

**REPUBLIC OF THE PHILIPPINES
BATANGAS CITY**

OFFICE OF THE SANGGUNIANG PANLUNGSOD

**EXCERPT FROM THE MINUTES OF THE INAUGURAL SESSION HELD BY THE
MEMBERS OF THE SANGGUNIANG PANLUNGSOD OF BATANGAS CITY
ON JULY 5, 2022 AT THE SANGGUNIANG SESSION HALL**

PRESENT:

Hon. Alyssa Renee A. Cruz,	Presiding Officer
Hon. Hamilton G. Blanco,	Councilor
Hon. Karlos Emmanjuel A. Buted,	“
Hon. Andrea Loise F. Macaraig,	“
Hon. Nestor E. Dimacuha,	“
Hon. Oliver Z. Macatangay,	“
Hon. Armando C. Lazarte,	“
Hon. Nelson J. Chavez,	“
Hon. Jose Jonash Luis F. Tolentino,	“
Hon. Zester Carlo M. Hernandez,	“
Hon. Isidra “Ched” M. Atienza,	“
Hon. Lorenzo A. Gamboa,	“
Hon. Michael C. Villena,	“
Hon. Angelito “Dondon” A. Dimacuha,	(ABC-Rep.)
Hon. Marjorie A. Manalo,	(SK-Rep.)

“On motion of Councilor Nestor “Boy” Dimacuha seconded by Councilor Chavez, the following Resolution was adopted:

RESOLUTION NO. 22-150 S. 2022

**APPROVING THE INTERNAL RULES OF PROCEDURE OF THE
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RESOLVED, to approve the Internal Rules of Procedure of the Sangguniang Panlungsod of Batangas City as follows:

**THE INTERNAL RULES OF PROCEDURE OF THE
SANGGUNIANG PANLUNGSOD 2022**

PREAMBLE

We, the Members of the Sangguniang Panlungsod of the City of Batangas, in order to fulfill our constitutional duty to promulgate ordinances and resolutions to promote the general welfare of our people, through the preservation and enrichment of culture, promotion of health and safety, enhancement of the right of the people to a balanced ecology, improvement of public morals, economic prosperity and social justice, hereby promulgate and pledge faithful obedience to these Rules.

RULE I. – FUNDAMENTAL PRINCIPLES

SECTION 1. Every member has the same rights as those of any of his/her colleagues. Each one has the right to vote and be voted upon proposed motions, discuss and decide questions, and to exercise any of the prerogatives that attach to his membership in the Sangguniang Panlungsod subject to restrictions as when he/she is ruled out of order or when he/she repeatedly makes frivolous motions or subjected to some disciplinary action for indecorum.

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SECTION 2. The assembly must ensure majority rule.

SECTION 3. The minority must be protected or respected. Complementary to the majority rule, the minority has the right to speak and be heard on any measure brought before the Sanggunian/Committee as well as to employ any parliamentary device to prevent action on, or approval of any question to which its members are opposed.

RULE II. COMPOSITION OF THE SANGGUNIANG PANLUNGSOD

SECTION 1. The Sangguniang Panlungsod, the legislative body of the City, shall be composed of the City Vice-Mayor as presiding officer, the Regular Sanggunian Members, the President of the City Chapter of the Liga ng mga Barangay as ex-officio member, the President of the Panlungsod na Pederasyon ng mga Sangguniang Kabataan as ex-officio member, as members.

SECTION 2. The Regular Members of the Sangguniang Panlungsod and the ex-officio members shall assume office on the day and in the manner provided for by law.

RULE III. – THE PRESIDING OFFICER

SECTION 1. The City Vice Mayor shall be the Presiding Officer of the Sangguniang Panlungsod. The Presiding Officer shall only vote to break a tie.

SECTION 2. In the event of the inability of the Regular Presiding Officer to preside at the Sanggunian session, the members present and constituting a quorum shall elect from among themselves a temporary Presiding Officer. He shall certify within ten (10) days from the passage of ordinances enacted and resolution adopted by the Sanggunian in the session over which he temporarily presided.

SECTION 3. The Powers, Duties and Functions of the City Vice Mayor. – The Vice Mayor shall:

- 1) Be the Presiding Officer of the Sangguniang Panlungsod and sign all warrants drawn on the city treasury for all expenditures appropriated for the operation of the Sangguniang Panlungsod.
- 2) Subject to civil service law, rules and regulations, appoint all officials and employees of the Sangguniang Panlungsod, except those whose manner of appointment is specifically provided in the Local Government Code of 1991;
- 3) Assume the office of the City Mayor for the unexpired term of the latter in the event of permanent vacancy as provided for in Section 44, Book 1 of the Code;
- 4) Exercise the powers and perform the duties and functions of the City Mayor in cases of temporary vacancy as provided for in Section 46, Book I of the Code;

SECTION 4. Role as Presiding Officer – As a member of the organization, he is entitled to participate in the deliberation of any question before the assembly, but this he should do only from the floor after surrendering the Chair temporarily to some other member.

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Further, the other functions of the Presiding Officer are the following:

- A. Remain impartial during debate – the presiding officer must relinquish the chair in order to debate the merits of a motion;
- B. Vote only to break a tie;
- C. Determine that a quorum is present before transacting business;
- D. Introduce business in proper order;
- E. Recognize speakers;
- F. Determine if a motion is in order;
- G. Keep discussion germane to the pending motion;
- H. Maintain order;
- I. Put motions to a vote and announce results; and
- J. Employ unanimous consent (general consent) when appropriate;

SECTION 5. Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

RULE IV. – POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIANG PANLUNGSOD

SECTION 1. The Sangguniang Panlungsod, as the legislative body of the city, shall enact ordinances, approve resolutions and appropriate funds for the general welfare of the City and its inhabitants pursuant to Section 16 of the Local Government Code and in the proper exercise of the corporate powers of the City as provided for under Section 22 of the Code, and shall exercise those powers, duties and functions as provided in Section 458 of the Local Government Code and those embodied in the Chapter of Batangas City.

RULE V. – THE SECRETARY

SECTION 1. The Qualifications, Powers and Duties

- a) The Secretary to the Sanggunian shall be a career official with the rank and the salary equal to a head of department or office.
- b) No person shall be appointed Secretary to the Sanggunian unless he is a citizen of the Philippines, a resident of the local government unit concerned, of good moral character, a holder of a college degree, preferably in law, commerce or public administration from recognized college or university and a first grade civil service eligible or its equivalent.
- c) The Secretary to the Sanggunian shall take charge of the Office of the Secretary to the Sanggunian and shall:
 - 1) Attend sessions and meetings of the Sanggunian and keep a journal of its proceedings;

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- 2) Keep the seal of the local government unit and affix the same with his signature to all ordinances, resolutions and other official acts of the Sanggunian and present the same to the Presiding Officer for his signature;
- 3) Forward to the City Mayor for approval, copies of ordinances enacted by the Sanggunian and duly certified by the Presiding Officer or temporary Presiding Officer within ten (10) days upon enactment by the Sanggunian;
- 4) Forward to the Sangguniang Panlalawigan copies of duly approved ordinances, in the manner provided in Section 56 under Book 1 of the Code;
- 5) Furnish, upon request of any interested party, certified copies of records of public character in his custody, upon payment to the treasurer of such fees as may be prescribed by ordinance;
- 6) Record in a book kept for the purpose, all ordinances and resolutions enacted or adopted by the Sanggunian, with the dates of passage and publication thereof;
- 7) Keep his office and all non-confidential records therein open to the public during the usual business hours;
- 8) Translate into the dialect used by the majority of the inhabitants all ordinances and resolutions immediately after their approval and cause the publication of the same together with the original version in the manner provided under the code;
- 9) Take custody of the local archives and, where applicable, the local library and annually account for the same;
- 10) Prepare the Calendar of Business or Agenda of the Sanggunian as concurred in by the Presiding Officer and furnish each member a copy thereof not less than twenty four (24) hours before every regular session;
- 11) Transmit to the proper committees all matters referred to them by the Sanggunian or the Presiding Officer;
- 12) Send out appropriate notices of all called session;
- 13) Furnish the Office of the City Mayor and City Legal Officer and each member of the Sanggunian with every approved ordinance, resolution and other official acts of the Sanggunian which they are entitled to receive;
- 14) Perform other duties as the Sanggunian or its Presiding Officer may direct; and
- 15) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance relative to his position.

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RULE VI. – THE COMMITTEES

SECTION 1. The Sangguniang Panlungsod shall create standing committees which shall include, but shall not be limited to:

- a. Committee on Appropriations
- b. Committee on Women and Family
- c. Committee on Human Rights
- d. Committee on Youth and Sports Development
- e. Committee on Trade, Commerce, Industry and Operation of Markets
- f. Committee on Transportation
- g. Committee on Environment and Urban Development, Land Use and Zoning
- h. Committee on Banks and Financial Institutions
- i. Committee on Public Lands
- j. Committee on Games and Amusement
- k. Committee on Tourism
- l. Committee on Scientific Advancement
- m. Committee on Health
- n. Committee on Social Welfare
- o. Committee on Archives and Historical Matters
- p. Committee on Accreditation
- q. Committee on Social Media and Online Transactions
- r. Committee on Fire and Risk Reduction
- s. Committee on Labor and Employment
- t. Committee on Civil Service
- u. Committee on Public Information and Communication
- v. Committee on Laws, Rules and Regulations
- w. Committee on Codification of Laws
- x. Committee on Anti-Poverty and Informal Settlers
- y. Committee on Migrant Workers
- z. Committee on National Cultural Communities
- aa. Committee on Agriculture and Cooperatives
- bb. Committee on Engineering and Public Works
- cc. Committee on Ways and Means
- dd. Committee on Peace and Order and Public Safety
- ee. Committee on Education
- ff. Committee on Senior Citizens and Persons With Disabilities
- gg. Committee on Ethics and Good Government
- hh. Committee on Barangay Affairs

SECTION 2. The General Jurisdictions of the following committees are as follows:

- a. Committee on Appropriations – All matters relating to funds for expenditures of the City Government and for payment of public indebtedness, claim against the government and in general all matters pertaining to public expenditures.
- b. Committee on Women and Family – All matters relating to the promotion of the welfare of the family and women.

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- c. Committee on Human Rights - All matters relating to the enhancement, protection and safeguard of human rights.
- d. Committee on Youth and Sports Development – All matters relating to youth welfare and sports development.
- e. Committee on Trade, Commerce, Industry and Operation of Markets – All matters relating to trade, commerce, industry and operation of markets, public or private.
- f. Committee on Transportation – All matters relating to land, water and air transportation in general.
- g. Committee on Environment and Urban Development, Land Use and Zoning – All matters relating to environment, natural resources, landed estate, urban development, land use/zoning, housing and other related facilities and development.
- h. Committee on Banks and Financial Institutions – All matters relating to the establishment and operation of banks and financial institutions.
- i. Committee on Public Lands – All matters relating to the lands of public domain, survey and registration of titles.
- j. Committee on Games and Amusement – All matters relating to games and amusement conducted by private persons and entities.
- k. Committee on Tourism – All matters relating to tourism.
- l. Committee on Scientific Advancement – All matters relating to science and technology, research, development and advancement.
- m. Committee on Health – All matters relating to public health and hygiene in general.
- n. Committee on Social Welfare – All matters relating to social welfare and development.
- o. Committee on Archives and Historical Matters – All matters relating to records of historical relevance and value.
- p. Committee on Accreditation – All matters relating to the accreditation of NGO's.
- q. Committee on Social Media and Online Transactions – All matters relating to any social media platform and transactions made through the use of the internet.

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- r. Committee on Fire and Risk Reduction – All matters relating to fire, natural calamities and Disaster Risk Reduction.
- s. Committee on Labor and Employment – All matters relating to labor, employment and labor standards.
- t. Committee on Civil Service – All matters relating to civil service.
- u. Committee on Public Information and Communication – All matters relating to public information and communication.
- v. Committee on Laws, Rules and Regulations – All matters relating to parliamentary procedure of the Sangguniang Panlungsod, creation of Committees, questions of validity of ordinances and resolutions, rules and regulations that may be brought to the Sangguniang Panlungsod for comments or resolution or approval and Order and Calendar of Business for each session.
- w. Committee on Codification of Laws – All matters relating to codification of City Ordinances.
- x. Committee on Anti-Povety and Informal Settlers – All matters relating to measures on Anti-Poverty and Informal Settlers.
- y. Committee on Migrant Workers – All matters relating to Migrant Workers in Batangas City.
- z. Committee on National Cultural Communities – All matters relating to the welfare of the national cultural communities.
- aa. Committee on Agriculture and Cooperatives – All matters relating to agriculture generally, including animal industry, extension services, farm credit and others.
- bb. Committee on Engineering and Public Works – All matters relating to construction, maintenance and repair of public buildings, roads, bridges and other public works.
- cc. Committee on Ways and Means – All matters relating to revenue generally or sources of income for the City Government.
- dd. Committee on Peace and Order and Public Safety – All matters relating to the peace and order and public safety situations in Batangas City.
- ee. Committee on Education – All matters relating to education including all matters relative to public and private educational institutions.

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- ff. Committee on Senior Citizens and Person with Disabilities – All matters relating to the welfare of senior citizens and persons with disabilities.
- gg. Committee on Ethics and Good Government – All matters relating to the observance of the Code of Conduct and Ethical Standards of Public Officials and Employees.
- hh. Committee on Barangay Affairs – All matters relating to Barangay Affairs.

SECTION 3. Special Committees or Committee of the Whole, may be created by the Sanggunian on Special purposes and as the need for them arises, who shall be chaired by the Presiding Officer.

SECTION 4. Committee Procedures

- a. The Presiding Officer shall not be a member of any standing committee but may be designated by the Sanggunian as chairman of a special committee created for special purposes.
- b. The ex-officio members of the Sangguniang Panlungsod may be considered in the membership of the standing committees of the Sangguniang Panlungsod other than the Committee on Barangay Affairs for ABC President and Committee on Youth for the SK Federation President.
- c. No member shall be elected to any committee which has jurisdiction over a matter regarding which such member has a direct personal or precaution interest.
- d. Committee shall meet at the call of their respective chairman or a majority of their members, provided due notice is served upon each and every member thereof.
- e. A majority of the members of a committee shall constitute a quorum to do business. Unexplained absences in three successive committee meetings shall operate to relinquish membership therein.
- f. When a vacancy occurs in a committee, the members of the committee may authorize any of the Sangguniang Panlungsod members to temporarily represent them as members of the committee regarding one issue.
- g. Any committee may request, through the Presiding Officer, the appearance before it of any official or employee of the City over which the Sanggunian exercises jurisdiction. Any person may appear at a committee meeting and present his views on matters before it at such time as the committee may designate. However, during final deliberation, no person shall be present except the committee members and such employees of the Sanggunian as are necessary to facilitate the performance of its functions.
- h. All committees shall report to the Sanggunian on every matter referred to them by

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the Presiding Officer. When a measure is referred to two or more standing committees, the committees concerned may submit a joint or a separate report thereon.

- i. Committee reports shall be adopted formally, securing signatures of committee members in lieu of a formal meeting is prohibited.
- j. A committee member unless he has entered his objections to the committee report or, in lieu thereof, has filed with the secretary his dissenting vote in writing before the report is submitted to the body in open session, shall be presumed to have concurred in the report and shall thus be precluded from opposing it on the floor.
- k. A committee, reporting out a proposed ordinance and/or resolution shall submit a copy of its report and a copy of the proposed ordinance and/or resolution to the Secretary of the Sanggunian who shall calendar the same for second reading. Copies thereof shall also be furnished every Sanggunian member preparatory to its consideration on the floor. Failure of which the said reports shall not be tackled on the said session.
- l. A committee which has failed to submit a report or a particular question or for any similarly valid reason, may be discharged by the body from further consideration of said question and may, through the same motion, assign it to another committee or submit the question to the body for disposition.
- m. In the conduct of committee hearing and legislative inquiries the following rules shall be strictly observed.
 - 1) All persons attending the hearing shall observe proper behavior and decorum.
 - 2) All SP members present during the hearing shall be allowed to propound questions to the invited guests or officials and questions should be relevant to the merits of the pending questions or issues. The relevancy shall be decided by the Chairman of the Committee.
 - 3) Indecorous behavior, abusive remarks and innuendoes, hearsay statement shall be stricken out of the record upon order of the Chairman and the person guilty of such offense shall be censured or be excluded from the session hall or committee hearing room.
 - 4) Due respect should always be accorded to the invited guest and all remarks and answer shall always be addressed to the Committee Chairman, avoiding personalities.
 - 5) Once a person has been formally recognized by the Chair, he is the only person allowed to speak at the moment.
 - 6) A member of the Committee must be protected in his right to speak, so long as he observes the rules of decorum and confines himself to the subject which has become the "pending questions".

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- 7) Only such business as was specified or included in the notice of the meeting/hearing can be legally taken up in such meeting or hearing.
- 8) The statement or remarks are restricted to the measures under discussion and neither its proposer nor his motives can be discussed.
- 9) Acts and phrases which offend a Committee member or any public officials shall be deemed to be unparliamentary.
- 10) No committee member or any person under any circumstance and during the discussion or debate, shall use offensive or improper language against another member or against any invited guest or officials of the government.
- 11) When a member or any person, by word or deed, violates any rule, the chairman, motu proprio or at the instance of any member, may call him to order. The improper or objectionable words shall be stricken off the record.
- 12) The Committee may order the public excluded from the gallery and the doors of the session hall closed in the interest of public safety, order and confidentiality.
- 13) In the conduct of legislative inquiries the following fundamental rules shall also be strictly observed:
 - (a) All discussion, remarks and inquiries are to be addressed to the Chairman.
 - (b) Not to addressed or refer to officers or officials by name and reference must be made in respectful manner.
 - (c) Confine discussion to the immediately pending questions.
 - (d) Courteous in language and avoiding remarks of a personal nature.
 - (e) Respect to the right of a person against self incrimination and the right to remain silent on matters of confidentiality.

RULE VII. – ENTOURAGE OF SP MEMBERS & INSTALLATION OF MACE

SECTION 1. The SP Secretary shall call and acknowledge every SP regular member, prior to the start of the regular session on every first Tuesday of the month, **installation of Mace succeeds.**

RULE VIII. – PAPERLESS SESSIONS

SECTION 1. – (a) The session of the Sanggunian may either be regular or special.

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1. The Regular Session of the Sangguniang Panlungsod is hereby fixed on **TUESDAY of every week at exactly 1:00 o'clock in the afternoon** at the Session Hall of the Sangguniang Panlungsod Building.
2. Upon the approval of the majority of the Sangguniang Panlungsod, sessions can be held anywhere within the jurisdiction of the City provided that a resolution be passed by the Sanggunian before the next Regular Session.

SECTION 2. SPECIAL SESSION

- (i) When public interest so demands, special session may be called by the City Mayor or by a majority of the Members of the Sanggunian.
- (ii) A written notice to the Sanggunian members stating the date, time and purpose of the meeting 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. However, if the matter is considered urgent by the City Mayor or the City Vice Mayor, the Sanggunian members shall be given a written notice of the special session at least twelve (12) hours before the special session.
- (iii) 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.
- (b) All Sanggunian Session shall be open to the public unless a closed door session is ordered by an affirmative vote of a majority of the members present, there being a quorum, in the public interest or for reason of security, decency or morality.
- (c) No two (2) sessions, whether regular or special, may be held in a single day.
- (d) The Sanggunian shall keep a journal and record of its proceedings which may be published upon resolution of the Sanggunian.

SECTION 3. THE E-LEGISLATIVE SYSTEM

- (i) The E-Legislative System is developed to ease off the use of manual processing of documents. It is more manageable and trackable. It allows the users to collaborate and use technology to further improve the delivery of its mandates and functions.
- (ii) It shall have the following features.
 1. More efficient tracking and monitoring of legislative processes;
 2. Easy access and retrieval of legislative documents for reference and for printing;

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3. Generate reports of draft resolutions and ordinances;

SECTION 4. APPLICATION/USE

- (i) The Sangguniang Panlungsod shall conduct its sessions through the E-Legislative System.
- (ii) All documents such as Order of Business and all its attachments, minutes of the SP Sessions, draft resolutions and ordinances for the first, second, and final readings, Committee Report, and other pertinent communications needed for SP Sessions shall be attached from e-copies sent through emails to the Secretariat email address by their sources, or origin-sender and shall be uploaded in the E-Legislative System.
- (iii) Items to be uploaded and included for the next paperless session shall be received not later than every Monday at 12 o'clock noon. However, urgent matters certified by the City Mayor may be received in email from any time before the session starts.
- (iv) All documents included in the Order of Business uploaded in the system shall be available to, and may be opened by each member of the SP through the E-Legislative System.
- (v) Strong internet connection shall be maintained within the Sangguniang Panlungsod Session Hall for faster forwarding of communications and access to any related data needed during paperless sessions.

RULE IX. - QUORUM

- (a) A majority of all the Members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact official business.
- (b) Should a question of quorum be raised during a session, the Presiding Officer shall immediately proceed to call the roll of the members and thereafter announce the results.
- (c) 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 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 City, to arrest the absent member and present him at the session.
- (d) If there is still no quorum despite the enforcement of the immediately preceding paragraph, no business shall be transacted. The Presiding Officer, upon proper motion duly approved by the members present, shall then declare the session adjourned for lack of quorum.

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RULE X. – DRESS CODE AND COMMITTEE HEARING DRESS CODE

1. All SP members are required to observe the following proper dress code:
 - a. 1st Tuesday of the month- Barong Tagalog, Filipiniana or Corporate Attire;
 - b. 2nd, 3rd and 4th Tuesday of the Month - Smart Casual.
2. Any SP members who shall not comply with the foregoing shall not be acknowledge during the session except to vote;
3. All SP members should wear smart casual during committee hearings. Any member who shall not comply with the said dress code shall not be acknowledged during the committee hearing.

RULE XI. - ORDER OF BUSINESS

SECTION 1. The order of business of the Sangguniang Panlungsod shall be as follows:

- A. Acknowledgement of the SP members by the SP secretary.
- B. Installation of Mace by the SP Secretary.
- C. Call to Order
- D. Invocation
- E. The National Anthem
- F. Roll Call of Members
- G. Reading and Approval of the Minutes of the Previous Session
- H. Committee Reports
- I. Unfinished Business – (Business not terminated during the immediate preceding session)

Second reading or third reading, as the case maybe, of ordinances, resolutions and other legislative measures set on the calendar for deliberation or final vote.

- J. Business for the Day (Agenda)

Reading and reference to the corresponding Committees of all communications, petitions, memorials, endorsements, memoranda, motions, barrio resolutions, proposed resolutions, and ordinances and other legislative measures.

- K. Privilege Hour
- L. Adjournment

SECTION 2. Agenda – Matters that may be taken up in the session of the Sanggunian shall be limited only to those items listed in the same, the nature and substance of which must be described.

SECTION 3. After the Business of the Day, any member desiring to deliver a privilege

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speech may, with the permission of the Chair first had, speak for not more than twenty (20) minutes: Provided, However, that if more than one member desires to speak for this purpose, each speaker, shall be limited to only ten (10) minutes: Provided, Further, that not more than three (3) speakers, maybe allowed to speak for this purpose in one session. With the permission of the speaker, interpellation may be made immediately after his speech.

The privilege hour shall be confined solely for the ventilation of sentiments and grievances of the people. However, at the instance of any member of the Sanggunian, any motion during the privilege hour can be entertained provided that it is properly raised and duly seconded.

SECTION 4. With the consent of the Sanggunian, urgent matters may be submitted to the Sanggunian in session. Urgent matters are such which involve public interest, the delay in the consideration of which shall prejudice essential activities of the government.

SECTION 5. The agenda shall be distributed to the Members not less than twenty four (24) hours preceding the session.

SECTION 6. Committee reports shall be rendered, first, by the regular committees in the order they are created, then by special committees.

The report, consisting of the findings and recommendations of the majorities of the committees, shall be made by its chairman or if he dissents with the majority opinion, by any committee member concurring therein and duly designated for the purpose. If the recommendation is favorable, it shall be calendared for second reading, otherwise, it should be considered laid on the table.

SECTION 7. The consideration of unfinished business shall be resumed after the committee reports have been rendered and so on at each succeeding session until such unfinished business is disposed of.

SECTION 8. The business for the day (agenda) shall be taken up in the order in which it is set in the calendar.

SECTION 9. Ordinances, resolutions and other legislative matters scheduled for final reading shall be called in the order set forth in the calendar of the business and shall be considered in the manner prescribed hereafter.

SECTION 10. On a Motion to Suspend the Rules, items of business may be taken away from their fixed order and considered forthwith by the Sanggunian.

SECTION 11. APPEARANCE OF HEADS OF DEPARTMENT OR INVITED GUESTS

- (a) **APPEARANCE UPON REQUEST OF THE SANGGUNIANG** – A department head or any person may by majority vote of the members present there being a quorum, be requested to appear before the Sanggunian and be heard by it on any matter pertaining to his/her department or on any issue of general interest. The

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request shall state generally the questions to be answered and the date and hour for his/her appearance. His/her appearance shall be scheduled at least three days from receipt of the request, however, he/she can be summoned by the City Council with the permission of the City Executive at any given time if the matter was considered urgent. The Sanggunian may also conduct inquiries in aid of legislation on any matter of general interest in accordance with these Rules and/or Rules of Procedure it may adopt governing the conduct of said inquiries.

The order of business shall specify the subject of the question, the Department Head requested to answer them and the proponent thereof.

- (b) **QUESTIONS.** – Written questions shall be submitted to the Presiding Officer in triplicate. Questions of an urgent nature that of in general manner, or those relating to current issues shall be given priority. Any member of the Sangguniang Panlungsod shall be recognized to profound his/her scheduled question and shall be entitled to three (3) minutes for supplemental questions.

Questions may be withdrawn by the proponent: Provided, That no answer has yet been made. The withdrawal shall be in writing, addressed to the Presiding Officer, and submitted before the day of the scheduled appearance.

- (c) **STANDARDS SET FOR QUESTIONS.** – Questions shall be based on facts, asked to obtain information or press for action. No questions shall:
- (a) Contain arguments;
 - (b) Suggest its own answer;
 - (c) Include offensive or unparliamentary language or expressions;
 - (d) Pertain to subjudice matters;
 - (e) Seek an opinion on a question of law;
 - (f) Include names or statements other than what is strictly necessary to make the question intelligible;
 - (g) Relate to matters falling directly under the responsibility of another Department Head;
 - (h) Refer to an item of the agenda of the current month's session or to proceedings of a committee not yet reported, or suggest amendments to proposed ordinances or resolutions;

RULE XII. – RULES GOVERNING THE ENACTMENT, APPROVAL AND EFFECTIVITY OF ORDINANCES AND RESOLUTIONS

SECTION 1. Ordinances and Resolutions. – The following rules shall govern the enactment of ordinances and resolutions.

- (a) Legislative of a general and permanent character shall be enacted in the form of ordinances, while those which are of temporary character shall be passed in the

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form of resolutions. Matters relating to proprietary functions and to private concern shall also be acted upon 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 submitted to the Secretary of the Sanggunian who shall report the same to the Sanggunian at its next session.
- (a) A resolution shall be enacted in the same manner prescribed for an ordinance, except that it need not to go through a Third Reading for its final consideration unless decided otherwise, by majority of all the Sanggunian Members.
- (b) No ordinance or resolution shall be considered on Second Reading in any regular session unless it has been reported out by the proper committee to which it was referred or certified as urgent by the City Mayor and copies thereof are provided and distributed to all the members of the Sangguniang Panlungsod before the second reading of the proposed ordinance.
- (e) Any legislative matter duly certified by the City Mayor as urgent, whether or not it is included in the calendar of business may be presented and considered by the Sanggunian at the same session without need of suspending the rules.
- (f) The Secretary of the Sanggunian shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading and shall distribute to each Sanggunian Member a copy thereof, except that a measure certified by the City Mayor as urgent may be submitted for final voting immediately after debate or 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. Any ordinance or resolution authorizing or directing the payment of money or creating liability, shall require the affirmative vote of a majority of all the Sanggunian members for its passage.
- (h) Upon the passage of all ordinances and resolutions directing the payment of money or creating liability and at the request of any member, or any resolution or motion, the Sanggunian shall record the yes 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. UNLESS OTHERWISE PROVIDED HEREIN, ORDINANCES AND RESOLUTIONS SHALL UNDERGO THREE READINGS, AS FOLLOWS:

- (a) First Reading, at which shall consists of the reading by the Secretary of the title of the proposed ordinance or resolution and the name of its authors, after which it shall be referred by the Presiding Officer to the appropriate committee or committees without debate.

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- (b) Second Reading, at which the proposed ordinance or resolution, after having been sponsored on the floor by the committee chairman or by any committee member designated for the purpose, shall be read in full in the manner recommended by the Committee or committees, where upon the measures shall be subject, first to debate, and then to amendments and all proper parliamentary motions.
- (c) Third Reading at which no debate or amendment shall be allowed but the title of the proposed ordinance or resolution shall be read and the vote upon its passage shall be immediately taken.

SECTION 3. APPROVAL OF ORDINANCES.

- (a) Every ordinance enacted by the Sanggunian shall be presented to the City Mayor within ten (10) days upon enactment by the Sanggunian. If the City Mayor 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 over-ride the veto of the City Mayor by two-thirds (2/3) vote of all its members thereby making the ordinance or resolution effective for all legal intents and purposes.
- (b) The veto shall be communicated by the City Mayor to the Sanggunian within ten (10) days, otherwise, the ordinance shall be deemed approved as if he had signed it.

SECTION 4. VETO POWER OF THE CITY MAYOR

- (a) The City Mayor may veto any ordinance or resolution of the Sangguniang Panlungsod on the ground that it is ultra vires or prejudicial to the public welfare, stating his reasons therefore in writing.
- (b) The City Mayor shall have the power to veto any particular item or items of an appropriations ordinance, ordinance or resolution adopting a local development plan and public investment program, or an ordinance directing the payment of money or creating liability. In such case, the veto shall not affect the item or items which are not objected to. The vetoed item or items shall not take effect unless the Sanggunian over-rides the veto in the manner herein provided; otherwise, the item or items in the appropriations ordinance of the previous year corresponding to those vetoed, if any, shall be deemed re-enacted.
- (c) The City Mayor may veto an ordinance or resolution only once. The Sanggunian may over-ride the veto of the City Mayor by two-thirds (2/3) vote of all its Members, thereby making the ordinance effective even without the approval of the City Mayor.

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SECTION 5. EFFECTIVITY OF ORDINANCES AND RESOLUTIONS. – Unless otherwise stated in the ordinance or resolution approving the local development plan and public investment program, the same shall take effect after ten (10) days from the date a copy thereof is posted in a bulletin board at the entrance of the City Hall and in at least two (2) other conspicuous places in the City.

Ordinances with penal sanctions shall be posted at conspicuous places in the City Hall for a minimum period of three (3) consecutive weeks and shall also be published in a newspaper of general circulation within the province. Unless otherwise provided therein, said ordinance shall take effect on the day following its publication, or the end of the period of posting whichever occurs later.

RULE XIII. - MINUTES

SECTION 1. The Minutes of the Sanggunian. – The record of the proceeding of the Sanggunian shall be referred to as the “Minutes”. It shall comprise a succinct and exact account of the business transacted and the Actions taken thereon. The Minutes must clearly show the following:

1. Nature of the session held, whether regular or special, (If special, a copy of the call.)
2. Name of the Sanggunian and names of member present and absent.
3. Date, place and time of session.
4. Statements whether minutes of previous meetings were read and approved citing correction, if any.
5. The approved resolution or ordinance and if the resolution or ordinance was not approved unanimously, a brief statement of the minority opinion.
6. All nominal voting.
7. All main motions (except those withdrawn.)
8. Points of order and appeals, and the manner in which they were disposed.
9. The veto message of the Mayor.
10. The time of adjournment.

SECTION 2. The Minutes shall be signed by the Secretary and attested by the Presiding Officer.

SECTION 3. The Minutes of every session shall be read and approved by a majority of the Members present at the session at which they are read, and if necessary, corrected by the same veto or by general consent.

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The Member of the Sanggunian shall always be furnished a copy of the Minutes of the immediately preceding session twenty four (24) hours before the succeeding session.

RULE XIV. DEBATES AND DECORUM

SECTION 1. When any Member desires to deliver any remarks to the Sanggunian, he shall rise and request the Chair to let him have the floor, which consent shall be necessary before he may proceed. When two or more Members rise at the same time, the Presiding Officer shall name the Member who is to speak first and shall alternate the floor between those who wish to speak for and against a given question.

SECTION 2. The Member who has obtained the floor shall address his remarks to the Chair, confine himself to the question under debate, avoiding personalities and shall conduct himself with proper decorum.

SECTION 3. No Member of the Sanggunian shall occupy more than thirty (30) minutes in debate on any question at the same session without the approval of the Sanggunian.

After three have spoken in favor and two against a question or only one speech shall have been delivered and none against, a motion to close the debate shall be in order. If said motion is approved, the Sanggunian shall proceed to consider amendments to the question. Remarks on each amendment by any Member shall not exceed three (3) minutes.

SECTION 4. The Sanggunian may, by a two-thirds (2/3) vote of the Members present, close debate on any question, upon motion for the previous question, and proceed to vote on the main question without debate.

SECTION 5. The Member reporting a measure from a committee on delivering the sponsorship speech of a proposed legislation may open and close the debate within the time permitted each Member by the Rules of the Sanggunian.

SECTION 6. If any Member, by his speech or behavior, transgresses the Rules of the Sanggunian, the Presiding Officer, on his own initiative or at the request of any Member, shall call him to order, and the Sanggunian shall, if appealed to, decide on the case without debate except for brief remarks by the appellant, explaining his appeal for not more than five minutes. If the decision is in favor of the Member called to order, he may proceed, but not otherwise.

SECTION 7. During sessions of the Sanggunian, the members shall observe proper decorum. They shall remain in their seats during roll call or when a vote is being taken and no one shall pass between a member who has the floor and the Chair.

SECTION 8. While the Presiding Officer is addressing the Sanggunian, no Member shall walk out of or across the Session Hall.

SECTION 9. No person or any member of the Sanggunian shall be permitted at any time to smoke, talk on the cellphone within the Session Hall. All cellphones shall be turned off or put in silent mode. **Except for the SP member staff and employees, no other persons are allowed**

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to approach any SP member before, during and after the session at the session chamber or floor. Civility and proper decorum shall be strictly observed.

SECTION 10. No member of the Sanggunian shall be allowed to speak, deliver any remark or comment or participate in any deliberation , EXCEPT TO VOTE, during the regular or special session of the Sanggunian unless he is in proper attire, that is smart casual, barong or Filipiniana as the case may be.

RULE XV. – DISCIPLINE AND EXPULSION OF MEMBERS

SECTION 1. Member of the Sangguniang Panlungsod found guilty of disorderly behavior and/or absences without justifiable cause for four (4) consecutive sessions, may be censured, reprimanded, or excluded from the session, suspended for not more than sixty (60) days, or expelled; Provided, that the penalty of suspension or expulsion shall required the concurrence of at least two-thirds (2/3) vote of all the Sanggunian Members: Provided, further, That a Member convicted by final judgment to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the Sanggunian.

RULE XVI. - VOTING

SECTION 1. Voting in the Sanggunian shall be done by viva voce, raising of hands, by rising or by roll call, unless a different method is prescribed by the Sanggunian for a particular question. In taking the vote, the affirmative shall be taken first and then the negative.

SECTION 2. When voting nominally, the Secretary shall call the roll of Members of the Sanggunian, and as each name is called, the Member shall announce his vote by saying YES or NO as the case may be, or ABSTAIN, if he is not voting. A Member may explain his vote not to exceed two (2) minutes.

RULE XVII. PAPERS AND DOCUMENTS

SECTION 1. As businesses are disposed of by the committees all documents and papers related to such businesses shall be delivered to the Secretary who shall keep the same in the files of the Sanggunian.

SECTION 2. At the adjournment of the last session of a Sanggunian, all papers still in possession of any committee shall be delivered to the Secretary who shall preserve then in the files of the Sanggunian in the manner required by the character of said papers.

SECTION 3. The Secretary shall issue, upon written request of any person, a certified copy of record within his control and shall be authorized to charge a fee for said purpose in the manner prescribed by law.

RULE XVIII. – SUSPENSION OF RULES

SECTION 1. Any part of these Rules, not prescribed by or based on statutory law or any

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higher act, may be suspended by general consent or by a two-thirds (2/3) vote of the Members present, provided that the suspension of the rules shall be for the sole purpose of the question pending at the time the motion for which said suspension is made.

SECTION 2. Notwithstanding the provision of the immediate preceding section, no part of these Rules may be suspended if its effect is to protect absentee members or inevitably exposed of member's vote.

RULE XIX. – AMENDMENTS TO RULES

SECTION 1. These rules may be amended at any regular session by a two-thirds (2/3) vote of all Members of the Sanggunian, provided that notice of the proposed amendment has been given at the session previous to the one at which said amendment is to be considered.

SECTION 2. No provision of these Rules which is prescribed by, or based on, statutory law or any other higher authority may be amended or revised.

RULE XX. – SUPPLEMENTARY RULE

SECTION 1. The rules of procedure and parliamentary practices of the legislative bodies of the Philippines and the newly revised Robert's Rule of Order shall serve as supplementary authorities of the Sanggunian in so far as they are not incompatible with its own rules and standing orders.

RULE XXI. – SEPARABILITY CLAUSE

SECTION 1. If, for any reason, or reasons any part or provision of this Rule of Procedure shall be held to be unconstitutional or invalid, other parts or provision hereof which are not affected thereby shall continue to be in full force and effect.

RULE XXII. – DATE OF EFFECTIVITY

SECTION 1. These Rules shall take effect upon their adoption.

ADOPTED AND APPROVED."

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I hereby certify that the foregoing Resolution No. 22-150 S. 2022 was approved by the Sangguniang Panlungsod of Batangas City during its Inaugural Session held on July 5, 2022.


ATTY. OLIVA D. TELEGATOS
Secretary

ATTESTED:


ATTY. ALYSSA RENEE A. CRUZ
Presiding Officer

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