



Republic of the Philippines  
**MUNICIPALITY OF SANTO DOMINGO**  
Province of Ilocos Sur

**OFFICE OF THE SANGGUNIANG BAYAN**

**RESOLUTION NO. 081**  
**Series of 2019**

**RESOLUTION UPDATING THE INTERNAL RULES OF PROCEDURE FOR 2019 - 2022 OF THE SANGGUNIANG BAYAN OF SANTO DOMINGO, ILOCOS SUR**

**WHEREAS**, in order to facilitate a more effective legislation, there is a need to update the Internal Rules of Procedure of the Sangguniang Bayan of Santo Domingo, Ilocos Sur to meet the growing complexities of the society;

**NOW, THEREFORE, considering the foregoing premise**, on motion duly made and seconded, this August Body, in a session duly assembled hereby:

**RESOLVED, as it is hereby resolved**, to update the Internal Rules of Procedure of the Sangguniang Bayan of Santo Domingo, Ilocos Sur, to wit:

**RULE I - COMPOSITION OF THE SANGGUNIANG BAYAN**

**Section 1.** The composition of this Sanggunian shall be provided by existing laws, specifically by RA 7160 otherwise known as the "Local Government Code of 1991."

**RULE II - POWERS, DUTIES AND FUNCTION OF THE SANGGUNIAN**

**Section 1.** The power, duties and function of this Sanggunian shall be as provided for under Rule XVII of the Rules and Regulations Implementing the Local Government Code of 1991.

**RULE III - DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS**

**Section 1.** Every member of this Sanggunian shall make a full disclosure of his financial and business interest as required of him under Art. 104, Rule XVII of the Rules and Regulation Implementing the Local Government Code of 1991.

**Section 2.** Every member shall attend all of the session of this Sanggunian unless he is prevented from doing so by reason of sickness or other unavoidable circumstances provided that, as a general rule, previous notice thereto shall be sent to the Sanggunian through the Presiding Officer or the Secretary.

**Section 3.** As a general rule, every member is required to vote on every question or proposed measure being voted upon by the Sanggunian. Abstentions may be allowed only if it can be shown that the member concerned has pecuniary interest, either directly or indirectly, on the matter being acted upon by the body.

**Section 4.** Every member shall observe proper deportment and decorum during sessions. Saying bad words while in session is prohibited.

**Section 5.** The attire for every Regular Session shall formal attire such as barong. The attire for every special session shall be smart casual.



#### **RULE IV - PRESIDING OFFICER**

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

- (a) To preside over sessions of the Sanggunian.
- (b) To exact from all the members present during sessions proper deportment and decorum.
- (c) To enforce the Internal Rules and Procedures of the Sanggunian.
- (d) To maintain order during sessions and render a ruling to questions of order, subject to appeal by the member concerned to the body for final decision.
- (e) To sign all the legislative document, papers, or checks requiring his signature.
- (f) To declare a recess during sessions anytime he deems it necessary.
- (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 circumstances.
- (h) To make brief remarks, comments or clarificatory questions on any measure pending 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 V – TEMPORARY PRESIDING OFFICER**

**Section 1.** There shall be a Presiding Officer to be elected from among the members of the Sanggunian 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.

**Section 2.** In the event of the inability of the Regular Presiding Officer to preside over a Sanggunian session, the members present thereby constituting a quorum shall elect among themselves a "Temporary Presiding Officer".

**Section 3.** The Temporary Presiding Officer shall certify within ten (10) days from the passage of Ordinance enacted, or resolutions adopted by the Sanggunian in the session over which he temporarily presided.

**Section 4.** While presiding, the Temporary Presiding Officer shall have no right to vote even if there is 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.



## **RULE VI – DUTIES AND RESPONSIBILITIES OF THE SECRETARY TO THE SANGGUNIAN BAYAN**

**Section 1.** The Secretary to the Sanggunian Bayan shall:

- a) Attend meetings of the Sangguniang Bayan and keep the minutes of its proceedings;
- b) Record in a book kept for the purpose, all ordinances and resolutions enacted and adopted by the Sangguniang Bayan with the date of their enactment and publication;
- c) Forward to the Municipal Mayor for appropriate action Ordinances and Resolutions enacted or adopted by the Sangguniang Bayan which has been certified as such by the Presiding Officer within ten days after their enactment or adoption;
- d) Keep and affix the Sanggunian Seal on all Ordinances and Resolutions signed by the Municipal Mayor;
- e) Attest to all Ordinances and Resolutions adopted by the Sangguniang Bayan and approved by the Municipal Mayor;
- f) Forward to the Sangguniang Panlalawigan for review copies of approved Resolutions and Ordinances within 72 hours after their approval;
- g) Upon request, furnish certified copies, upon approval of the Vice-Mayor, of all records and documents in his charge, not otherwise classified as confidential, upon payment to the Local Treasurer of the fees prescribed by Ordinance;
- h) Keep in his office all records therein which are not confidential in character open to the public during the usual business hours;
- i) Act as custodian of the Municipal Library and archives, if any, and annually account the properties therein; and
- j) Exercise such other powers and perform such other duties and functions, as may be prescribed by law or ordinance and, where applicable, head the Legislative Back Staffing Committee.

## **RULE VII - REGULAR AND SPECIAL SESSIONS**

**Section 1.** The Regular Session of the Sangguniang Bayan shall be once a week to be held at the Municipal Session Hall, unless the August Body agrees by majority vote to be held in some other places, **every Monday nine o' clock in the morning**. However, if the day of the regular session falls on a holiday or a red mark on the calendar, the day of session shall be held on the next working day.

**Section 2.** Special Sessions, may be called by the Municipal Mayor or by a majority of the members of this Sanggunian.

**Section 3.** In special sessions, a written notice of the members of the Sangguniang Bayan stating thereto the date, time and purpose of the Session shall be served personally or left with a member of his/her household at his/her usual place of residence within twenty four (24) hours before the session.



**Section 4.** Unless otherwise agreed upon by two-third (2/3) vote of the members present, there being a quorum, no other matters may be considered at a special session except those stated in the notice.

**Section 5.** 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 6.** No two (2) sessions, whether regular or special, may be held in a single day.

**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 a quorum, in order to finish very important business which needs immediate action.

**Section 8. SPECIAL ACTIVITIES --** The members of the Sangguniang Bayan shall be required to:

- a) To attend, upon proper notice duly served for such purpose, all special activities conducted in the municipality such as Yuletide Celebration, Rizal Day Celebration, New Year's Ball, Independence Day Celebration, Town fiestas and the like and such other activities duly agreed by the Body such as cleaning and clearing of roads right during the aftermath of a typhoon and such other calamities.

#### **RULE VIII - QUORUM**

**Section 1.** A majority of the members present of the Sanggunian who have been *elected* and *qualified* shall constitute a quorum to transact official business (1/2 + 1).

**Section 2.** Other interpretations to the contrary notwithstanding, the term elected and qualified shall be construed to include not only the regular member but also the ex-officio members and sectoral representatives, if any, 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:

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

**Section 4. No quorum at the start of the session.** When the appointed time has come to start the regular session, the Presiding Officer (regular or temporary, as the case may be) shall call the session to order, *with or without a quorum*.



In the absence of quorum after calling the session to order, the Presiding Officer may perform any of the following:

He may adjourn the session from hour to hour if he would like to wait for other members who may be late in coming to the session;

1. He may adjourn the session from day to day; or
2. He may adjourn the session for lack of quorum.

**Section 5. No quorum during the session.** During a session which was started with a quorum and a lack of quorum is raised by any member, the Presiding Officer shall immediately cause the reading of 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 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 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, *motu proprio*, or upon proper motion from the floor duly adopted by the body, then declare the session adjourned for lack of quorum.

#### **RULE IX – ORDER OF BUSINESS**

**Section 1.** The order of business shall be as follows:

- a) Call to Order
- b) Opening Prayer
- c) Roll Call (could be dispensed with if the attendance sheet is signed by the members present).
- d) Reading and consideration of the minutes of the previous session/meeting.
- e) Privilege hour
- f) Reading and referral of communications
- g) First Reading and referral of proposed measures
- h) Committee Reports
- i) Calendar of Business
  - Unfinished Business
  - Business for the day
  - Unassigned Business
- j) Announcements (if any)
- k) Adjournment.

**Section 2.** The Calendar of Business shall be prepared by the Sangguniang Bayan Secretary in coordination with the Committee Chair on Rules and Privileges and a copy thereof shall be furnished 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.