



Republic of the Philippines
Province of Ifugao
Municipality of Hungduan



OFFICE OF THE SANGGUNIANG BAYAN

Attested:

Hon. John D. Hingdaan
*Municipal Vice Mayor and
Presiding Officer*

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balenga
Municipal Councilor

Hon. Romzo B. Haguyagap
Municipal Councilor

Hon. Ruben P. Wacog
Municipal Councilor

Hon. Pedro I. Binwag
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Hon. Juanito B. Gamboe
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Hon. Lucas A. Bugatti
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Hon. Jessig B. Labawan
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Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurzen B. Himmiwat
*Municipal
SK Federation President*

EXTRACT FROM THE MINUTES OF THE INAUGURAL MEETING OF THE SANGGUNIANG BAYAN OF HUNGDUAN, IFUGAO HELD AT THE SANGGUNIANG BAYAN SESSION HALL ON JULY 01, 2010 AT 9:00 IN THE MORNING.

RESOLUTION NO. 2010-061

A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURES OF THE SANGGUNIANG BAYAN OF HUNGDUAN, IFUGAO AND PROVIDING PENALTIES FOR VIOLATION THEREOF.

WHEREAS, the Sangguniang Bayan of Hungduan, Ifugao is a legislative body duly organized pursuant to law to enact ordinances, approve resolutions and appropriate funds for the general welfare of the Municipality of Hungduan and its inhabitants;

WHEREAS, Republic Act No. 7160 otherwise known as the Local Government Code of 1991 and Rule XXII, Article 103 of its Implementing Rules and Regulations provides for the inherent right and obligation of the Sangguniang Bayan to adopt or update its existing Internal Rules of Procedures;

WHEREAS, to maintain a good order in the Sanggunian deliberation in order to promote effective legislation, it is necessary that specific rules of procedures be adopted and enforced;

NOW THEREFORE, on motion of Honorable Agustina M. Ipan and was seconded,

Be it resolved by the Sangguniang Bayan of Hungduan, Ifugao to adopt the Internal Rules of Procedures of the Sangguniang Bayan of Hungduan, Ifugao particularly on the membership of standing committees and the increase in monthly contributions, to wit:

RULE I - COMPOSITION

Section I. The composition of this Sanggunian shall be provided by existing laws, specifically RA 7160 known as the "Local Government Code of 1991".

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RULE II - POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIAN

Section 1. The powers, duties and functions of the Sanggunian shall be is provided for under Rules XVII of the Implementing Rules and Regulations of the Local Government Code of 1991.

RULE III - PRESIDING OFFICER

Section 1. The Vice Mayor shall be the Presiding Officer of this Sanggunian and, as such, shall have the following rights and duties:

- a) To preside over the sessions of the Sanggunian;
- b) To require from all the members present during the session, proper deportment and decorum;
- c) To enforce the Internal Rules of Procedure of the Sanggunian;
- d) To maintain order during sessions and render a ruling on questions or order; subject to appeal by the member concerned to the body for final decision;
- e) To sign all legislative documents, papers or checks requiring his signature.
- f) To declare recess during sessions anytime he deems it necessary provided that the duration of the recess is less than fifteen (15) minutes.
- g) To declare the session adjourned to some other date, time and place in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances and other unavoidable disturbances and other unavoidable circumstances;
- h) To make brief remarks, comments or clarificatory questions on any measure pending the deliberation by the body provided that he shall not express himself either for or against the said measure or question;
- i) To vote but only to break a tie. Hence, he cannot vote in order to create a tie. His right to vote to break a tie is not compulsory. He may or may not exercise it.
- j) To relinquish the chair to any member of the Sanggunian who shall act as temporary presiding officer but only if he is going out of the session hall for whatever reasons.

RULE IV - TEMPORARY PRESIDING OFFICER

Section 1. In the absence of the regular presiding officer, the members present thereby constituting a quorum shall elect from among themselves a temporary presiding officer who, without losing his status as a regular member including his rights and prerogatives, shall temporarily exercise all the powers, duties and functions of the regular Presiding Officer during the specific session.

Section 2. The temporary presiding officer shall certify within ten (10) days from the passage of ordinances enacted or resolutions adopted by the Sanggunian in the session over which he temporarily presided.

Section 4. While presiding, the temporary presiding officer, as the case maybe shall have no right to vote even to break a tie.

Section 5. The temporary presiding officer may, on his own discretion, relinquish the chair temporarily to any member of the Sanggunian if he would like to go down the floor and participate in the deliberation in his capacity as a regular and constituent member.

Attested:

RULE V - REGULAR AND SPECIAL SESSIONS

Section 1. The regular session of the Sanggunian shall be every Tuesday of the week to be held at the Sangguniang Bayan Session Hall at 9:00 o'clock to 12:00 in the morning and 1:00 to 5:00 in the afternoon except when there is invitation from the barangays or when there are issues that need to be tackled even during regular session.

Section 2. It shall be mandatory to all members of the Sangguniang Bayan to attend the every Monday Flag ceremony and shall use same day for committee meetings/hearings and/or other legislative functions, if any.

Section 3. A Special session may be called by the Presiding Officer or by the majority of the members of the Sanggunian.

Section 4. A written notice to the Sanggunian members stating the date, time and purpose of the session shall be served personally or left with a member of his household at his usual place of residence at least twenty four (24) hours before the special session is held.

Section 5. Unless otherwise agreed upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

Section 6. All sessions shall be open to the public unless a close door session is ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reasons of security, decency or morality.

Section 7. Adjourned session. An adjourned session may be held:

a) Through the initiative of the chair by using the assumed motion or by a majority of the members present in a session where there is no quorum, wherein they may decide to adjourn from hour to hour, or day to day and compel the attendance of the absent members in order to obtain the necessary quorum.

b) By a majority vote of the members present in any regular or special session, there being quorum, in order to finish very important business which needs immediate action.

RULE VI - QUORUM

Section 1. A majority of the members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact business.

Section 2. Other interpretations to the contrary notwithstanding, the term elected and qualified shall be construed to include not only the regular members but also the ex-officio and sectoral representatives of this Sanggunian.

Section 3. In computing the presence of a quorum, the term majority shall be based on the actual membership or incumbents in the Sanggunian which shall exclude the following:

- Presiding Officer (regular);
- A member who is abroad or on official leave of absence;
- A deceased member;
- A member who has resigned;
- A member, who has been suspended, expelled or removed by final judgment.

Section 5. No quorum during the session. During the session which was started with a quorum and a question on the lack of quorum is raised by any member, the roll of members and announce the result thereof and then declare whether or not there exists a quorum.

Section 6. In the absence of a quorum, the Presiding Officer may declare a recess of not more than one (1) hour and wait for other members to come; or a majority of the members present may adjourn from hour to hour or 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

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by a member or members of the police force to arrest the absent member and present him at the session hall (Sec. 53, RA 7160).

If there is still no quorum despite the enforcement of the above remedial measures, the Presiding Officer may by muto propio, or upon proper motion from the floor duly adopted by the body, then declare the session adjourned for lack of quorum.

RULE VII - ORDER OF BUSINESS

Section 1. The Order of Business of this Sanggunian shall be as follows:

- a. Call to order
- b. Opening prayer
- c. Roll call
- d. Reading and consideration of previous minutes
- e. Privilege hour
- f. Question hour
- g. Reading and referral of proposed measures or communication
- h. Committee reports
- i. Calendar of business
 - Unfinished business
 - Business for the day
 - Unassigned business
- j. Announcements (if any)
- k. Adjournment

Section 2. Calendar of Business shall be prepared by the Committee on Rules and a copy thereof shall be furnished to every member of this Sanggunian not less than one (1) day before the date of the regular session. The Presiding Officer shall cause the Office of the Secretary to the Sanggunian to provide the necessary administrative support or secretarial services to the Committee on Rules and other standing or special committees.

Section 3. The Calendar of Business shall contain the following:

a) Unfinished business – refers to proposals and measures that have been left not acted upon, postponed or left unfinished during the previous meeting or session. This also includes items of business left unfinished or not acted upon at the end of the term of the previous administration.

b) Business for the Day – refers to a list of items that have been reported out by committees and are ready for deliberation on second reading as determined by the Committee on Rules. This also includes those items for the body's session on the third and final reading.

c) Unassigned Business – refers to pending matters or measures including new ones that arises during the deliberation but not yet assigned or referred to any committee for appropriate action.

Section 4. The Calendar of business shall contain brief description of the item of business to be taken up during the regular session including, but not limited to the following:

1. The title of the proposed ordinances or resolution;
2. The name of the sponsor or authors and the committee to which it was referred or the committee sponsoring it;
3. In the case of petitions, letters, endorsements and other communications, the source or name of senders.

Section 5. In rendering committee reports, priority shall be given to regular committees (or standing committees) to be followed by special (or Ad Hoc) committees.

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Section 6. The committee reports shall be rendered by its Chairman, unless he dissents with the majority decision. In his absence, the Vice Chairman shall take his place. If neither of them is present, any committee member concurring with the report and duly designated by the committee shall render the report.

Section 7. If the reporting committee recommends a favorable action on the measure referred to it or if the reporting committee recommends the proposed measure for appropriate action by the Sanggunian, the Committee on Rules shall calendar it for second reading. If the reporting committee's recommendation is for the Sanggunian not to take action and that recommendation has been adopted by the body, the proposed measure remains shelved in the committee. If the reporting committee's recommendation is for the Sanggunian to file the proposed measure away and that recommendation has been adopted, then, it is "filed away" which means in layman's language that the proposal will be filed in the archive of the Sanggunian.

Section 8. As a general rule, no member of the committee shall oppose or object of his committee unless he submits his dissenting opinion to the majority decision in writing or orally in open session before the said committee renders its reports. Otherwise, he shall be precluded to oppose it on the floor.

Section 9. Deviation from the prescribed Order of Business may be done only under the following circumstances:

a) When the Sanggunian decided to suspend the rules through an assumed motion by the Chair or through a motion to suspend the rules by a member. In any case, the decision to suspend the rules shall require a vote by general consent, a unanimous vote or at least two-thirds (2/3) vote of the members present.

b) When the measures to acted upon by the Sanggunian is certified by the local executive is urgent, it shall have priority over all other items of business and shall be considered without need of suspending the rules or even if it is not included in the calendar of business.

RULES VIII - LEGISLATIVE PROCESS

Section 1. Rules in the enactment of ordinances and adoption of resolutions. In the enactment of ordinances and adoption of resolutions including other matters requiring legislative actions, the following rules shall be observed:

a) Legislative actions of a general and permanent character shall be enacted in the form of ordinances those which are of temporary character shall be passed in the form of resolutions. Matters relating to proprietary functions and to private concerns shall also be acted by resolution.

b) Proposed ordinances and resolutions shall be in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause and the date of its proposed effectivity. In addition, every proposed ordinance shall be accompanied by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors and submit it to the Secretary to the Sanggunian before the start of the regular session.

c) A resolution shall be enacted in the same manner prescribed for an ordinance, except that it need not go through a third reading for its final consideration unless decided otherwise by a majority of the Sanggunian members present.

d) No ordinance or resolution shall be considered on second reading in any regular meeting unless it has been reported out by the proper committee to which it was referred or certified as urgent by the Chief Executive.

e) Any legislative matter duly certified by the local chief executive as urgent whether or not it is included in the calendar of business may be presented and considered by the body at the same meeting without need of suspending the rules.

f) The Secretary to the Sanggunian shall prepare copies of the proposed ordinances or resolutions in the form it was passed on second reading, and shall distribute to

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each Sanggunian member a copy thereof except that a measure certified by the local chief executive as urgent may be submitted for the final voting immediately after it has undergone the periods of debate and amendment during the second reading.

g) No ordinance or resolution passed by the Sanggunian in a regular or special session duly called for the purpose shall be valid unless approved by a majority of the members present there being a quorum.

h) Upon the passage of all ordinances and resolutions directing the payment of money or creating a liability and at the request of any member, the Sanggunian Secretary shall record the ayes and nays. Each approved ordinance or resolution shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purpose.

Section 2. Approval of Ordinances and Veto Power of the Local Chief Executive. The approval of the ordinance by the Mayor as the case maybe and the exercise of his veto power shall be governed by the following rules:

a) Every ordinance enacted by the Sanggunian shall be presented to the Mayor for his approval. If he approves the same, he shall affix his signature on each and every page thereof; otherwise, he shall veto it and return the same with his objections to the Sanggunian, which may proceed to reconsider the same. The Sanggunian may override the said veto by two-thirds (2/3) vote of all its intents and purposes.

b) The veto shall be communicated by the Mayor within ten (10) days in the municipality otherwise, the ordinance shall be deemed approved as if he has signed it.

c) The mayor may veto any ordinance of the Sanggunian on the ground that it is ultra vires or prejudicial to the public welfare, stating his reasons thereof in writing.

d) The Mayor shall have the power to veto any particular item of items of an appropriation ordinance, an ordinance or resolution adopts a local development and public investment program or an ordinance directing the payment money or creating a liability. In such case, the veto shall not affect the item or items are not objected to. The vetoed item or items shall not take effect unless the Sanggunian overrides the veto in the manner provided in this section, otherwise, the item or in the appropriation ordinance of the previous year corresponding those vetoed, if any shall be deemed reenacted.

Section 3. The three-reading Principle. The so-called three-reading principle which is commonly adopted in legislative bodies shall also be followed by this Sanggunian. Hence, a general rule, before an ordinance is finally enacted, it shall undergo the following stages:

a) First reading. At this stage, the Secretary shall read the number of the proposed draft ordinance (e.g. Draft Ordinance No. __), its title, name of the author or authors or the name of the members introducing it. Thereafter, the Presiding Officer shall refer it to the appropriate committee with or without instructions. At this stage, no debate shall be allowed.

b) Second reading. At this stage, any proposed ordinance that has already been reported out by the concerned committee and has been calendared by the Committee on Rules for second reading may be sponsored by the reporting committee chairman or his Vice Chairman, or any committee member designated for that purpose. Since every member of the Sanggunian is supposed to have been furnished a copy thereof, the proposed ordinance may no longer be read in full unless the sponsoring committee or the Sanggunian itself decided otherwise. After the usual sponsorship speech has been delivered, the proposed ordinance shall be subjected to the following:

- Period of Debate
- Period of Amendment
- Approval on second reading

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c) Third (Final) Reading. At this stage, the Secretary shall read the proposed draft ordinance by its number, title and the name of its sponsor or co-sponsor, if any. Immediately thereafter, the Presiding Officer shall put the proposed ordinance to a vote. The Presiding Officer shall then formally announce the result thereof and directs the Secretary to enter it in the record.

Section 4. Putting the ordinance to a vote. The Presiding Officer shall rise when he is putting a question to a vote. In taking the vote, the Presiding Officer shall take the first affirmative votes and then the negative votes. While still in standing position, the Presiding Officer shall announce the result thereof.

RULE IX - VOTES AND VOTING

Section 1. Voting on the question. Whenever a nominal voting (or roll call voting) is being applied, the Secretary shall call the roll of members either in alphabetical order, by rank, or by representative districts. As each name is called, the member shall announce his vote by stating YES or NO, as the case maybe. As a general rule, a member may explain his vote but not to exceed three (3) minutes.

A second roll may be requested by any member from the Chair but this time, only the names of those who failed to vote shall be called. This is to give another opportunity to those who failed to cast their vote to exercise their right and also to determine the number of members who might have violated the rule on abstention. After this second roll call, no other request of the same kind shall be entertained by the chair.

Section 2. Voting Restriction. No member can vote, or be allowed to vote, on any measure in which he or any of his relatives within the third degree of consanguinity or affinity, has a direct or personal pecuniary interest. This rule, however, as a matter of right can vote for himself.

Section 3. Change of Vote. A member may change his vote but only when the result of the voting has not yet been announced by the chair. Otherwise, he can only change his vote by a unanimous consent of the members present.

Section 4. Vote by the Late Comer. A member who came in late during the session but who happens to arrive while voting is in progress shall be allowed to vote provided that the result of the voting has not yet been announced by the Chair.

Section 5. Allowable Motion during voting. Except for a motion pertaining to a question of quorum, no other motion shall be entertained by the Chair while voting it in progress.

Section 6. A tie resulting from a vote taken on any motion, measure or proposal shall be construed to mean that the particular motion, measure or proposal is defeated, unless the Chair decided to break it. Exception to this rule is when a motion to appeal from the decision of the Chair is put to a vote and it resulted in a tie. In this case the tie is considered to sustain the decision of the Chair.

Section 7. Breaking a Tie. In case of a tie, the Presiding Officer of this Sanggunian is allowed to cast his vote if he so desires. He is, however, precluded under existing laws to cast his vote in order to create a tie.

Section 8. Majority vote of all the Members. As provided for under RA 7160 and its implementing rules and regulations, a majority vote of all the members of the Sangguniang Bayan is required in the following circumstances:

a) Enactment of ordinances levying taxes, fees, or charges prescribing the rates thereof for general and specific purposes and granting tax exemptions, incentives or relief (Sec. 447, RA 7160 par. 11 2).

b) Adoption of resolutions authorizing the Mayor to negotiate and other forms of indebtedness. (par. 211, Ibid).

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c) Enactment of ordinances authorizing the floating of bonds or other instruments of indebtedness for the purpose of raising funds to finance development projects. (par. 2-1v, Ibid).

d) Adoption of resolution authorizing the Mayor to lease to private parties such buildings held in a proprietary capacity subject to existing laws, rules and regulations (par. 2-v, Ibid).

e) Enactment of ordinances granting franchise to any person, partnership, corporate or cooperative to establish to construct, operate and maintain ferries, wharves, markets or slaughterhouse, or other similar activities within the municipality as may be allowed by applicable laws. Provided, that cooperatives shall be given preference in the grant of such franchise. (par. 3-vii Ibid)

f) Adoption of resolution concurring with the appointments issued by the Mayor to heads of departments and offices as required under RA 7160 Sec. 443, par. D.

Section 9. Majority Vote of the Members Present (thereby constituting a quorum) Except as provided in Section 8 hereof, all other legislative matters of measures shall require only a majority vote of the members present therein having a quorum for its adoption or enactment as the case maybe.

Section 10. Plurality Vote. A decision of the Sanggunian through a plurality vote shall be valid only and enforceable if it is the result of an election of officers of the Sanggunian members of committees. No legislative proposal or measure of whatever nature shall be passed, adopted or enacted by this Sanggunian through mere plurality vote.

Section 11. Percentage Vote. For purposes of this section, a percentage vote shall be construed to mean as a proportion of a certain whole. Percentage vote shall be applied in the following:

a) A two-thirds (2/3) vote of all members of this Sanggunian shall be required in overriding the veto of the Local chief Executive for any ordinances or resolutions, thereby making the particular ordinance or resolution effective for all intents and purposes. (Sec. 54, RA 7160)

b) Unless otherwise concurred in by two-thirds (2/2) vote of the Sanggunian members present, there being a quorum, no other matters may be considered at a special session except those stated in the notice. (Sec. 52, RA 7160)

c) The penalty of suspension or expulsion that may be imposed or meted out by the Sanggunian to an erring member shall require the concurrence of at least two-thirds (2/3) vote of all the Sangguniang members. (Sec. 50, b-5, RA 7160)

d) With the concurrence of at least two-thirds (2/3) of all the members of the Sanggunian, grant tax exemptions, incentives or relieves to entities engaged in community growth including industries.

e) At least two-thirds (2/3) vote affirmative vote of the members present, there being a quorum, shall be required for the adoption of the following motions.

1. Motion to suspend the rules
2. Motion to expunge
3. Motion to extend or limit debate
4. Motion to call for the previous question

f) At least two-thirds (2/3) negative vote of the members present there being a quorum, shall be required to order to sustain the motion to object to the consideration of a question.

Section 12. Abstentions. Individually, a member of this Sanggunian is representing the people and not necessarily his own self and as such he should be required to take a stand, one way

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or the other. Hence, it is hereby made a general rule that no member of this Sanggunian shall abstain from voting, except as provided under Sec. 2, Rule X of this Internal Rules of Procedure.

Abstention, if ever allowed to a member, shall not be considered in computing the majority vote. Since abstention is not to vote, it does not count either way. Mere silence and abstention are not the equivalent of affirmative or of negative votes. (*Quien Vs. Serina*, 17 SCRA 567, 1966, *Ortiz Vs. Posadas*, 55 Phil. 62 CJS, p. 761.)

Section 13. Simple Majority. This rule does not apply in voting for elective positions, if a member is qualified.

RULE X. RULES ON DEBATES AND AMENDMENTS

Section 1. As a general rule, no member shall speak before this Sanggunian without first obtaining the floor. A member who has obtained the floor shall address all his remarks to the chair. He shall conduct himself with proper decorum by confining his remarks or arguments to the question under debate and avoiding personalities.

Section 2. No member rendering a committee report or delivering the sponsorship speech shall speak for more than twenty (20) minutes unless allowed by a majority of members present.

Section 3. No member shall speak for more than twenty (20) minutes on a particular issue or question being declared upon unless he is allowed to do so by a majority of the members present.

Section 4. During the period of amendments, every member shall observe the so-called five-minute rule, i.e. remarks or argumentation by any member on each proposed amendments shall not exceed five (5) minutes.

Section 5. The members rendering a committee report or delivering the sponsorship speech of a proposed measure may move to open or close the debate within the twenty-minute period allowed him. If he fails to exercise his option, the Chair may use the assumed motion to open or close the debate or any member may formally move for it. In any case, after a member has rendered a committee report or has finished his sponsorship speech of a proposed measure, it shall be considered open to debate.

Section 6. While having the floor, a member may be interrupted in his speech or talk by the Presiding Officer to state a point of order to respond to questions from the floor, to clarify something related to the issue being discussed or to make certain remarks within his privilege.

Section 7. The speaker may also be interrupted by another member if the latter desires to ask questions through his privilege to interpolate and by proposing the following motions:

- Point of Order
- Point of Information
- Point of Parliamentary Inquiry
- Call for order of the day
- Divide the Assembly
- Raise a Question of Privilege
- Reconsider
- Appeal from the decision of the Chair

Section 8. All questions addressed to the speaker or the member having the floor must always be coured through the Presiding officer.

Section 9. The speaker being interpolated may decline to answer questions, if he so desires.

Section 10. No member shall speak against his own motion or proposition and if his request to withdraw is denied, he may vote against it.

Section 11. While the period of debate is in progress, no member shall roam around the session hall or leave the premises without the permission of the chair.

Attested:

Hon. John D. Hangdaan
*Municipal Vice Mayor and
Presiding Officer*

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balznga
Municipal Councilor

Hon. Romzo L. Hagayagayap
Municipal Councilor

Hon. Ruben P. Wacog
Municipal Councilor

Hon. Pedro I. Binwag
Municipal Councilor

Hon. Juanito B. Gamboe
Municipal Councilor

Hon. Lucas A. Bugatti
Municipal Councilor

Hon. Jessig B. Labawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurgen B. Himmiwat
*Municipal
SK Federation President*

Section 12. A motion to close the debate is in order if three (3) members have already spoken in the affirmative side and two (2) in the negative side or only one (1) member has spoken in favor but none against it.

Section 13. Subject to the requirement of the preceding section, if no member moves to close the period of debate, the Chair by muto propio, may use the assumed motion in order to close the period of debate.

Section 14. When a motion to call for the previous question is proposed by a member which would result in the closing of debate on a pending question, a two-thirds (2/3) affirmative vote is required.

Section 15. Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his seat nor interrupt the former in his talk.

Section 16. After the period of debate has been closed, the period of amendments shall immediately follow.

Section 17. Unless a different method by the members present in a particular session, amendments to any proposed measure or parts thereof shall be in seriatim. Under the seriatim method, the proposed measure is read paragraph by paragraph or section by section and after each one is read, amendments can be proposed and debated upon. Thereafter, a vote is taken on the proposed amendments. Eventually this process will reach its conclusion and original measure or proposition is said to have passed the second reading.

RULE XI - COMMITTEES

Section 1. Creation of Committees. The following rules shall be observed in the creation of committees.

a) A regular or standing committee may be created or re-organized by a majority vote of all the members of the Sanggunian.

b) The Presiding officer may recommend the creation or reorganization of any regular or standing committee. The Sanggunian shall act on his recommendation without debate and vote on it immediately.

c) Special or Ad Hoc committees may be created upon the initiative of the Chair or any member subject to the affirmative votes of a majority of the members present there being a quorum.

Section 2. Composition. Every regular committee to be created shall be composed of not more than five (5) members including the Chairman and Vice-Chairman.

Section 3. Restrictions.

a) The Presiding Officer shall not be a member of any regular committee. However, he may be designated by the body as Chairman of Ad Hoc or Special Committee, provided that the purpose or task for which the committee is created does not involve legislative matters or policy-making.

b) No person other than the members of the Sanggunian shall be made a member of any regular committee.

c) No member shall participate in the committee's deliberation if he had a direct or indirect personal pecuniary interest on the matter being handled by that committee.

Section 4. Committee Hearings or Public Hearings. No tax ordinance or revenue measure shall be enacted by the Sanggunian in the absence of a public hearing duly conducted by the committee concerned/

Attested:

Hon. John D. Hangaan
Municipal Vice Mayor and
Presiding Officer

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balanga
Municipal Councilor

Hon. Romgo B. Haguayap
Municipal Councilor

Hon. Ruben P. Wacog
Municipal Councilor

Hon. Pedro I. Binwag
Municipal Councilor

Hon. Juanito B. Gamboe
Municipal Councilor

Hon. Lucas A. Bugatti
Municipal Councilor

Hon. Jessie B. Lacbawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurzen B. Himmiwat
Municipal
SK Federation President

Section 5. Committee Meetings. As a general rule, a committee meeting shall be attended only by the committee members unless majority members thereof decided to allow other persons to be present especially invited resource persons or consultants.

Section 6. Committee Hearings Distinguished from Committee Meetings. For purposes of the Internal Rules, a committee hearing is an activity of the Sangguniang through its committee, wherein the general public particularly those representing the different sectors that may be interested or affected by a proposed measure are invited to attend to hear and be heard on that matter. This is synonymous to the term “public hearings”. On the other hand, a committee meeting, as the term implies, is a “meeting” of the members of the committee for the primary purpose of decision-making. Since decision-making is a difficult task, the committee is not precluded from seeking advice from technical persons.

Section 7. A majority of all the members of the committee shall constitute a quorum to do business.

Section 8. Calling a Committee Meeting. A committee meeting may be called by the following:

- a) Chairman
- b) Vice-Chairman, if he is in the capacity of Acting Chairman
- c) Majority of the committee members

Provided that due to notice is served upon each and every committee member.

Section 9. Vacancy. Vacancy in a committee shall be filled.

- a) By a majority vote of all the members of the Sanggunian; or
- b) By the Presiding officer by general consent (unanimous consent) of the members present there being a quorum.

Section 10. Appearance of Head of Department/Offices in the Committee Meetings. The following rules shall be observed in requiring for the appearance of heads of department/offices.

- a) Official invitation or request by any committee to appear before it of any head of department of offices, whether local or national shall be coursed through the Presiding Officer. The Presiding Officer shall then endorse it to the head of the local and national offices concerned.
- b) The invitation or request shall specify the reason for such appearance or the assistance needed as the case may be.

Section 11. Mandatory Standing Committees. The Sanggunian shall through a resolution create the following standing (or regular) committees.

1. COMMITTEE ON BUDGET, FINANCE, APPROPRIATION AND WAYS AND MEANS

Chairman:	Hon. Juanito B. Gamboc
Vice Chairman:	Hon. Jessie B. Lacbawan
Members:	Hon. Julio G. Bahatan
	Hon. Romeo L. Haguayap
	Hon. Agustina M. Ipan

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

1. Local taxes, fees and charges;
2. Loans and other source of local revenue
3. Annual and Supplemental budgets
4. All other matters related to local taxation and fiscal administration

Attested:

Hon. John D. Hingdaan
*Municipal Vice Mayor and
Presiding Officer*

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balenga
Municipal Councilor

Hon. Romzo B. Haguyayap
Municipal Councilor

Hon. Ruben P. Wacoy
Municipal Councilor

Hon. Pedro I. Binwag
Municipal Councilor

Hon. Juanito B. Gamboc
Municipal Councilor

Hon. Lucas A. Bugatti
Municipal Councilor

Hon. Jessie B. Lacbawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurzen B. Jimmiwat
*Municipal
SK Federation President*

2. COMMITTEE ON HEALTH, NUTRITION, SANITATION AND ENVIRONMENT

Chairman: Hon. Lucas A. Bugatti
Vice Chairman: Hon. Romeo L. Haguyayap
Members: Hon. Agustina M. Ipan
Hon. Ruben P. Wacoy
Hon. Evelyn Y. Balenga

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

1. Health, sanitation or hygiene
2. Cleanliness and beautification of the community
3. Proposed measures related to hospitals, health centers and health programs
4. All matters relative to health and sanitation
5. Environment protection
6. Air and water pollution
7. Wanton destruction of the environment and its natural resources
8. All matters or measures affecting environment
9. All matters related to natural resources
10. Solid waste management
11. Food security and safeness

3. COMMITTEE ON AGRICULTURE, AGRARIAN REFORM, LIVELIHOOD, COOPERATIVE AND TRADE AND INDUSTRY

Chairman: Hon. Agustina M. Ipan
Vice Chairman: Hon. Ruben P. Wacoy
Members: Hon. Lucas A. Bugatti
Hon. Jessie B. Lacbawan
Hon. Juanito B. Gamboc

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

1. All matters affecting the cooperatives' development program of the government
2. Agricultural production
3. Agricultural facilities
4. Agrarian Reform Programs
5. Development of agri-business enterprise
6. All other related to agriculture, including plants and animals
7. Administration/operation of the public market ;
8. Measures pertaining to market rental fees and other market charges;
9. Improvement of market facilities and its premises;
10. Enactment / revision of the market code;
11. All other relating to market administration;
12. All matters relating to market cleanliness and security, improvement and rehabilitation, , equipment rentals, hollow block factory, current check-up of lease contract payments, proposed legislation re: control maintenance of the different enterprise, consumer protection, and motorized tricycle operators permit franchising; DECS-LGU gymnasium, price control of basic commodities;
13. Establishment operation of all kinds of trade and industry;
14. Measures that affect trade, commerce and industry;
15. All other matters related to trade, commerce, and industry.

Attested:

Hon. John D. Hangdaan
*Municipal Vice Mayor and
Presiding Officer*

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balenga
Municipal Councilor

Hon. Romeo L. Haguyayap
Municipal Councilor

Hon. Ruben P. Wacoy
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Hon. Pedro I. Binwag
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Hon. Juanito B. Gamboc
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Hon. Lucas A. Bugatti
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Hon. Jessie B. Lacbawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurzen B. Himmiwat
*Municipal
SK Federation President*

4. COMMITTEE ON INFRASTRUCTURE, PLANNING AND DEVELOPMENT SETTLEMENT ZONING

Chairman: Hon. Pedro I. Binwag
Vice Chairman: Hon. Jessie B. Lacbawan
Members: Hon. Lucas A. Bugatti
Hon. Ruben P. Wacoy
Hon. Evelyn Y. Balenga

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

1. Housing program;
2. Measure pertaining to land uses;
3. Zonification or zoning code enactment;
4. All matters related to housing and utilization
5. Construction, maintenance and repair roads, bridges and other government infrastructure projects;
6. Measures that pertain to drainage and sewerage system and similar projects;
7. All other matters related to public works and infrastructure projects;

5. COMMITTEE ON RULES, PUBLIC ORDER AND GOOD GOVERNANCE

Chairman: Hon. Jessie B. Lacbawan
Vice Chairman: Hon. Juanito B. Gamboc
Members: Hon. Agustina M. Ipan
Hon. Romeo L. Haguyayap
Hon. Pedro I. Binwag

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

1. Police matters
2. Maintenance of peace and order
3. Protective services
4. Fire prevention and control measures
5. Public morals
6. Sanggunian internal rules and violations thereof
7. Order of business and calendar of business
8. Disorderly conduct of members and investigation thereof
9. Enactment, revision or amendment of all kinds of ordinances except appropriation ordinance
10. Exercise of legislative powers (taxing power, police power, corporate power and propriety rights)
11. Legality of proposed measures to be acted upon by the Sanggunian
12. Review or ordinances and certain resolution submitted by lower level LGU's
13. Implementation of National Laws and enforcement of Local Ordinances and resolutions.

6. COMMITTEE ON SOCIAL SERVICES AND COMMUNITY DEVELOPMENT

Chairman: Hon. Ruben P. Wacoy
Vice Chairman: Hon. Agustina M. Ipan
Members: Hon. Lucas A. Bugatti
Hon. Jessie B. Lacbawan
Hon. Juanito B. Gamboc

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

Attested:

Hon. John D. Hangdaan
*Municipal Vice Mayor and
Presiding Officer*

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balenga
Municipal Councilor

Hon. Romeo L. Haguyayap
Municipal Councilor

Hon. Ruben P. Wacoy
Municipal Councilor

Hon. Pedro I. Binwag
Municipal Councilor

Hon. Juanito B. Gamboe
Municipal Councilor

Hon. Lucas A. Bugatti
Municipal Councilor

Hon. Jessie B. Lacbawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maureen B. Himmiwat
*Municipal
SK Federation President*

1. Social welfare services
2. All matters related to social welfare
3. Women's welfare rights and privileges
4. Women's organizations
5. Family welfare
6. All other matters related to women and family

7. COMMITTEE ON EDUCATION AND COMMUNICATION

Chairman: Hon. Romeo L. Haguyayap
Vice Chairman: Hon. Julio G. Bahatan
Members: Hon. Lucas A. Bugatti
Hon. Agustina M. Ipan
Hon. Evelyn Y. Balenga

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following::

1. Formal and non-formal education
2. Educational facilities
3. Operational of educational institutions, both private and public
4. All matters related to education and culture
5. All matters related to labor to disputes and conciliation, labor employment and manpower development; maintenance of industrial cooperation; labor education; recruitment training and placement or workers and employment; manpower promotion and development of labor intensive technology; overseas workers welfare;
6. Al matters related to civil service.
7. All matters related to communication.

8. COMMITTEE ON TOURISM, CULTURE AND TRANSPORTATION

Chairman: Hon. Evelyn Y. Balenga
Vice Chairman: Hon. Romeo L. Haguyayap
Members: Hon. Lucas A. Bugatti
Hon. Jessie B. Lacbawan
Hon. Ruben P. Wacoy

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

1. Promotion of culture and the arts
2. All matters related to tourism
3. All matters related to transportation.

9. COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT

Chairman: Hon. Maureen B. Himmiwat
Vice Chairman: Hon. Jessie B. Lacbawan
Members: Hon. Julio G. Bahatan
Hon. Pedro I. Binwag
Hon. Romeo L. Haguyayap

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the development of the youth and sports in the municipality.

Attested:

Hon. John D. Hangdaan
*Municipal Vice Mayor and
Presiding Officer*

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balenga
Municipal Councilor

Hon. Romeo L. Haguyayap
Municipal Councilor

Hon. Ruben P. Wacoy
Municipal Councilor

Hon. Pedro I. Binwag
Municipal Councilor

Hon. Juanito B. Gamboe
Municipal Councilor

Hon. Lucas A. Bugatti
Municipal Councilor

Hon. Jessig B. Lachawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurzen B. Himmiwat
*Municipal
SK Federation President*

10. COMMITTEE ON BARANGAY AFFAIRS

Chairman: Hon. Julio G. Bahatan
Vice Chairman: Hon. Pedro I. Binwag
Members: Hon. Romeo L. Haguyayap
Hon. Ruben P. Wacoy
Hon. Juanito B. Gamboe

This committee shall be composed of five (5) members including its Chairman and Vice Chairman, to which be referred all matters or request pertaining to or connected with the following:

1. Creation, division, merging, abolition or alternation or boundaries of barangays;
2. Naming or renaming of barangays
3. Review of barangays ordinances executive orders issues by the Punong Barangay
4. All matters pertaining to Barangay Government Affairs

11. SPECIAL COMMITTEE ON AWARDS AND RECOGNITION

Chairman: Hon. John D. Hangdaan
Vice Chairman: Hon. Lucas A. Bugatti
Members: Hon. Romeo L. Haguyayap
Hon. Agustina M. Ipan
Hon. Evelyn Y. Balenga

This committee shall be chaired by the Municipal Vice Mayor to which be referred all matters or request pertaining to or connected with the recognition to Hungduan Municipality-based winners of international, national, regional and provincial events in sports, creative skills and talents and other related competitions; recognition of “bibinnayug di Hungduan” who bring honor, prestige and pride to the humble municipality; appreciation of exceptional accomplishments worth emulating especially to the young generation.

RULES XII - COMMITTEE REPORTS

Section 1. Submission of Committee Reports. Every committee to which a particular measure is referred by the Presiding Officer shall submit its report in writing to the Sanggunian through the Secretary after finishing its task.

Section 2. Joint Committee or Multiple Committee Report. The committee report shall contain the following:

- a) Name of the reporting committee or committees;
- b) Brief statement of the subject matter referred to it and the action taken thereon including information gathered during the conduct of committee hearing or meetings and other relevant information;
- c) Findings or conclusions;
- d) Recommendations (either to “file away” or “to calendar it” for second reading)
- e) Names and signature of concurring members;
- f) Appendices (Minutes of the committee hearings or committees meetings, as the case may be).

Section 3. Discharge of Committee. A committee which failed to submit a committee report within the time required may be discharged by the Sanggunian from further consideration of the measure or question referred to it. Upon motion by any member, the said measure can be reassigned to another committee or submit to the body for proper disposition.

Attested:

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*Municipal Vice Mayor and
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Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balenga
Municipal Councilor

Hon. Romzo L. Haguyagap
Municipal Councilor

Hon. Ruben P. Wacog
Municipal Councilor

Hon. Pedro I. Binwag
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Hon. Juanito B. Gamboe
Municipal Councilor

Hon. Lucas A. Bugatti
Municipal Councilor

Hon. Jessic B. Labawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurzen B. Himmiwat
*Municipal
SK Federation President*

Section 4. Recommitting a measure. When the Sanggunian is not satisfied with the report of a particular committee on a measure referred to it, the same may be recommitted or returned to that committee for further study.

Section 6. Calendaring a measure for Second Reading. After the committee has rendered its report and is recommending favorably the enactment of a proposed ordinance it has "reported out", a copy of the proposed ordinance shall be furnished the Committee on Rules which shall calendar it for "second reading." Before the said proposed ordinance is sponsored on the floor, a copy thereof shall be furnished every Sanggunian member by the Committee Chairman concerned.

RULE XIII - JOURNAL AND RECORD OF PROCEEDINGS

Section 1. Record of Proceedings. The Sanggunian shall keep a journal and record of its proceedings which may be published upon resolution of the majority members thereof.

Section 2. Minutes. In addition to the journal of proceedings which is required by law (RA 7160) to be kept, the Sanggunian through the Secretary shall also record its proceedings in the form of a minutes which shall be submitted by the Secretary to the Sanggunian for appropriate action.

Section 3. Reading and consideration of Minutes. The minutes of the previous session shall be submitted by the Secretary to the Sanggunian during its succeeding regular session. The Sanggunian shall first determine if there are corrections to be made on the minutes and act on it accordingly before the same is adopted and becomes its property.

Consideration of the minutes shall not be dispensed with. Reading of the minutes verbatim may be dispensed with if the members were already furnished a copy beforehand. Being all responsible men and women, the members are presumed to have read the minutes already before they came to the session. In any case, the minutes submitted by the secretary shall be acted upon by the members present, one way or the other.

Section 4. Contents of the minutes. The minutes shall contain the following:

- a) Place, date and time of the session whether regular or special;
- b) Name of members present therein and those who are absent;
- c) Action taken on the minutes of the previous session including the correction if any; names of those who adopted the minutes under consideration and those who did not, if any;
- d) Text of every measure (resolution or ordinance, etc.) adopted or enacted.
- e) Brief resume of the minority opinion, if any;
- f) The ayes or nays or yes or no on every question (measure and if voting is done thru nominal or roll call vote, the names of those who voted on either side;
- g) All motions presented or proposed, whether lost or carried, except those withdrawn.
- h) Full text of the veto message of the local chief executive, if any;
- i) Time of adjournment.

Section 5. Signing of minutes. The original copy of the minutes shall be signed by the members who adopted it at the appropriate space therein. The Presiding Officer at that particular session and the Secretary shall also sign or affix their signatures on the said minutes.

Section 6. Excerpts. Excerpts to be taken out of the minutes shall be certified and attested to as correct by the Secretary and the Presiding Officer on that particular session, respectively.

Attested:

Hon. John D. Hangdaan
*Municipal Vice Mayor and
Presiding Officer*

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balenga
Municipal Councilor

Hon. Romeo L. Haguyayap
Municipal Councilor

Hon. Ruben P. Wacoy
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Hon. Pedro I. Binwag
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Hon. Juanito B. Gamboe
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Hon. Lucas A. Bugatti
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Hon. Jessie B. Lacbawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maurzen B. Himmiwat
*Municipal
SK Federation President*

RULE XIV - RULES ON MOTIONS

Section 1. The following motions require a SECOND, viz:

- a) Adjourn
- b) Adopt a report or resolution except when proposed by the reporting committee Chairman or Member;
- c) Amend;
- d) Appeal from the decision of the Chair;
- e) Commit or refer to a Committee
- f) Expunge;
- g) Extend or limit the time for debate;
- h) Fix the time to which to adjourn;
- i) Lay on the table;
- j) Postpone definitely;
- k) Postpone indefinitely;
- l) Call for the Previous Question;
- m) Recess;
- n) Reconsider;
- o) Reconsider and have entered on the minutes;
- p) Rescind or repeal;
- q) Suspend the Rules;
- r) Take from the table;
- s) All main motions.

Section 8. A motion to amend (amendment of the first degree) and motion to amend an amendment (amendment of the second degree) may be withdrawn but only before a decision is made thereon.

Section 9. A motion can be withdrawn only when it is not yet being discussed or debated upon by the body. Otherwise any request to withdraw it shall require a vote by general consent and if there is an objection raised for its withdrawal, a majority vote of the members present is required.

RULE XV - DISCIPLINARY ACTIONS

Section 1. Penalty. Any member who commits an act in transgression of the foregoing Internal Rules of Procedure shall be punished with the corresponding penalties hereunder prescribed, to wit:

a. Absence during Regular session	P200.00
b. Absence during Special session	200.00
c. Absence during Committee Meetings/Public Hearings	200.00
d. Absence during flag ceremony except for ex-officio members	100.00
e. Absence during duty day	50.00

The following shall be the officers on duty:

Wednesday: Hon. Juanito B. Gamboc
Hon. Agustina M. Ipan
Hon. Jessie B. Lacbawan

Thursday: Hon. Pedro I. Binwag
Hon. Ruben P. Wacoy

Friday: Hon. Romeo L. Haguyayap
Hon. Evelyn Y. Balenga
Hon. Lucas A. Bugatti

Exemptions:

- If absent with valid reason such as official business, on an emergency call and sickness (or any of the members of immediate family).
- On official business, a travel order must be signed before going and a certificate of appearance should be presented upon reporting to office.

Attested:

Hon. John D. Hangdaan
Municipal Vice Mayor and
Presiding Officer

Hon. Agustina M. Ipan
Municipal Councilor

Hon. Evelyn Y. Balznga
Municipal Councilor

Hon. Romzo L. Hagugayap
Municipal Councilor

Hon. Ruben P. Wacog
Municipal Councilor

Hon. Pedro I. Binwag
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Hon. Juanito B. Gamboe
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Municipal Councilor

Hon. Jessic B. Lachawan
Municipal Councilor

Hon. Julio G. Bahatan
Liga ng mga Barangay President

Hon. Maureen B. Himmiwat
Municipal
SK Federation President

f. Conviction by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude. Automatic expulsion

g. Not wearing the prescribed uniform P50.00

The prescribed uniform shall be:

Special Session: short sleeve barong & black pants with black shoes

Regular session: long sleeve barong & black pants with black shoes

f. h. Misconduct:

- Drunkenness 100.00
- Smoking and chewing beetle nut during the regular session 50.00
- Going out of the session hall during regular session without permission 50.00
- Tardiness: During session 50.00
- Vandalism 100 and restoration of damaged property
- Abstention 100.00
- Disorderly conduct such using injurious or defamatory remarks 50.00
- Going out of the session hall without permission when session is going on 50.00
- Reading newspapers, magazines, books and texting during sessions 50.00
- Three consecutive times violation of the Internal Rules of Procedure 200.00
- Unjustified absence for four consecutive times without prejudice of filing an administrative charge 1,000.00
- Refusal to perform the task assigned by the Sanggunian or the committee of which he is assigned 50.00

Section 2. Requisites. The penalty of suspension or expulsion to be imposed shall require the concurrence of at least two-thirds (2/3) vote of all the members of this Sanggunian. For other kinds of penalty, only a majority vote of all the members of the Sanggunian shall suffice.

Section 3. Initiation of Action and conduct of Investigation. The Committee on Rules shall take cognizance of all the offenses enumerated in the preceding section committed by any member, i.e. including the regular presiding officer and shall initiate the necessary disciplinary action. It shall forthwith conduct the necessary fact-finding investigation and thereafter shall submit its committee report together with the corresponding recommendation for consideration of the Sanggunian sitting en banc.

RULE XVI. MISCELLANEOUS PROVISIONS

Section . Collection of Fines and its disposition. The SB Secretary shall collect the fines as maybe imposed by this Sanggunian through salary deduction and shall accrue as a special fund of the Sangguniang Bayan. The use shall be for special operations of the Sangguniang Bayan to be determined upon by a majority of its members.

RULE XVII. AMENDMENTS

Section 1. This Internal Rules of Procedure may be amended at any regular session by two-thirds (2/3) vote of all the members of this Sanggunian, provided that prior notice of such proposes amendment is given to all the members of the Sanggunian, and provided further that no provision herein is based on, or prescribed by existing laws shall be amended.

RULE XVIII - EFFECTIVITY

Section 1. This resolution shall take effect upon its approval.

RESOLVED FURTHER, to furnish copies of this resolution to the Provincial Field Office, Department of Interior and Local Government, Lagawe, Ifugao and DILG, CAR, Baguio City for

their information and reference.

ADOPTED AND APPROVED this 1st day of July, 2010 by the Sangguniang Bayan of Hungduan, Ifugao.

Certified Correct:

JOCELYN H. DULNUAN
Secretary to the Sangguniang Bayan

ATTESTED:

JOHN D. HANGDAAN
Municipal Vice Mayor

AGUSTINA M. IPAN
SB Member

EVELYN Y. BALENGA
SB Member

ROMEO L. HAGUYAYAP
SB Member

RUBEN P. WACOY
SB Member

PEDRO I. BINWAG
SB Member

JUANITO B. GAMBOC
SB Member

LUCAS A. BUGATTI
SB Member

JESSIE B. LACBAWAN
SB Member

JULIO G. BAHATAN
Liga ng mga Brgy. President

MAUREEN B. HIMMIWAT
SK Federation President