE CHANGE ADAPTATION AND DISASTER RISK REDUCTION – All matters relating to the concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters, including through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improve preparedness for adverse events. It shall ensure that the City's policies, plans, programs and projects are founded upon sound environmental considerations and the principle of sustainable development; and systematically integrate the concept of climate change in various phases of policy formulation, development plans, poverty reduction strategies and other development tools and techniques by all departments/offices of the City government.

27. COMMITTEE ON WOMEN, FAMILY RELATIONS AND GENDER EQUALITY – All matters directly and principally relating to the rights and welfare of women and family, inclusive of their education, employment, working conditions, and their role in nation building, and all concerns relating to gender equality.

28. COMMITTEE ON COOPERATIVES – All matters relating to the organization, development and support to cooperatives within the City.

29. COMMITTEE ON SENIOR CITIZENS AFFAIRS AND PEOPLE WITH SPECIAL CHALLENGES – Conduct studies and researches, and propose legislation and action relative to the protection, promotion and enhancement of the welfare of Senior Citizens, and of people with special challenges for the purpose of developing their skills and human resourcefulness with the end view of uplifting their socio-economic condition or standard of living and for them to gain self-confidence, respect and dignity.

30. COMMITTEE ON ENERGY, WATER AND OTHER NATURAL RESOURCES – All matters relating to the use, distribution, development and conservation of energy, water and other natural resources.

31. **COMMITTEE ON BLUE RIBBON** – All matters relative to the investigation or inquiries designed to acquire informative facts and circumstances relating to complaints and/or reported irregularities and investigation of all matters that may be referred to it by the City Council, in aid of legislation.

32. **COMMITTEE ON INFORMATION TECHNOLOGY OR CYBER TECHNOLOGY** – All matters relating to the use and regulation of Information and Communications Technology or the integration of telecommunications, computers, facilities and software which can enable access, storage, transmission and manipulation of data and information in relation to its development, and measures preventing or prohibiting its abuses.

33. **COMMITTEE ON MICRO, SMALL AND MEDIUM BUSINESS & ENTREPRENEURSHIP DEVELOPMENT** – All matters concerning and related to local regulations, policies, programs and support on entrepreneurship promotions and development, and all matters concerning and related to local regulations, policies, programs and support to the establishment and growth of micro, small and medium- scale business and enterprises in Quezon City, particularly those covered under Republic Act No. 6977, the Magna Carta for Small Enterprises and Republic Act No. 9178, the Barangay Micro Business Enterprises.

34. **COMMITTEE ON PATRIMONIAL AND PROPRIETARY PROPERTY** – It shall have the power to conduct an inventory of all city public properties and in depth studies for the maximum utilization of said properties; to assess / determine the present market value of said properties. It shall likewise determine the reasonableness of lease rental being charged by the city taking into consideration the assessed value and location of property and thereafter, submit a recommendation relative thereto. It shall study the advisability of disposing certain properties of the city and recommend the terms and conditions thereto.

35. **COMMITTEE ON GENERAL SERVICES** – Shall be in charge in the supervision over contracts involving maintenance and supervision of Janitorial, Security, Landscaping and other real property whether owned or leased. All matters involving the archival and record management with respect to the records of the City's offices and departments. Ensure that policies are in place in functions pertaining to supply management, records/inventory creation, maintenance and disposal of such supplies pursuant to the Local Government Code (RA 7160), particularly Section 490 (b) (3) (v, vi, vii) (4).

36. **COMMITTEE ON CHILDREN'S AFFAIRS** – All matters involving the rights, protection, development, welfare and affairs of children including abandoned, dependent or neglected children.

37. **COMMITTEE ON CIVIL SERVICE, APPOINTMENTS AND REORGANIZATION** – All matters relating to the operation and rules of the Civil Service; the status of officers and employees of the City Government, including their retirement, pension, and gratuity; and the regulation of professions and professionals. In addition, it shall determine and recommend to the Sanggunian the confirmation of the appointments by the City Mayor of all Department Heads, Heads of Offices and those government agencies whose appointment or selection power is with the City Mayor.

SECTION 14. CONCURRENT APPROVAL. – Certain matters, proposed ordinances and resolutions referred to the proper committee shall require the concurrent approval of either the Committee on Laws, Rules and Internal Government and the Committee on Appropriations in the following cases:

- a. All matters pertaining to the creation, conversion or abolition of any position in the City Government;
- b. All matters in connection with the standardization, adjustments and increase of salaries or other form of compensation;
- c. All matters related to the purchase, sale or lease of equipment, materials and supplies;
- d. All matters relating to the opening, construction, or repair of all public streets which should have the concurrent approval of the Committee on Public Works;
- e. All matters relating to the expropriation of private property;
- f. All matters affecting the general welfare and safety of the public, general orders, enforcement of ordinance and regulations which also be concurrently approved by the Committee on Public Order and Security, and Committee on Anti- Illegal Drugs;
- g. All matters affecting the legality of any report, recommendations, contract, resolution or ordinance; and
- h. All matters relating to the transfer, sale or acquisition of City government property and all contracts affecting the City government.

SECTION 15. AD-HOC COMMITTEES – The Sanggunian may from time to time create ad-hoc committees for special purposes and which shall cease to exist as soon as their reports have been submitted to the Sanggunian. An ad-hoc committee created shall be independent of the regular committees but the procedure thereof shall be determined by the same rules governing committees.

SECTION 16. SPECIAL COMMITTEES – The Sanggunian may organize Special Committees on the basis of proportional representation of the Majority and Minority groups, and shall determine the general jurisdiction thereof taking into consideration the preservation of the general welfare, urgency of the matter or lack of material time in passing a particular measure. Their officers and members shall be elected in the same manner as the regular committees upon the recommendation of the Committee on Laws, Rules and Internal Government.

SECTION 17. SUB-COMMITTEES – Committees shall have the power to create sub-committees and delegate to the latter such functions as may be necessary.

SECTION 18. CONFERENCE COMMITTEES – In the event that the Local Chief Executive does not agree with the Sangguniang Panlungsod on the provision of any measure, the differences shall be settled by a Conference Committee of the Executive Department and the Sangguniang Panlungsod which shall meet within ten (10) days after composition.

The Presiding Officer shall designate the composition of the Sangguniang Panlungsod to the conference committee with the concurrence of the majority of all the members of the Sanggunian.

The conference committee report shall contain a detailed and explicit statement of the proposed changes in, or amendments to the subject measure, and shall be signed by a majority of the members of each panel, filed with the office of the Secretary to the Sangguniang Panlungsod and copies thereof shall be distributed to the members of the Sangguniang Panlungsod.

The presentation of the reports of the conference committee shall be in order when available, the question of proceeding to the consideration of the report shall be determined without debate.

SECTION 19. OVERSIGHT COMMITTEE – The Sangguniang Panlungsod may organize oversight committees on the basis of proportional representation of the majority and minority for the purpose of conducting formal inquiries of investigation in aid of legislation in accordance with these rules. Such inquiries may refer to the implementation or re-examination of any ordinance or appropriation, or in connection with future legislation, or will aid in the review or formulation of new legislation.

The Oversight Committee shall be chaired by the Vice-Mayor as the Presiding Officer.

RULE V – SESSION OF THE SANGGUNIAN AND PROCEDURE

SECTION 20. REGULAR AND SPECIAL SESSIONS – Following the election of the members of the Sangguniang Panlungsod, the regular session shall be held every Monday at 2:00 P.M. at the Carlos Albert Hall, or such other place designated by the Sanggunian. In case the regular session day falls on a legal or special holiday, the session shall automatically be calendared on the next business day; Provided, that in case of a fortuitous event causing the cancellation of a regular session day, the session shall automatically be calendared on the following Monday.

When public interest so demands, special sessions may be called by the Local Chief Executive or by a majority of the members of the Sangguniang Panlungsod. The date, time, place and subject matter of the meeting shall be specified in the call for a special session. The meetings of the Sanggunian shall be held open to the public except when compelled to be held behind closed doors by reason of security or other valid reasons and upon affirmative vote of the majority of all members of the Sanggunian present there being a quorum.

A regular session every year may be held in each of the councilor districts of Quezon City, the date and venue of such regular session to be scheduled and set by the Councilors of the District and the Secretary to the Sanggunian.

English and Filipino may be used as a medium of communication during the sessions and on the month of August the medium of communication must be in Filipino in celebration of BUWAN NG WIKA.

SECTION 21. QUORUM –

(a) A simple majority of all the members of the Sanggunian shall constitute a quorum to transact official business. Should a question of quorum be raised during a session, the presiding officer shall immediately proceed to call the roll of the members and thereafter announce the results.

(b) 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 local government unit concerned, to arrest the absent member and present him at the session.

(c) If there is still no quorum despite the enforcement of the immediately preceding subsection, no business shall be transacted. The presiding officer, upon proper motion or "motu proprio", shall then declare the session adjourned for lack of quorum.

SECTION 22. AGENDA AND ORDER OF BUSINESS – The Order of Business of the City Council shall be as follows:

- I. Opening Prayer;
- II. National Anthem;
- III. Recitation of the Philippine Councilor's Creed;
- IV. Call to Order;
- V. Roll Call;
- VI. Reading of the Minutes of the preceding session and approval of the same; Provided, however, that the reading may be dispensed with upon the approval of a majority of the members present;
- VII. Informational Matters;
- VIII. Privilege Hour;
- IX. Question and Answer Hour (during sessions where such is mandated);
- X. Calendar of Business;
 - A. Business for Third/Final Reading of Ordinances and Confirmation of Resolutions
 - a. Ordinances for third and final Reading
 - b. Resolutions for Confirmation
 - B. Business for the Day
 1. For First Reading/Referral to Committees –
Proposed Resolutions
Proposed Ordinances
 2. For Second Reading –
Proposed Resolutions
Proposed Ordinances;
 - C. Review and Consideration of Barangay Matters
 - a. Barangay Ordinances, Resolutions and Cases
 - b. Approval of Barangay Budgets
 - c. Approval and/or confirmation of Committee Reports
 1. Committee Report of the Special Review Committee
 2. Committee Report of the Special Investigation Committee
 - D. Other Matters (Unassigned Business)

XI. Closing Prayer; and

XII. Adjournment.

The **Question and Answer Hour** shall be held during the first Monday of every month. The subject matter shall be limited only to those matters pertaining to a privileged speech delivered by a City Councilor, or relating to an ordinance or resolution or other measure pending before the Sangguniang Panlungsod. The item shall not in any manner be so interpreted as to pre-empt any committee in the exercise of its powers and functions.

All Department Heads, Chiefs of Office and other officials and employees of the Quezon City Government and other persons who may be invited by the Sangguniang Panlungsod are required to appear before the body during the Question and Answer Hour and to reply to any and all questions that may be propounded by the members of the Sangguniang Panlungsod.

Only matters listed in the agenda shall be taken up by the Sanggunian in a particular session and such agenda shall be distributed to the members of the Sanggunian not less than one day preceding the session.

SECTION 23. MINUTES OF THE MEETING - The records of the proceedings of the Sanggunian shall be referred to as "Minutes." It shall contain a clear, concise and orderly account of the business for that session and the actions taken thereon. It shall contain the following:

- a. Nature of session, whether regular or special;
- b. Date and place of session;
- c. Statement whether the minutes of the previous meetings were approved, reading dispensed with the date of said meetings;
- d. Statement regarding the presence of the Presiding Officer and the members in attendance;
- e. All motions made except those withdrawn;
- f. Points of orders and appeal, and the results thereof; and
- g. Duration of meeting, stating the time of commencement and time of adjournment. The minutes shall be signed by the Secretary to the Sanggunian, authenticated by the Presiding Officer and entered into the record book with an indication of the date of approval or disapproval as the case may be.

SECTION 24. FILING, CONSIDERATION AND APPROVAL OF RESOLUTIONS AND ORDINANCE -

a. FILING - Proposed resolutions and ordinances shall be signed by the introducer/s and shall have the nomenclature of introducer/s together with the electronic copy thereof and filed with the Office of the Secretary to the Sanggunian who shall transmit the same to the Majority Floor Leader for inclusion in the agenda subject to the provisions of Rule III (7)(C)(4) and Rule III (8) (h). Only those who signed as authors and introducer/s shall be considered as such; Provided, that other members may be considered only as co-introducer/s if they manifest on the floor through a Motion.

All matters endorsed by the Mayor to the Council and petitions and other communication received from the City residents shall likewise be transmitted by the Secretary of the Sanggunian to the Majority Floor Leader and furnish the same to the Presiding Officer for the same purpose.

- b. FIRST READING** – All proposed measures shall be calendared for the first time and shall consist only in the reading of its title. After the reading thereof it shall be referred to the proper committee for study, comment and recommendation. No debate shall be allowed at this stage.

Exceptions to this are measures which are congratulatory in nature or those which gives recognition to and/or acknowledges achievements, accomplishments and the like, or those which express sympathy and/or appropriates certain amount of any specific or created projects for victims of calamities and natural disaster, in which case, the said measure shall be referred automatically to the Committee on Laws and shall jointly be heard by the latter and the designated Committee for the measure, or the Committee on Laws solely in the absence of the head of the designated Committee.⁴

- c. SECOND READING** – After a proposed measure is reported favorably by the Committee concerned it shall be calendared for Second Reading; Provided, that the same shall have been posted in the bulletin boards of the Sangguniang Panlungsod and to the official website of the Sangguniang Panlungsod (www.quezoncitycouncil.ph) for three (3) consecutive days prior thereto.

During the Second Reading the introducer/s of the proposed measure shall deliver his/her sponsorship speech and then make the necessary motion.

After the motion has been duly seconded the Presiding Officer shall restate the motion and open the period for debate or discussion. Motion to close debate require 2/3 vote of the members present there being a quorum.

When the period of discussion or debate has been closed, the Presiding Officer shall then announce the period for amendments.

After the period for amendments has been closed, the Sangguniang Panlungsod shall take final action on the proposed measure.

All ordinances and resolutions which have been approved by the Sangguniang Panlungsod shall be returned to the Secretary to the Sanggunian for finalization and then forwarded to the Committee on Form and Style for review.

- d. THIRD READING** – The approved ordinances and resolutions duly reviewed by the Committee on Form and Style shall be included in the calendar of proposed ordinances or resolutions for Third Reading by the Secretary to the Sanggunian in their final form for purposes of confirmation by the Sangguniang Panlungsod not later than the second session day immediately following the day of their approval. However, in cases of ordinances or resolutions approved on third/final readings under suspended rules, copies of their final form marked "Approved on Third/Final Reading under Suspended Rules on (date)" on the upper right

⁴ Resolution No. SP 6291, S-2015

portion shall be attached to the last portion of the materials of the Agenda not later than the 2nd session day immediately following the day of their approval.

Ordinances shall be considered enacted and resolutions adopted on the date such measures were approved on second reading.

SECTION 25. PROCEDURE IN THE DELIBERATION AND ENACTMENT OF ANNUAL EXECUTIVE AND SUPPLEMENTAL BUDGETS OF THE CITY – Upon the start of the Budget Process, during the preparation of the Department or Office budgets, prior to its submission to the City Budget Officer, the Department or Office Head concerned shall coordinate with the City Councilor who is the Committee Chairperson in-charge of the legislative portion of their respective departments to pre-evaluate the proposed budget.

Upon submission by the City Mayor of the budget proposal on or before October 16 to the Sangguniang Panlungsod, the Department or Office Head shall consult and coordinate with the City Councilor – Committee Chairperson under whose legislative purview their respective departments belong in order to prepare for the Committee budget hearings and the Sangguniang Panlungsod budget sessions en banc.

Once approved, the Annual or Supplemental Budgets can only be modified or amended by the Sangguniang Panlungsod which is the sole authority to perform such acts and functions. Any other person who modifies said budgets without Sanggunian approval shall be liable for usurpation of power and falsification of public documents.

SECTION 26. DEBATES, RULES AND PROCEDURES – For purposes of decorum and to maintain a system of orderly proceedings, the following rules shall be observed:

- a. During debates, a member shall confine himself to the question before the Sanggunian. He/She shall observe proper decorum and avoid personalities during the entire proceedings.
- b. In referring to another member, the latter shall always be referred to by official title.
- c. For purposes of obtaining the floor, a member shall rise or raise his/her hand and address the Presiding Officer, “*Madam/Mr. Presiding Officer*” or “*Madam/Mr. Chairperson.*” A member can do so only after the member who has the floor yields the same.
- d. The Presiding Officer shall be the only authority to recognize any member by announcing the latter’s name as a sign of recognition that such member has the floor.
- e. When two or more members rise at the same time, the member whose name is first called by the Presiding Officer is recognized and shall be entitled to the floor;
- f. Any member sponsoring any measure under consideration may open and close debate where a general debate has been ordered thereon;
- g. Words desired to be excepted and stricken from the records by any member shall be stated aloud by the Presiding Officer; and 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

intervened except that when such words desired to be excepted were used repeatedly by the member uttering the same and such words are offensive to a member or other person's sensibilities, the member who uttered the same shall be subject to censure by the Sanggunian.

- h. When the Sanggunian is in session no member shall pass between another who has the floor and the Presiding Officer.
- i. No member shall walk out or cross the session hall when the Presiding Officer is addressing the Sanggunian.

SECTION 27. VOTING – If the question is not debatable or the debate and period for amendments have been properly closed, the Presiding Officer shall put the same to a vote, allowing only such time for members to rise if they wish to state a motion of higher rank.

- a. The Presiding Officer shall put the question into a vote in the following manner; “As many as are in favor, say “aye” after which he shall call for those who are opposed by stating “As many as are opposed, say “nay.” If he entertains a doubt as to the result of a division the Sanggunian shall divide and those in the affirmative shall raise their right hand and then followed by those in the negative.
- b. No member can vote on a question in which he has a direct or personal pecuniary interest. This does not, however, preclude any member from voting for himself as candidate for any position in the Sanggunian.
- c. A member can change his vote only before the Presiding Officer announces the results of the voting. After the announcement, a member can change his vote by unanimous consent of the Members of the Sanggunian.
- d. Any member may be allowed to explain his vote in not exceeding five (5) minutes.
- e. No member may be compelled to vote.
- f. No motion or question shall be entertained during the voting.

SECTION 28. RECONSIDERATION – After a motion, resolution or proposed ordinance has been adopted or lost, only a member who voted with the majority may present a motion for reconsideration of the matter. A member who voted with the minority may only present a motion for reconsideration if he is seconded by a member who voted with the majority. A member who abstained from voting shall have no right to ask for reconsideration or second such motion.

Motion for reconsideration must be made on the same session or on the same or succeeding session, in which case the motion for reconsideration shall be made in writing. Only one (1) motion for reconsideration shall be allowed.

SECTION 29. MOTIONS AND THEIR ORDER OF PREFERENCE – While a motion or a proposed ordinance or resolution is being considered, no other motion shall be entertained except the following and in the order in which they appear below:

- a. Motion to adjourn;
- b. Motion to suspend the session or to recess;
- c. Motion to read any part of the rules;
- d. Motion to call an executive session;

- e. Motion to lay on the table;
- f. Motion to postpone indefinitely;
- g. Motion to postpone to a definite date; and
- h. Motion to recommit to a Committee.

All motions to adjourn or suspend the session or to hold executive session shall be resolved without debate.

A question laid on the table must be taken up not later than the next regular session, otherwise the question dies.

Unfinished business at the end of the session shall be taken up at the next session in the same status.

SECTION 30. PRIVILEGED MOTIONS OR PRIVILEGED QUESTIONS – The following shall be considered as privileged motions.

- a. Motion to adjourn;
- b. Motion to recess;
- c. Raise a question of privilege; and
- d. Call for the order of the day.

All the foregoing motions shall be undebatable and shall have precedence in their consideration according to the above-cited order.

RULE VI – INTERNAL GOVERNMENT

SECTION 31. UNPARLIAMENTARY ACTS AND WORDS, SANCTIONS – All acts, words and declarations which personally offend any person or public institution shall be declared unparliamentary upon proper motion duly seconded, in which case the matter shall be referred to the Committee on Ethics and Privileges. No member of the Sanggunian, under any circumstance and during any debate, shall use offensive or improper language or innuendoes against other members of the Sanggunian or against any public officer or institution. Any member of the Sanggunian who utters any unparliamentary words or commits an unparliamentary deed, notwithstanding the decision of the Committee on Ethics and Privileges, shall immediately be sanctioned as follows:

- a. The Presiding Officer of the Sanggunian shall, motu proprio, or at the instance of another member, call him to order. The erring member shall immediately take, his seat, if he has the floor. In case a point of order is raised and sustained by the Presiding Officer, said member shall not continue speaking without the consent of the Sanggunian upon motion made and duly seconded;
- b. When a member is called to order for using improper or offensive words during a debate upon motion made by another member, such words shall be ordered stricken from the records;

In addition to the foregoing, depending on the seriousness of the violation committed by a member, upon proper motion duly seconded, the Committee on Ethics and Special Privileges may recommend:

- 1. The reprimand of the erring member and such reprimand shall be inserted into the records;
- 2. That in case of very serious or grave offense, the Sanggunian by a two-thirds (2/3) vote, may impose such penalty as may be

warranted by the offense committed, without prejudice to the institution of the proper administrative and/or criminal action as the circumstances may warrant.

The Sangguniang Panlungsod, upon recommendation of the Committee on Ethics and Privileges in cases of very serious or grave offense, by two-thirds (2/3) vote, may impose such penalty as may be warranted by the offense committed, without prejudice to the institution of the proper administrative and/or criminal action as the circumstances may merit.

SECTION 32. DISORDERLY BEHAVIOR, TARDINESS AND ABSENCES WITHOUT JUSTIFIABLE CAUSE – Members who may be found guilty of disorderly behavior, incurring absences without justifiable cause or for being tardy for four (4) consecutive sessions may be censured, reprimanded, excluded from the session or suspended for not more than sixty (60) days, or expelled; PROVIDED, that the penalty of suspension or expulsion shall require the concurrence of at least two-thirds (2/3) of all the members; PROVIDED, FURTHER, that a member convicted by final judgment to imprisonment of six (6) years and one (1) day shall be automatically expelled from the Sangguniang Panlungsod.

Members who arrived after the roll call shall be considered tardy. The Secretary to the Sanggunian shall record the names of the member/s who arrived after the roll call.

SECTION 33. PROPER ATTIRE – Members of the Sangguniang Panlungsod shall wear proper attire which is Barong Filipino (long sleeves) or coat for men, and Filipina dress or business suit⁵ for women.

Members who are not in proper attire shall be noted in the minutes and shall be considered absent. Officers and members of the Secretary to the Sanggunian shall also wear proper attire which is the prescribed official uniform during sessions and committee meetings.

SECTION 34. QUESTIONS OF PRIVILEGE – Questions relating to the rights and privileges of the Sanggunian or any of its members shall take precedence over all motions except those relating to adjournment and recess. The following shall constitute questions of privilege;

- a. Any member may interrupt another member's speech when required by urgency and immediate action is called for as when a speech which is being read cannot be heard;
- b. Questions of personal privilege relating to a member of the Sanggunian or relating to charges against his character which, if true; will disqualify him from becoming a member of the Sanggunian;

Female members of the City Council shall be dressed in business or professional attire. This includes dresses, skirts, blazers and sweaters or blouses, and coordinated slacks or top combination. Skirts should be in line with or below the knee. Blouses should be conservative, freshly pressed and always tucked-in. Hair and makeup should be groomed, neat and simple. Women who wear sleeveless dresses or blouses must wear a blazer. Further, close shoes, pumps or any appropriate footwear must be used.

The wearing of sleeveless clothes without a blazer, plunging neckline, mini-skirts, sheer (see-through) clothing, shorts, denim pants, jackets, t-shirts and use of rubber shoes and strappy sandals shall not be allowed.

- c. Those relating to matters pertinent to the comfort and convenience of the members of the Sanggunian;
- d. Those relating to freedom from noise, interference and conduct of officers or other employees;
- e. Those relating to the organization of the Sanggunian;
- f. Those relating to the punishment of a member for disorderly conduct or other offense;
- g. Those relating to the accuracy of published reports.

SECTION 35. POINT OF ORDER – All points of order may be raised at any time and such questions shall be resolved by the Presiding Officer immediately. The decision of the Presiding Officer may be appealed to the Sanggunian and a majority vote shall be sufficient to confirm or reverse the decision made.

SECTION 36. PRIVILEGED SPEECH – Any member desiring to deliver a privilege speech may, after informing the Majority Floor Leader and with the recognition of the Presiding Officer, speak for not more than one hour; Provided, that if more than one member registers their desire to deliver a privilege speech, each speaker shall be limited to only thirty (30) minutes and not more than two privilege speeches may be delivered in one session. In case more than two members register their intention to deliver a privilege speech, the same may be taken up in the next succeeding session of the Council. No motions may be presented and/or entertained in connection with the subject matter touched upon in the privilege speech.

SECTION 37. APPEARANCE OR REPORT OF DEPARTMENT HEADS AND OTHER OFFICIALS – Any Department head or any City official or employee, when the public interest so requires or in aid of the legislative function of the Sanggunian, may be summoned or asked to report by the Sanggunian or by any of the regular special or ad-hoc committee to appear and/or report on any matter pertaining to his department or office. The Department head or public official or employee called to appear or report may answer verbally or in writing the questions propounded to him. The Sanggunian or the committee concerned may take such action provided for under Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees in case of failure by the City official or employee to comply with the summons or request within a reasonable time without proper justification.

SECTION 38. LEGISLATIVE CALENDAR – The Sangguniang Panlungsod may adopt its own legislative calendar identifying its number of session days, recess and adjournment, subject to the approval of the majority of its members constituting a quorum.

RULE VII - EXECUTIVE SESSIONS

SECTION 39. The executive sessions of the Sanggunian shall be held behind closed doors. An executive session may be held when requested by a member who shall explain his/her reasons for the request and the same is duly seconded. The public shall be excluded from the gallery and the doors of the session hall shall be closed. The minutes of the proceedings in an executive session shall be recorded by the Secretary to the Sanggunian in a separate book and shall be treated as confidential.

The Presiding Officer and the members of the Sanggunian as well as the officials or persons who took part in executive session are strictly prohibited from divulging and revealing any of the confidential matters taken up in the session and all actuations which have taken place therein. The restriction and ban on the secrecy may be lifted by a two-thirds (2/3) vote of the Sanggunian. Any member who violates the prohibition of the secrecy may, by two-thirds (2/3) vote of the Sanggunian, be excluded from attending executive sessions. If the violation is committed by a City official, he shall be dealt with administratively and charged with conduct unbecoming of a public official. If the violation is committed by a private person, he shall be dealt with in accordance with the provisions of an ordinance which may be enacted by the Sanggunian.

RULE VIII- VETO POWER

SECTION 40. PROCEDURE ON VETOED ORDINANCE -

- (a) If the local chief executive vetoes any ordinance of the Sangguniang Panlungsod on the ground that it is ultra vires or prejudicial to the public welfare, he must state his reasons and communicate the same in writing to the Sangguniang Panlungsod stating his reasons therefore.
- (b) The local chief executive may veto an ordinance only once. The Sanggunian may override the veto of the local chief executive concerned by two-thirds (2/3) vote of all its members by yeas or nays or nominal voting and the vote of all members must be recorded by the Secretary of the Sangguniang Panlungsod, thereby making the ordinance effective even without the approval of the local chief executive concerned.

RULE IX – SUSPENSION OF THE RULES

SECTION 41. The Internal Rules of the Sangguniang Panlungsod may be suspended upon motion for the purpose, duly seconded and the number of votes required is attained.

SECTION 42. When making said motion, the specific purpose/s for said suspension shall be stated and no other matter/s shall be considered other than that/those for which the rules were suspended.

Attendance of the following circumstances will justify the suspension of the rules:

- a. Time is of the essence;
- b. The denial of the motion shall:
 - 1. cause irreparable damage to life, limb or property;
 - 2. gravely hampers the delivery of basic services; or
 - 3. adversely affect peace and order or security;
- c. Urgent financial or budgetary requirement, and
- d. In such other similar circumstances which will prejudice the interest of the public.

SECTION 43. The number of votes required in order to suspend the Rules of the City Council shall be three-fourths (3/4) vote of the members present there being a quorum. If no objection is raised, it shall be presumed that a unanimous vote/consent of the members was taken. Otherwise, the number of votes required in this section shall be strictly complied with.

SECTION 44. It shall be understood that once a particular rule is suspended for a specific purpose, only such particular rule is suspended and the other rules of the City Council shall remain in force.

RULE X – SUPPLEMENTARY RULES

SECTION 45. In the absence of specific provisions in these rules applicable to a given situation, the pertinent provisions of the rules governing the proceedings of the Senate of the Philippines and House of representatives shall be made applicable which shall be deemed suppletory to these rules. In the absence of specific rules or provisions in the Rules of both the City Council, Senate and House of Representative, the Robert's Rules of Order will govern; however, the Council may adopt such rules to govern the situation not herein contemplated consistent with the provisions of the 1991 Local Government Code and in keeping with the tenets of fair play and justice.

RULE XI – AMENDMENT OF THE RULES

SECTION 46. Any amendment to these rules may be made by the filing of a written motion which shall contain the proposed amendment and the reasons therefore. The motion shall be filed at least one (1) week before its consideration and two-thirds (2/3) vote of all the members of the Sanggunian shall be required for the approval of the amendment, unless otherwise specifically provided in these rules.

RULE XII – REVIEW OF RULES OF THE SANGGUNIANG PANLUNGSOD

SECTION 47. The Committee on Laws, Rules and Internal Government assisted by the Secretary to the Sanggunian, shall conduct a continuing study, review and evaluation of the existing Rules of the Sangguniang Panlungsod and prepare an updated set of rules which shall be attuned with the needs of the Sangguniang Panlungsod.

RULE XIII- THE MACE AND THE OFFICIAL SEAL

SECTION 48. The Mace shall be the symbol of authority of the Sangguniang Panlungsod and shall be displayed at the Presiding Officer's rostrum when the Sangguniang Panlungsod is in session. It shall serve as the warrant of the Presiding Officer in enforcing order in the Sangguniang Panlungsod

RULE XIV – REPEALING CLAUSE

SECTION 49. The provisions of any resolutions or portions thereof which are inconsistent herewith are hereby repealed, modified or amended accordingly.

RULE XV – EFFECTIVITY

SECTION 50. These rules shall take effect on the date of their adoption and shall remain in full force and effect until amended, modified or repealed.

ADOPTED: August 8, 2016.