



Republic of the Philippines
PROVINCE OF ZAMBOANGA SIBUGAY
Municipality of Ipil



OFFICE OF THE SANGGUNIANG BAYAN

Presiding Officer / Overall Chairman

☐ HON. ANAMEL CAMACHO OLEGARIO

Municipal Vice Mayor
Chairman: Steering Committee

SANGGUNIANG BAYAN MEMBERS:

☒ HON. GLENN IAN YAMARO SABIJON

Chairman: Committee on Appropriations and Finance
Committee on Public Utilities, Transportation
Committee on Tourism and Public Information

☒ HON. SHARIF MAZIN ALIH HASIM

Chairman: Committee on Human Resource and
Capability Building
Committee on Infrastructures, Public Works/Project
Monitoring & Evaluation

☒ HON. DIANNE LARROSA CATALUÑA

Chairman: Comm. on Environment & Nat. Resources
Committee on Health and Sanitation
Committee on Social Services

☒ HON. IRIC MANGUBAT ALIBUTDAN

Chairman: Committee on Agriculture, Agrarian Reform
Committee on Good Government, Public Ethics &
Accountability, Human Rights, Labor & Justice
Committee on Housing and Land Utilization

☒ HON. JANELLE BORDNER ANDALAHAO

Chairman: Committee on Cooperative & Livelihood
Committee on Education and Culture
Committee on Science, Information, Communication
and Technology

☒ HON. ELIAS SUPIANG DANGPALAN

Chairman: Committee on Public Safety, Security Order/
LDRRM
Committee on Women, Children and Family

☒ HON. JOEL DELLONA EBOL

Chairman: Committee on Market & Slaughterhouse
and Economic Enterprise
Committee on Ways and Means

☒ HON. ALBERTO ARDIENTE ALCORIZA, JR.

Chairman: Committee on Rules, Ordinances and
Resolutions/Privileges
Committee on Senior Citizen and Person w/ Disability
Committee on Trade and Industry

☒ HON. ROY ANDY CAMACHO OLEGARIO

Chairman: Committee on Barangay Affairs

☒ HON. ALHAPID ESMAIL MOHAMMAD

Chairman: Committee on Culture, Tribal and Muslim
Affairs

☒ HON. TRIXIE MIL TORRALBA PALALON

Chairman: Committee on Youth & Sports Development

Legend: ☒PRESENT ☐ON LEAVE
☐ON OB ☒ABSENT

EXCERPTS FROM THE MINUTES TAKEN DURING THE
2ND REGULAR SESSION OF THE SANGGUNIANG
BAYAN OF IPIL, ZAMBOANGA SIBUGAY HELD AT ITS
SESSION HALL ON JULY 09, 2025 AT 9:00 A.M.

RESOLUTION NO. 07-019-2025

A RESOLUTION APPROVING THE INTERNAL RULES
OF PROCEDURE OF THE SANGGUNIANG BAYAN OF
IPIL, ZAMBOANGA SIBUGAY. (AS AMENDED).

WHEREAS, as mandated by the Republic Act 7160,
particularly Section 50, the Sanggunian is required to approve
its own Rules of Procedure that is consistent with law;

WHEREAS, the said Rules of Procedure shall govern the
systematic conduct of the legislative process of the
sanggunian;

WHEREAS, one of the main features of the Internal Rules of
Procedure is the inclusion of provisions in the enactment of
ordinances for the expeditious passing/approval of emergency
& extremely urgent and pressing measures;

WHEREAS, the august body believed that approving its IRP
will enhance its efficiency & effectiveness in terms of local
legislation now that the local sanggunian of this municipality
has adopted the paperless session;

NOW THEREFORE, on motion of SB Dianne L. Cataluña
and duly seconded by SB Sharif Mazin A. Hasim, it was;

RESOLVED, as it is hereby resolved, to approve the Internal
Rules of Procedure.

MUNICIPAL ORDINANCE NO. 07-701-2025

THE REVISED SANGGUNIAN RULES OF PROCEDURE
OF THE SANGGUNIANG BAYAN OF IPIL,
ZAMBOANGA SIBUGAY.

Be it ordained by the Sangguniang Bayan of Ipil, Zamboanga
Sibugay in session assembled that:

SECTION 1-1. TITLE. This Ordinance shall be called
THE REVISED SANGGUNIAN RULES OF
PROCEDURE OF THE SANGGUNIANG BAYAN OF
IPIL, PROVINCE OF ZAMBOANGA SIBUGAY.

SECTION 1-2. In order to guide its proceedings and delibera-

tions during sessions with order, dignity and decorum and to effectively discharge its legislative functions, the Sangguniang Bayan hereby adopt its Sangguniang Rules of Procedure, as provided hereunder from Rule 1 up to Rule XX as follows:

RULE I COMPOSITION

SECTION 1-3. COMPOSITION. The Sangguniang Bayan, the legislative body of the Municipality, shall be composed of the Municipal Vice Mayor as the regular presiding officer, the regular members of the Sangguniang Bayan, the Presidents of the “Liga ng mga Barangay and the Pederasyon ng mga Sangguniang Kabataan” and Sectoral Representative as may be elected pursuant to law.

SECTION 1-4. The regular members of the Sangguniang Bayan shall be elected in the manner as may be provided for by law.

RULE II POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIANG BAYAN

SECTION 1-5. The Sangguniang Bayan, as the legislative body of the Municipality, shall enact Ordinances, adopt and approve resolutions and other measures and appropriate funds for general welfare of the municipality and its inhabitants pursuant to Section 16 of the Local Government Code of 1991..

SECTION 1-6. Legislation which is the principal function and duty of the Sangguniang Bayan requires the participation of as near as possible, all its members so that they may not only represent the interests of their respective Constituents but also help in the making of decisions by voting upon every question put to the council. It is in this that Section 2216 of the Revised Administrative Code provides that the Members of the Council shall “participate in the exercise of the powers vested in the Municipal Council as a body and shall therein serve as there representative of the true interests of the people of the entire Municipality” it is undoubtedly for this reason, too, that immediate attendance of any members absent without good reason is required.

SECTION 1-7. DISCIPLINE – The right of a Sangguniang Bayan to discipline its members for disorderly conduct includes the power to inflict penalty of the offending member, but the punishment should suit the offense, and it is extremely doubtful whether it is advisable to imprison a member for disorderly conduct. A system of small fines, to the offense, is considered the best method of punishment.

RULE III OFFICERS

SECTION 1-8. THE PRESIDING OFFICER – The Vice-Mayor shall be the regular Presiding Officer of the Sangguniang Bayan, and as such shall have the following rights and duties:

- a) To preside over the sessions of the Sangguniang Bayan
- b) To preserve order and decorum during the sessions and to exact from all present due respect and proper deportment, prevent disturbances, and disorder and to order the session hall cleared of any or all persons behaving improperly.
- c) To declare the session adjourned.
- d) Assist in expediting the business of the Sangguniang Bayan and shall for this purpose, be permitted to make brief remarks pertaining to pending debatable questions without expressing himself for or against said questions.
- e) The presiding officer shall vote only to break a tie.
- f) In the event of the inability of the regular presiding officer to preside in the Sanggunian Session, the members present and constituting a quorum shall elect among themselves a temporary presiding officer, however, in the event the presiding officer will waive/inhibit/relinquish the chair, he can designate any member to be the temporary presiding officer. He shall certify within

ten (10) days from the passage of ordinances enacted and resolutions adopted by the Sanggunian over which he temporarily presided.

- g) To render a ruling on questions of order subject to appeal by the member for final decisions.
- h) To sign all the legislative documents, papers or checks requiring his/her signature.
- i) To declare a recess in brief intervals as the need arises.
- j) The presiding officer is perceived to be responsible for:
 - a) The provision of necessary staff support and services to the committees
 - b) The day - to - day administration of services of the Sangguniang Bayan and the operating decisions necessary for their effective performance
 - c) The identification and isolation of particular problems which have such implication that Sanggunian must have to act them with dispatch.

SECTION 1-9. FLOOR LEADER AND ASSISTANT FLOOR LEADER. There shall be a Floor Leader and an Assistant Floor Leader who shall be appointed by the presiding officer of the Sangguniang Bayan.

The Floor Leader, with the Assistant Floor Leader, shall implement the agenda prepared by the Steering Committee for the sessions of the Sangguniang Bayan, guide the proceedings and deliberations during sessions of the Sanggunian so that they may be conducted with order, dignity and decorum, and decide the order of speakers to ensure exhaustive discussion of all matters and proposals requiring consideration of the Sangguniang Bayan. They shall further perform such other functions and duties as performed by the same or similar officials under accepted parliamentary practices or as the Sanggunian may direct.

SECTION 1-10. THE SECRETARY – There shall be a Secretary of the Sangguniang Bayan. He shall keep his office in the building where the Sanggunian meets or of some other convenient place as the Sanggunian may direct. His duties shall be as follows:

- a. To attend the session of the Sanggunian and to keep a record of its proceedings.
- b. To call the roll of members, read the calendar of business and the minutes of the proceeding, meeting or sessions, and by himself or through a reader designated by the presiding officer, to read the proposed ordinances and resolutions, messages, communications, memorials, petitions and other documents which he should report to the body or the reading of which is required by the Sanggunian or ordered by the presiding officer.
- c. To record and number all ordinances and resolution passed by the Sanggunian with the date of the passage and publication of the same.
- d. To attest and affix the corporate seal to all ordinances and other official acts of the Sanggunian and certify to the approval of all acts duly approved by it.
- e. To transmit to the proper committees all matter referred to them by the Sanggunian or the presiding officer.
- f. To notify the committees of their appointment and creation.
- g. To send out appropriate notices of all called sessions and public hearings.
- h. To furnish each member of the Sanggunian with a copy of every approved ordinance, resolution and other official acts of the Sanggunian which they are entitled to receive.
- i. To keep in proper file all records and documents of the Sanggunian.
- j. To transfer or cause to be translated into the dialect generally spoken in the municipality all ordinance immediately after their approval by the Sanggunian and to have them posted at the main entrance of the municipal building and in other conspicuous places in the town.
- k. To forward to the Sangguniang Panlalawigan a copy of each approved ordinance in the manner prescribed by law.

SECTION 1-11. SERGEANT AT ARMS. The presiding officer shall designate two (2) Sergeant at Arms from the members of the Ipil Municipal Police Station with the concurrence of the members of the Sangguniang Bayan, who shall have the following functions & duties.

- a) Attend the session's committee, public hearing & other similar activities of the Sanggunian.



- b) To be responsible to the security & maintenance of order in the session hall corridors and offices whether in session or not, in accordance with the orders of the Sanggunian through the Presiding Officer.
- c) Execute or serve personally summons or notices which may be issued by the members of the sanggunian as a whole, and by the presiding officer.
- d) Perform such other functions and duties as maybe inherent in the position and as maybe further prescribed by the Sanggunian and/or the presiding officer.

SECTION 1-12. THE MACE. The Sanggunian Secretary shall have custody of the Mace which is the symbol of the authority of the Sanggunian Bayan. The Mace shall be displayed at the presiding officer's rostrum when the Sangguniang Bayan is in session. The Mace shall serve as warrant for the Sanggunian Secretary in enforcing order in the Sanggunian.

RULE IV COMMITTEE, COMMITTEE PROCEDURE & COMMITTEE REPORTS

SECTION 1-13. The Sangguniang Bayan shall create as many regular or Standing Committee as its particular needs may require from time to time, the SB may also create AD-HOC committees for special purposes which shall cease to exist as soon as the SB shall receive the committee reports. An Ad Hoc or Special Committee created shall be independent of the regular committees but the procedure thereof shall be the same as that prescribed herein for the regular committees of the Sanggunian.

SECTION 1-14. The regular or standing committee shall be organized or reorganized and the members of the respective committee upon organized or re-organized, shall be determined and elected by the majority vote of all members of the SB. The committee shall be composed of a chairperson or vice chairperson and three (3) other members.

SECTION 1-15. The presiding officer shall not be a member of any standing committee provided however that he/she may be designated by the majority vote of the members of the SB as a person of a special committee created for specific purposes.

SECTION 1-16. COMMITTEES. For the effective operation of the Sangguniang Bayan in its legislative functions, the following standing committees are hereby created, to wit:

- 1) Appropriations and Finance – All matters relating to the appropriation of funds for the payment of obligation; claims against the municipal government and other public expenditures.
- 2) Ways and Means – All matters relating to revenue generation; bonds indebtedness of the municipal government; taxes and fees; tariffs; loans and other sources and forums of revenues.
- 3) Rules, Ordinances and Resolutions/Privileges – All matters relating to revision of laws, penal ordinances, expropriations, resolutions and codes and other policies of the municipality; all matters relating to the conduct, rights, privileges, safety, dignity, integrity, and reputation of the Sangguniang Bayan and its members.
- 4) Public Safety, Security Order/LDRRM– All matters relating to fire fighting and prevention, Fire and Fire Hazards, home defense and public safety and the maintenance of peace and order of the municipality.
- 5) Education and Culture – All matters relating to a relevant educational system and policies, the development of science and technology and support of arts and letters for the preservation and promotion of the ideals and aspirations of the people of the municipality; matters relating to material and non – material cultural heritage and the promotion of the benefits, practices, customs and traditions of the people in the municipality.
- 6) Trade, Industry – All matters relating to development of trade, commerce and industry in the municipality; consumer protection; the development, coordination, regulation and diversification of industry and investment; and matters relating to the development and promotion of tourism in the municipality and other economic enterprise.
- 7) Tourism and Public Information – Establishment/operation of all kinds of trade and industry and tourism, measures that affect trade, commerce and industry and tourism, incentives to promote

- trade, commerce and industry and tourism and all matters related to trade, commerce and industry and tourism.
- 8) Infrastructures, Public Works/Project Monitoring & Evaluation – All matters relating to planning, construction, maintenance, improvement and repair of public buildings and other public works in the municipality.
 - 9) Good Government, Public Ethics & Accountability – All matters relating to the efficient, honest, and competent discharged of duties of all elective officials in the municipality.
 - 10) Health and Sanitation – All matters relating to public health and hygiene; medicines and hospitals and quarantine; manufacturing of drugs and medicines; and all matters relating to health, social welfare & sanitary measures.
 - 11) Agricultural, Agrarian Reform – All matters relating to Agriculture, agricultural policies, planning, programming, agricultural economic and research; fisheries and aquatic resources; agricultural education; extension services animal industry; farm credit and farm security; and organization and supervision of agriculture and fishery.
 - 12) Women, Children & Family– All matters relating to the protection of women and to the strengthening & developing of family life.
 - 13) Barangay Affairs – All matters relating to Barangay Organizations; planning the development of the different rural areas in the municipality for the upliftment of the conditions of the inhabitants and efficient delivery of basic services.
 - 14) Steering Committee – It shall monitor and coordinate the activities of the different committees of the Sangguniang Bayan, ensure that the reports of such committees for deliberation in the session are submitted in accordance with these rules.
 - 15) Public Utilities, Transportation – All matters relating to planning, modernization, installation and construction of transportation & telecommunication facilities.
 - 16) Housing and Land Utilization – All matters relating to housing program, subdivision and real estate development, measures pertaining to land user; zonification or zoning code enactment, informal settlers.
 - 17) Markets and slaughterhouses & Economic Enterprise – All matters relating to markets and slaughterhouses.
 - 18) Science, Information Communication and Technology – All matters relating to scientific & technological research, development of scientific & research, development of scientific & research skills advancement of local technology.
 - 19) Youth and Sports Development – All matters related to the youth, the promotion and protection of the physical, moral, spiritual, intellectual, and social well-being of the youth; and matters relating to the development of sports and sportsmanship in the municipality.
 - 20) Environment and Natural Resources – All matters relating to natural resources including but not limited to mines, forest and other mineral resources of the municipality; and environmental protection.
 - 21) Human Resource & Capacity Building- Establish the overall philosophy for managing human resources within the organization and the desired corporate culture and providing the necessary governance to ensure this is being fulfilled.
 - 22) Culture, Tribal & Muslim Affairs – Tribal and cultural communities preservation, promotion of culture and the arts and all matters related to culture and tribal affairs.
 - 23) Senior Citizen and Person with Disability– All matters relating to the benefits welfare and wellbeing of all PWD's and Senior Citizens.
 - 24) Cooperative and Livelihood – All matters relating to cooperative, NGO's and livelihood of our people in the Municipality, the creation, promotion and providing atmosphere conducive to growth and development of cooperatives and NGO's, as a practical vehicle for promoting self-reliance and harnessing people power towards attainment of economic development and organizations, promotion and supervision of all cooperatives, NGO's and livelihood activities.
 - 25) Human Rights, Labor and Justice – All matters relating to the protection and promotion of human rights, labor and social justice.

SECTION 1-17. Unless otherwise provided by the Sangguniang Bayan in every committee there shall be a chairman, vice-chairman and 3 members who shall be elected by the members in a session assembled or

as may be determined by the Sangguniang Bayan. Committee hearing should be done in neutral public places.

SECTION 1-18. That holding of different committees by Ex-officio member shall be allowed, likewise holding of more than two (2) committee chairmanship is also allowed, provided the other committees are minor committees.

SECTION 1-19. Whenever a proposal covers matters falling within the jurisdiction of more than one committee within whose jurisdiction the principal subject matter falls. The committee shall be mainly responsible to submit a report to the Sangguniang Bayan incorporating therein the appropriate recommendation of other committee which may have jurisdiction over the same proposal.

SECTION 1-20. The committee may invite for the appearance of Chiefs of Offices or their subordinates or private persons during committee meetings/sessions/hearings to assist or give some information desired in aid of legislation.

SECTION 1-21. OFFICERS AS EX-OFFICIO MEMBERS – The presiding Officer, is an ex-officio member of all committees. He may participate in the deliberations at committee meetings but shall not vote.

SECTION 1-22. SPECIAL COMMITTEES – The Sanggunian may organize special committees as it may deem necessary. The officers and members of special committees shall likewise be elected by majority vote of all the Sanggunian members.

SECTION 1-23. 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.

SECTION 1-24. COMMITTEE MEETINGS. As a general rule, a committee meeting shall be attended only by the committee members unless a majority member thereof decided to allow other persons to be present especially invited resource persons or consultants.

SECTION 1-25. Committee reports shall be adopted formally in a meeting of the members. There shall be a votation among members of the committee to determine who are in favor or against the proposed measure. Absence of the proponent or any co-sponsor or any member of the committee during the said committee meeting when a proposed measure is to be taken up, shall not be deemed in action of the committee, only matters taken up and discussed during committee hearing shall be the subject of the committee report, securing signatures of committee members in lieu of a formal meeting is prescribed.

SECTION 1-26. A committee member, unless he/she has entered his objection to the committee report, or in lieu thereof, has filed with the secretary his/her 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.

SECTION 1-27. A Committee reporting out of a proposed ordinance shall submit a copy of its report and/or a copy of the proposed ordinance to the secretary who shall calendar the same.

For second reading, copies thereof shall also be furnished every SB members preparatory to its consideration on the floor.

SECTION 1-28. A Committee which had failed to submit or report on 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.

SECTION 1-29. In case of majority of the members in a particular committee dissented and/or objected to the matter, said matter shall be considered as being laid on the table, provided, however, that by a written petition of the majority of all the members of the Sanggunian. The matter which was laid on the table shall be resubmitted to the SB for fiscal disposition.

SECTION 1-30. COMMITTEE HEARING DISTINGUISHED FROM COMMITTEE MEETING. For purposes of this Internal Rules, a committee hearing is an activity of the Sanggunian, thru its committees, wherein the general public particularly those representing different sectors that may be interested or affected by a proposed measures are invited to attend to hear and be heard on that matter. This is synonymous to the term "public hearing". 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 inviting and seeking advice from technical persons.

SECTION 1-31. APPEARANCE OF HEAD OF DEPARTMENTS/OFFICE IN COMMITTEE MEETINGS. The following rules shall be observed in requesting for the appearance of head of department or offices.

- (a) Official invitation or request by any committee to appear before it or any head of department of offices, whether local or national, shall be coursed thru the Presiding Officer. The presiding Officer shall then endorse it to the head of local and national offices concerned.
- (b) The invitation for request shall specify the reason for such appearance or the assistance needed as the case maybe.
- (c) No PROXY for those invited heads of offices shall be indicated in the communication.

SECTION 1-32. CONTENT OF COMMITTEE REPORT. The committee report shall contain the following information:

- (a) Name of 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 hearings or meetings and other relevant information.

RULE V JOURNAL AND RECORD OF PROCEEDINGS

SECTION 1-33. RECORDS OF PROCEEDINGS. The Sanggunian shall keep a "journal and record" of its proceedings which may be published upon resolution of those majority of the members thereof.

SECTION 1-34. MINUTES. In addition to the "Journal of Proceedings" which is required by law (RA 7160) to be kept, the Sanggunian, thru its 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 1-35. READING AND CONSIDERATION OF MINUTES. The minutes of the previous sessions 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 by the body 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 come 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 1-36. CONTENTS OF MINUTES. The minutes shall contain the following information:

- (a) Place, date and time of the session,
- (b) Whether it is special or regular.
- (c) Name of the members present therein and those who were absent,

- (d) Action taken, on the minutes of the previous session including the correction, if any, names of those who adopted (or approved) the minutes under consideration and those who did not,
- (e) Text of every measure (resolution or ordinance, etc.) adopted or enacted,
- (f) Brief resume of the minority opinion, if any,
- (g) The "Aye" and "Nayes" of "Yes" or "No" votes on every question (measure) and if voting is done thru the nominal or roll call vote, the names of those who voted on either side,
- (h) All motions presented or proposed, whether lost or carried, except those withdrawn,
- (i) Full text of the veto message of the local chief executive, if any,
- (j) Time of adjournment

SECTION 1-37. 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 signature on the said minutes.

SECTION 1-38. 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.

RULE VI TECHNICAL STAFF

SECTION 1-39. PERSONAL STAFF.

- a) The Vice Mayor shall be entitled to a personal staff of two (2) composed of the following:
 - 1) Legislative Staff Officer I
(Legislative Assistant)
 - 2) Secretary I
- b) The regular members as well as the Ex-officio members of the Sangguniang Bayan shall be entitled to a personal staff of one (1) composed of the following:
 - 1) Legislative Staff Officer I
Technical Staff
- c) The tenure of office of all the foregoing personal staff of the Vice Mayor and members of the Sangguniang Bayan shall be co-terminus with that of the Vice Mayor or Member as the case may be. They shall receive such compensation as may be determined by the Sangguniang Bayan.

RULE VII PUBLIC HEARING AND CONSULTATION

SECTION 1-40. PUBLIC HEARING AND CONSULTATION – The Sangguniang Bayan through its respective committees, may conduct consultations and public hearings at the municipal level as well as the barangay level, where the views and recommendations of various sectors, both governmental and non-governmental shall be taken and recorded. The Sangguniang Bayan or any of its committees shall indicate the territorial areas where such consultations and public hearings be held. The record of the deliberations during the public hearings, including draft ordinance/resolutions submitted, may be open to public inspection at reasonable and necessary.

SECTION 1-41. The Sangguniang Bayan or any of its committee may conduct workshop in appropriate territorial areas in cooperation with local executive officials, non-governmental organizations, service or civic clubs, religious societies may conduct public hearings on specific issues and this purpose summon witnesses knowledgeable or experts on such issues.

SECTION 1-42. While not attending sessions, members of Sangguniang Bayan may hold office in the municipal hall unless they are holding public consultations in other places or are assigned by the

Sangguniang Bayan to do liason work. They may also hold office in their respective local offices that they may decide to establish.

RULE VIII SESSION HALL AND SEATS

SECTION 1-43. SESSION HALL AND SEATS – There shall be a decent Session Hall where the Sangguniang Bayan shall hold its sessions.

SECTION 1-44. Except the seats assigned to the Floor Leader and the Assistant Floor Leader, the seats in the Session Hall shall be distributed by lot among the members.

SECTION 1-45. The Session Hall shall be used for sessions and committee meetings of the Sangguniang Bayan. It cannot be used for other purposes without the consent of the Sangguniang Bayan through the Sangguniang Secretary.

RULE IX SESSION/INAUGURAL SESSION

SECTION 1-46. SESSIONS – Unless otherwise provided, otherwise, the Sangguniang Bayan shall have regular sessions once a week which shall be held every Wednesday at 9:00 A.M. However, if Wednesday falls on a holiday the session will be held on the following day. There shall be one (1) hour allotted for caucus before the session will start.

SECTION 1-47. No two (2) sessions, regular and special shall be held in one day.

SECTION 1-48. Each member is required to sign in the attendance sheet in all sessions, regular or special and attendance in committee meetings, and the time of their arrival or entry in the session hall or committee room shall be considered the official time they have reported for their attendance in said session or committee meeting.

SECTION 1-49. The Sangguniang Bayan Members shall observe punctuality in attending the session.

SECTION 1-50. Fire Arms are strictly prohibited inside the session hall.

SECTION 1-51. INAUGURAL SESSION – There shall be inaugural session which shall be conducted immediately upon assumption of office by the Sangguniang Bayan. Inaugural session refers to the first session day called after the beginning of the calendar year which shall be held at the legislative building of the Municipality of Ipil, Province of Zamboanga Sibugay. The notice shall contain the following:

- Call to order
- Prayer
- National Anthem
- Roll Call
- Vice Mayor's Creed
- Councilor's Creed
- Privilege Hour (Inaugural Speeches)
 - (a) Sangguniang Bayan Members
 - (b) Municipal Vice Mayor
- Message – Municipal Vice Mayor
- Calendar of Business (if any)
- Adjournment

SECTION 1-52. CALL TO ORDER – The Presiding Officer shall open the session of the Sangguniang Bayan by banging the gavel and calling the session to order.

SECTION 1-53. When public interest so demands, special session may be called by the Municipal Mayor or by a majority of the Sangguniang Bayan.

SECTION 1-54. All Sangguniang Bayan sessions 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 reasons of security, decency or morality.

SECTION 1-55.

- (a) In the case of special sessions of Sangguniang Bayan a written notice to the members shall be served personally at the member's usual place of residence at least twenty-four (24) hours before the special session is held.
- (b) Unless otherwise concurred in by two-thirds (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 1-56. The Sangguniang Bayan shall keep a journal and record of its proceedings which may be published upon resolution of the Sangguniang Bayan adopted for the purpose.

SECTION 1-57. Live Coverage of the sessions or broadcast live shall be implemented.

SECTION 1-58. QUORUM

- a) A majority of all the members of the Sangguniang Bayan who have been elected and qualified shall constitute a quorum to transact official business.
- b) 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" member of this Sanggunian.
- c) 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 member who is abroad;
 - On official leave of absence;
 - A deceased member;
 - A member who has resigned;
 - A member who has been suspended, expelled;
 - Removed by final judgement.
- d) When the scheduled time has come to start the session, the Presiding Officer (regular or temporary) as the case may be shall call the session to order with or without a quorum.
- e) In the absence of a quorum, the Presiding Officer shall declare a recess of not more than fifteen (15) minutes and wait for the other members to come until such time quorum is constituted, or a majority of the member present may adjourn from time to time or day by 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.

If there is still no quorum despite the enforcement of the above remedial measures or if it is determined with certainty that other Sangguniang Bayan Members cannot attend the session, the Presiding Officer, upon proper motion from the floor duly adopted by the body, shall then declare the session adjourned for lack of quorum.
- f) During a session which started with a quorum and a question of the 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 there exists a quorum or not. (A request of motion to determine the presence of a quorum is not debatable.

If determined that there is no quorum, the procedure instituted in the preceding section be observed.

RULE X ORDER AND CALENDAR OF BUSINESS

SECTION 1-59. ORDER AND CALENDAR OF BUSINESS

Order of Business – The order of business of the Sangguniang Bayan for every session shall be:

- a) Call to Order;
- b) Invocation followed by the singing of National Anthem;
- c) Vice Mayor's Creed/Councilor's Creed (every 1st Wednesday of the month)
- d) Roll Call;
- e) Adoption of the order of business;
- f) Visitors/Privilege Hour;
- g) Reading and adoption of the Minutes of the previous session;
- h) First Reading and referral to committees of proposed ordinances, resolutions, petitions or requests and other communications;
- i) Committee Reports;
- j) Calendar of Business:
 - Unfinished Business
 - Business for the Day (2nd Reading)
 - Unassigned Business
- k) Business on Third and Final Reading;
- l) Other Matter; and
- m) Adjournment

SECTION 1-60. CALENDAR OF BUSINESS – The Calendar of Business shall consist of the following parts:

- a) Unfinished Business – Business being considered by the Sangguniang Bayan at the time of its adjournment. Its consideration shall be presumed until such finished business is disposed of. Thereafter, the Presiding Officer shall call for the Business for the Day.
- b) Business for the Day – Proposed ordinances, resolutions and other measures set on the Calendar for consideration on that day, to be considered in the order in which they are listed in the Calendar.
- c) Unassigned Business - Proposed ordinances, resolutions and other measures reported out by Committees but not calendared earlier. Any business included in this part of the Calendar may be set for consideration on motion of a member with unanimous approval of the members present at a session, there being a quorum.

SECTION 1-61. DISTRIBUTION OF CALENDAR – The Calendar of business is accessible through the official website, by logging in the official account. Same can be viewed in the mobile phone (since it's a paperless session).

The cut off time for the Agenda will be every Tuesday at noontime.

RULE XI ORDINANCES AND RESOLUTIONS

SECTION 1-62. Legislative actions of a general and permanent character shall be those which are ministerial or administrative in nature and of temporary character or matters relating to proprietary functions, and to private concern shall be acted upon by resolutions.



SECTION 1-63. Every ordinance and Resolution presented for consideration shall be, respectively, denominated or “DRAFT ORDINANCE” and “DRAFT RESOLUTION” and upon approval each shall be called “MUNICIPAL ORDINANCE” or “MUNICIPAL RESOLUTION” as the case may be.

SECTION 1-64. Proposed Ordinances shall be in writing and shall contain an assigned number, a title or caption and enacting or ordaining clause and the date for 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 to the Sanggunian who shall report the same to the SB at its next session.

SECTION 1-65. Only those who signed as author or authors and Co-author or Co-authors or co-sponsor or co-sponsors if so manifested on the floor, subject to the consent of the main author.

SECTION 1-66. No ordinance shall be considered on Second Reading in a regular session unless it has been reported out by the proper committee to which it was referred or certified as urgent by the Municipal Mayor.

SECTION 1-67. Any legislative matters duly certified by the Municipal Mayor on urgent, whether or not it is included in the calendar of business maybe presented and considered by the body at the same session without need of suspending the rules.

SECTION 1-68. No ordinance or resolution passed by the Sangguniang Bayan in a regular or special session duly called for the purpose shall be valid unless approved by the 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 the majority of the sanggunian members for its passage.

SECTION 1-69. Upon the passage of all ordinances and resolutions directing payment of money or creating liability, and at the request of any member, or any resolution or motion, the SB shall record the “AYES” and “NAYES”, each approved ordinance or resolution shall be stamped with the seal of the SB and recorded in the books for the purpose.

SECTION 1-70. Essential Parts of Ordinances and Resolutions - 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 Steering Committee who shall report the same to the Sangguniang Bayan at its next session.

SECTION 1-71. Three-reading Principle – The so-called “three-reading principle” which is commonly adopted in legislative bodies shall also be followed by this Sanggunian. Hence, as 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 ___); 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 chairperson, or his vice-chairperson, 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"

(c) Third (Final) Reading. At this stage, the Secretary shall read the proposed draft ordinance by its number, the 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.

- (a) An erroneous referral of a proposed ordinance or resolution may be corrected immediately after the approval of the minutes.
- (b) Only the Chairman or Vice-Chairman of the Committee which a proposed ordinance or resolution was erroneously referred, as well as the Chairman or Vice-Chairman of the Committee claiming jurisdiction over the proposed ordinance or resolution, may move that the referral be declared erroneous, and ask for its correction. However, the Presiding Officer may motu proprio rectify an erroneous referral.

SECTION 1-72. PERIOD TO REPORT

- a) The Committee shall submit a report on the proposed ordinance or resolution within fifteen (15) days after it has been referred to it, subject to extension upon request of the Chairman and concurred by the Sangguniang Bayan.
- b) If the Committee Report on a proposed ordinance or resolution is favorable, it shall be included in the Calendar of Business after its adoption.
- c) If the Committee action on a proposed ordinance or resolution is unfavorable, it shall be laid on the table and, within ten (10) days, notice of the action taken will be furnished to the author or authors concerned stating the reason or reasons for such action; PROVIDED, that within five (5) days after receipt of the notice the Sangguniang Bayan may consider the Committee's recommendation.

SECTION 1-73. URGENT MEASURES

- a) Any legislative matter duly certified by the Mayor as urgent, whether or not it is included in the Calendar of Business, may be presented and considered by the Sangguniang Bayan in the same session without need of suspending the Rules.
- b) The Sangguniang Bayan, may, on motion made by the chairman or Vice Chairman of the Committee concerned, consider a proposed ordinance or resolution as urgent.
- c) When extremely important and pressing issues are to be resolved, the Sanggunian may resolved, the Sanggunian may convert itself into a committee of the whole. This means that the entire Sanggunian acts as a committee and as a legislative body simultaneously, with the Presiding Officer as a Chairman, and any ordinance or resolution passed there in transcends the procedural requirements of first, second and third readings.

SECTION 1-74. SECOND READING AND DEBATE

- a) No Proposed Ordinance 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 Mayor.
- b) On the day set for the consideration of a proposed ordinance or resolution for Second Reading, the same shall be read in full with the amendments proposed by the Committee, if any, unless copies thereof have been distributed earlier and such readings is dispensed with.

Thereafter, the proposed ordinance or resolution shall be subject to debate and pertinent motions.

SECTION 1-75. DEBATE AND CLOSURE OF MEMBERS

- a) In the discussion of any measure, a motion to close the debate shall be in order after two speeches for and one against, or after only one speech for has been delivered and none entered against it.
- b) When several members have registered or signified their intention to speak on the matter under consideration and when said matter has been sufficiently and thoroughly discussed by the member speaking, the Presiding Officer, motu proprio, or upon motion of a Member, order that a member having the floor shall desist from speaking further so that other Members may not be deprived of their opportunity to speak.

SECTION 1-76. FIVE-MINUTE RULE

- a) After the close of debate, the Sangguniang Bayan shall proceed to the consideration of Committee amendments. A member who desires to speak for or against an amendment shall have only five (5) minutes to do so.
- b) The five-minute rule shall apply, likewise, in the consideration of an amendment, or of an amendment by substitution.

SECTION 1-77. APPROVAL OF MEASURE ON SECOND READING.

- a) The Steering Committee shall prepare copies of the proposed ordinance or resolution in the form it was passed on Second Reading and shall distribute to each member a copy thereof, except that measure certified by the Mayor, as urgent may be submitted for final reading immediately after debate and/or amendments during the Second Reading.

SECTION 1-78. THIRD READING

- a) A proposed ordinance approved on second reading shall be included in the Calendar under Third Reading.
- b) No ordinance shall be approved unless it has passed three readings, and copies thereof in its final form have been distributed to the members at least a day before its passage, except when the Mayor or the Sangguniang Bayan certifies to the necessity of its immediate enactment to meet a public calamity or emergency. Upon the Third Reading of a proposed ordinance or resolution, no amendment thereto shall be allowed, thereafter and the ayes and nays entered in the Minutes.

SECTION 1-79. MAJORITY REQUIREMENTS

- a) No ordinance passed by the Sanggunian shall be valid unless approved by majority of the members present, there being a quorum. Any ordinance 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.
- b) Upon the passage of all ordinances the Sanggunian Secretary shall record the ayes and nays.

Each approved ordinance shall be stamped with the seal of the Sanggunian and recorded in a book kept for the purpose.

SECTION 1-80. APPROVAL OF ORDINANCE AND VETO POWER OF THE LOCAL CHIEF EXECUTIVE – The approval of the ordinance by the Mayor, as the case may be, 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 members thereby making the ordinance or resolution effective for all legal intents and purposes.

- (b) The veto shall be communicated by the Mayor to the Sanggunian within ten (10) days otherwise, the ordinance shall be deemed approved as if he had 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 or items of an appropriation ordinance, an 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 that are not objected to. Item or items subject of the veto shall not take effect unless the Sanggunian overrides the veto in the manner as provided in this section. The item or items in the appropriation ordinance of the previous year corresponding to those vetoed, if any shall deemed re-enacted.

SECTION 1-81. REVIEW POWER OF THE SANGGUNIANG BAYAN

- a) Within ten (10) days after receipt of copies of approved ordinance from the Sangguniang Barangay, the Sangguniang Bayan reviews as to whether the ordinance is consistent with law and municipal ordinances.
- b) If the Sangguniang Bayan fails to take action on Barangay ordinances within thirty (30) days from receipt thereof, the same shall be deemed approved.
- c) If the Sangguniang Bayan finds the Barangay ordinances inconsistent with law or municipal ordinances the Sanggunian concerned shall, within thirty (30) days from receipt thereof, return the same with its comments and recommendations to the Sangguniang Barangay concerned for adjustment, amendment, or modification; in which case, the effectivity of the Barangay ordinance is suspended until such time as the revision called for is effected.

SECTION 1-82. DISSEMINATION AND POSTING - The text of the ordinance or resolution shall be disseminated and posted in Filipino or English and in the language or dialect understood by the majority of the people in the municipality and the Secretary to the Sanggunian shall record such fact in a book kept for the purpose, stating the dates of approval and posting.

SECTION 1-83. ORDINANCES WITH PENAL SANCTIONS - Ordinances with penal sanctions shall be posted at conspicuous places in the municipal hall for a minimum period of three (3) consecutive weeks. Such ordinances shall also be published in a newspaper of general circulation, where available, within the territorial jurisdiction of the municipality. Unless otherwise provided therein, said ordinances shall take effect on the day following its publication or at the end of the period of posting, whichever occurs later. The Secretary to the Sangguniang Bayan shall transmit official copies of such ordinances to the chief executive for approval.

RULE XII DECORUM AND DEBATE

SECTION 1-84. DECORUM AND DEBATE Manner of Addressing the Chair - When a member desires to speak, he shall rise and respectfully address the Chair, “Mr. Chairman” or “Mr. Presiding Officer.”

SECTION 1-85. RECOGNITION OF MEMBER TO SPEAK - When two or more members rise at the same time, the Presiding Officer shall determine and recognize the member who is to speak first upon motion of the Floor Leader.

SECTION 1-86. TIME LIMIT FOR SPEECHES - No member shall occupy more than ten (10) minutes in debate on any question or speak for more than once on any question without leave of the Sanggunian, except as hereinafter provided. The period of interpellation shall not be counted against the time of the member speaking.

SECTION 1-87. SPONSOR/AUTHOR TO OPEN AND CLOSE DEBATE - The member reporting a measure under the consideration from a Committee may open and close the debate thereon. If the debate should extend beyond one (1) session day, a speaker is entitled to an additional ten (10) minutes to close.

SECTION 1-88. DECORUM TO OPEN AND CLOSE DEBATE.

- a) In all cases, the member who has obtained the floor shall confine himself to the question under debate, avoiding personalities. He shall refrain from uttering words, or performing acts which are inconsistent with decorum.
- b) It is requested that a member be called to order for words spoken/uttered in debate, the member making such request shall indicate the words except to, and they shall be taken down in writing by the Secretary and read aloud. The member who uttered such words shall not be held to answer, nor be subject to ensure by the Sanggunian if further debate or other business has intervened.
- c) Any breach of proper decorum or discourtesy to the Presiding Officer shall constitute disorderly behavior and may be sanctioned by the majority vote of the members present.
- d) Any member responsible in inviting or has caused the invitation of any person or persons to shed light on certain matters which the SB has taken cognizance, shall have priority of sponsoring whatever resolution(s) on such matter unless said member waive his/her right to sponsor, in which case any member of the SB may sponsor such resolution.
- e) Any invited guest and/or visitor concerned during the deliberation of the body in its session to give an information on a particular matter should not be embarrassed.

SECTION 1-89. CONDUCT DURING SESSIONS

- a) During all sessions the male SB members shall wear (Barong Tagalog) (Long Sleeves) while the female SB members will be in their formal/proper attire and observe proper decorum.
- b) While the Presiding Officer is addressing the Sanggunian or putting a question, no member shall walk out or cross the session hall.
- c) While session is going on, cell phone should be shut/turn off or in a silent mode.

SECTION 1-90. SMOKING IN SESSION HALL PROHIBITED - Smoking shall not be permitted within the session hall.

SECTION 1-91. DISCIPLINE OF MEMBERS - The Sanggunian may punish its members for disorderly behavior and absences without justifiable cause for four (4) consecutive sessions for which they may be censured, reprimanded or excluded from the session (per Section 50 (b) (5) of RA 7160), with the concurrence of two-thirds (2/3) of all its members, suspend or exclude from the session a member, provided that if the penalty is suspension, the same shall not exceed sixty (60) days.

SECTION 1-92. HABITUAL ABSENTISM PATTERN OF ABSENCES – four (4) consecutive absences.

**RULE XIII
VOTES AND VOTING**

SECTION 1-93. METHOD OF VOTING. Unless a different method is prescribed by the Sanggunian for a particularly measure, voting shall be either one of the following methods:

- (a) By voice (viva-voice);
- (b) By raising of hand (or show of hand);



- (c) By raising;
- (d) By ballot; or
- (e) By nominal voting (or roll call).

SECTION 1-94. PUTTING THE QUESTION TO A VOTE. The Presiding Officer shall rise whenever he is putting a question to a vote. In taking a vote, the Presiding Officer shall take first the affirmative votes and then the negative votes. While still in standing position the Presiding Officer shall announce the result thereof.

SECTION 1-95. 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. As each name is called, the member shall announce his vote by stating "YES" or "NO" as the case may be. As a general rule, a member may explain his vote but not to exceed three (3) minutes.

A second roll call may be requested by any member from the Chair but this time only the name 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 1-96. 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, does not apply in voting for elective positions in the Sanggunian where a member, as a matter of right, can vote for himself.

SECTION 1-97. No member shall be compelled to vote. A member who refuses to vote either way or leaves the session hall when a matter is to be voted upon or at the time that voting is being conducted shall be deemed to have abstained from voting.

SECTION 1-98. 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. Provided that his rule shall not be applied if voting is by ballot.

SECTION 1-99. VOTE BY LATE-COMER. A member who comes-in late during the session but who happen 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 1-100. 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 is in progress.

SECTION 1-101. TIE VOTE. A tie vote resulting from a vote taken on any motion, measure or proposal shall be construed to mean that the particular motion, measure or proposals 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 vote is considered to sustain the decision of the Chair.

SECTION 1-102. 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 1-103. MAJORITY VOTE OF ALL THE MEMBERS. As provided for under R.A. 7160 and its Implementing Rules and Regulations, "a majority vote of all the members of the Sanggunian" is required in the following circumstances:

- (a) Enactment of ordinance levying taxes, fees or charges prescribing the rates thereof for general and specific purposes, and granting tax exemptions, incentives or relief. (Section 447, R.A. 7160 par. 2.ii).

- (b) Adoption of resolution authorizing the Mayor to negotiate and contract loans and other forms of indebtedness. (par. 2-iii,ibid.).
- (c) Enactment of ordinance authorizing the floating of bonds or other instruments of indebtedness for the purpose of raising funds to finance development projects. (par. 2-iv,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 ordinance granting a franchise to any person, partnership, corporation or cooperative to establish, construct, operate and maintain ferries, wharves, markets or slaughterhouses, 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. (pa. 3-vii, ibid.).
- (f) Adoption of resolution concurring with the appointments issued by the Mayor to heads or departments and offices as required under R.A. 7160. (Sec. 443. R.A. 7160, par d).

SECTION 1-104. MAJORITY VOTE OF THE MEMBERS PRESENT (thereby constituting a quorum). Except as provided in Section 8 hereof, all other legislative matters or measures shall require only a "majority vote of the members present therein having a quorum" for its passage, adoption or enactment, as the case may be.

SECTION 1-105. PLURALITY VOTE. A decision of the Sanggunian thru a "plurality vote" shall be valid only and enforceable if it is the result of an election of officers of the sanggunian or members of committees. No legislative proposal or measure of whatever nature shall be passed, adopted or enacted by this Sanggunian thru a mere plurality vote.

SECTION 1-106. PERCENTAGE VOTE. For purposes of this Section, a percentage vote shall be construed to mean as a "proportion of the 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 ordinance or resolutions thereby making the particular ordinance or resolution effective for all intents and purposes. (Sec 54, R.A. 7160).
- (b) Unless otherwise concurred in by two-thirds (2/3) 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 (d), R.A. 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 Sanggunian members. (Sec. 50, b-5, R.A. 7160).
- (d) With the concurrence of at least two-thirds (2/3 votes of all the members of the Sanggunian, grant tax exemptions, incentives or reliefs to entities engaged in community growth-inducing industries. (note: This particular provision applies only to Sangguniang Bayan and Sangguniang Panlungsod and hence, does not apply to Sangguniang Panlalawigan (Sec. 447 and Se. 458 of R.A. 7160).
- (e) At least a two-thirds (2/3) 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 expunge 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 in order to sustain the "motion to object to the consideration of a question".

SECTION 1-107. ABSTENTIONS. Indubitably, a member of this Sanggunian is representing the people and not necessarily his own self and such he should be required to take a stand, one way or the other, on every issue or measure submitted for decision of this August body. Hence, it is hereby made as a general rule that no member of this Sanggunian shall abstain from voting.

Abstention, if ever allowed to a member, shall not be considered in computing the majority vote. Since abstention is not a vote. It does not count either way. Mere silence and abstention are not the equivalent of affirmative votes nor of negative votes. (Quien vs. Serina, 17 SCRA 567, 1966, Ortiz vs. Posadas, 55 Phil. 741; 62CJS, p.761).

SECTION 1-108. SIMPLE MAJORITY. Except as otherwise provided in the Internal Rules of Procedure and existing rules and regulations, a vote by a "simple majority" shall prevail on other measures, motions or proposition provided there is a quorum. In parliamentary parlance, the term "simple majority" means one-half plus one ($1/2 + 1$) of the total votes cast by the members present there being a quorum. It might be less than the majority of the entire membership.

RULE XIV RULES ON MOTIONS

SECTION 1-109. The following motions, in the order of their precedence (from highest to lowest rank) together with other motions herein specified, shall be used in doing business in the SB.

- a) **FIX THE TIME TO WHICH TO ADJOURN** (Rank 1) to provide a future time for the continuation of the session in progress.
- b) **ADJOURN** (Rank 2) to formally terminate the meeting in progress.
- c) **TAKE A RECESS** (Rank 3) to provide a brief intermission during the meeting.
- d) **QUESTION OF PRIVILEGE** (Rank 4) to secure immediate action upon a matter that involves the comfort, convenience, rights or privileges of the SB or of any of its members.
- e) **CALL FOR ORDER OF THE DAY** (Rank 5) to bring before the body for consideration any business assigned for a particular time.
- f) **LAY ON THE TABLE** (Rank 6) to set aside pending question for consideration at a later but determined time.
- g) **CALL FOR THE PREVIOUS QUESTION** (Rank 7) to suppress discussion on a pending question and to bring it immediately to a vote.
- h) **MODIFY THE LIMITS OF DEBATE** (Rank 8) to remove a standing restriction to shorten or to resort more time for the discussion of a pending question.
- i) **POSTPONE DEFINITELY** (Rank 9) to defer the consideration of a question to a definite Time in the future.
- j) **COMMIT** (Rank 10) to refer a question or proposition to a committee for study and recommendation.
- k) **AMEND** (Rank 11) to modify a question to make it more acceptable to the body.
- l) **POSTPONE INDEFINITELY** (Rank 12) to defer indefinitely the consideration of a question.

- m) MAIN MOTION (Rank 13) to bring before the body a substantial proposition for its consideration.

SECTION 1-110. The following motions shall have the rank of a main motion.

- a) TAKE FROM THE TABLE – to resume the consideration of a question that has been previously laid on the table.
- b) RECONSIDERATION – to set aside the vote previously taken on a question and to reopen it to a new discussion and vote.
- c) RECONSIDER AND HAVE ENTERED ON THE MINUTES – to suspend action on a question that has been decided by a temporary majority.
- d) RESCIND OR REPEAL – to render null and void a question previously passed.
- e) EXPUNGE – to express strong disapproval to an action taken by the body and to have it rescind.
- f) ADAPT A REPORT – to accept or agree to a report as an official act of the body.

SECTION 1-111. The incidental motions have no fixed rank but shall take precedence over the question from which they arise.

- a) SUSPEND THE RULES – to allow the body to do something which it is otherwise forbidden to do by the rule or previously adopted order of the SB.
- b) WITHDRAWN OR MODIFY A MOTION – to remove a question from the consideration of the body or to modify the same.
- c) READ PAPERS – to allow a member to read a paper, document or book as part of his speaker or remarks.
- d) OBJECT TO THE CONSIDERATION OF A QUESTION – to avoid the consideration of a question which the body considers irrelevant, contentions, unprofitable, or generally objectionable.
- e) POINT OF ORDER – to call attention to an error in the observance or enforcement of the rules of parliamentary procedure or those of the SB.
- f) POINT OF INFORMATION – to be informed of any matters related to the pending question or the SB.
- g) PARLIAMENTARY INQUIRY – to request information on matters pertaining to parliamentary law or procedure.
- h) APPEAL FROM THE DECISION OF THE CHAIRPERSON – to ask the body to decide whether the ruling made by the chairperson on a question or order should be upheld or overruled.
- i) DIVIDE THE ASSEMBLY – to verify the votes taken on a question or to secure a more accurate count of the vote.
- j) DIVIDE THE QUESTION – to divide long and complicated proposition into separate and distinct parts to facilitate thru consideration.

SECTION 1-112. A motion to adjourn or to take a recess is in order if a quorum is not present but not when the body is engaged in voting or during the verification of the vote – if the body has voted to adjourn but there are still important announcements to be made, the Presiding Officer may defer the adjournment of the meeting to allow the making of the announcement.

SECTION 1-113. A motion calling for the previous question requires for its approval a 2/3 vote of the members present, but action on the principal question to which it is applied shall be determined by the vote necessary in each particular case as prescribed by these rules.

SECTION 1-114. No order of the day may be considered before the time to which it was assigned except by general consent or 2/3 votes of the members present by suspending the rule fixing its time as an order of the day.

SECTION 1-115. When a question is under consideration a motion to amend and a motion to an amendment shall be in order, and any of said amendments may be withdrawn before a decision is made thereon.

SECTION 1-116. No motion on a subject different from out under consideration shall be admitted under color of amendment, an amendment which merely results an affirmative proposition is likewise out of order.

SECTION 1-117. Once an amendment has been adopted or rejected, the same or substantially the same amendment cannot be reintroduced at the same meeting unless the vote on the original amendment has been considered or the motion to amend has been withdrawn.

SECTION 1-118. Amendments to the title of an ordinance or resolution shall not be in order until after the text thereof has been approved. Amendment to the title shall be decided without debate.

SECTION 1-119. A motion to reconsider a question must be called on the same day it was moved, the same maybe also called up not later than the next meeting thereafter it is banned.

SECTION 1-120. A call for a division of the assembly should be made if someone has the floor but before another motion has been started by the chairperson.

SECTION 1-121. A motion maybe withdrawn or modified as a matter of urgent before it has been stated by the chairperson. If the request is made after the motion has been stated by the chairperson, it may be withdrawn only by general consent, or if there is an objection, lay a majority vote of the members.

SECTION 1-122. No motion having failed passage, shall again be allowed at the same meeting unless there has been a substantial change in the proposition.

SECTION 1-123. All motions relating to nominations and voting, if made while a question or an election is pending are incidental motion, if they are made at any other time, they shall be treated as main motions.

RULE XV RULES ON DEBATES AND AMENDMENTS

SECTION 1-124. 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 confirming his remarks or arguments to the question under debate and by avoiding personalities.

SECTION 1-125. No member rendering a committee report or delivering the sponsorship speech shall speak for more than thirty (30) minutes unless allowed by a majority of the members present.

SECTION 1-126. No member shall speak for more than twenty (20) minutes on a particular issue or question being debated upon unless he is allowed to do so by a majority of the members present.

SECTION 1-127. 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 amendment shall not exceed five (5) minutes.

SECTION 1-128. The member rendering a committee report or delivering the sponsorship speech of a proposed measure may move to open or close the debate within the thirty-minute period allowed to him. If he fails to exercise his option, the Chair may use the "assumed motion" to open or closed 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 1-129. 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 1-130. The speaker may also be interrupted by another member if the latter desires to ask questions thru his privilege to interpellate and by preparing the following motions:

- Point of Order
- Point of Information
- Point of Parliamentary Inquiry
- Call for Orders of the Day
- Divide the Assembly
- Raise a Question of Privilege
- Reconsider
- Appeal from the Decision of the Chair

SECTION 1-131. All questions addressed to the speaker or the member having the floor must always be coursed thru the Presiding Officer.

SECTION 1-132. The speaker being interpellated may decline to answer questions, if he so desires.

SECTION 1-133. No member shall speak against his own motion or proposition. He may, however, be permitted to withdraw his motion or proposition and if this request to withdraw is denied he may vote against it.

SECTION 1-134. 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.

SECTION 1-135. 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 1-136. Subject to the requirement of the preceding Section, if no member moves to close the period of debate, the Chair, motu proprio, may use the "assumed motion" in order to close the period of debate.

SECTION 1-137. When a motion "to call for the previous questions" is proposed by a member which would result in the closing of debate on a pending question, or two-thirds (2/3) affirmative vote shall be required.

SECTION 1-138. Whenever the Presiding Officer is addressing the Sanggunian, no member shall leave his seat nor interrupt the former in his talk.

SECTION 1-139. After the period of debate has been closed, the period of amendment shall immediately follow.

SECTION 1-140. Unless a different method is adopted by the members present in particular session, amendments to any proposed measure, or parts thereof, shall be in seriatim. Under this 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 amendment.

Eventually, this process will reach its conclusion and the original measure or proposition is said to have passed the "second reading".

SECTION 1-141. 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 1-142. INITIATION OF ACTION AND CONDUCT OF INVESTIGATION. The committee on Rules shall take cognizance of all the offenses enumerated in the preceding Section and constituent 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 Sangguniang sitting en banc.

For purposes of this Section, only a fact-finding Investigation and NOT an "administrative Investigation" shall be conducted and thus, the technical rules or court practice, procedure and evidences shall not be applied. However, the substantive due process requirements of fairness and reasonableness should be observed.

Should any member of the Committee on Rules be the respondent, the Presiding Officer (regular or temporary as the case may be) shall designate a replacement to complete the membership thereof but only insofar as the conduct of the fact-finding investigation is concerned. In performing the other function of the said committee, the respondent is still a member of that committee.

SECTION 1-143. COLLECTION OF FINES AND ITS DISPOSITION. The Administrative Officer of the Sanggunian shall collect the fines as may be imposed by this Sanggunian and shall take custody thereof as a private trust fund. The collection shall be made through an automatic deduction in a savings account to be opened at the ____, Ipil, Zamboanga Sibugay. In the disposition or disbursement of the said fund the Sanggunian shall convert itself into a "Committee of the Whole" and then decide upon a majority vote of all its members how and for what purpose that said fund would be spent.

RULE XVI SUSPENSION OR RULES

SECTION 1-144. Any part of these rules, not prescribed by law or based on statutory law or any higher act, may be suspended by general consent or by a two-third (2/3) votes 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.

Among the grounds that may be involved for the suspension of the rules are:

- a) Urgency / Time is of the essence
- b) The denial of the motion shall cause irreparable damage to life, liberty or property, gravely hamper the delivery of basic services, or adversely affect peace, order and security
- c) Urgent financial or budgetary requirements
- d) Similar circumstances which will prejudice the interest and welfare of the public

SECTION 1-145. Notwithstanding the provision of the immediate preceding section, no part of these rules may be suspended if its effect is to protect the absentee members.

RULE XVII OFFICIAL SEAL

SECTION 1-146. OFFICIAL SEAL - Official Seal - The Seal of the Sangguniang Bayan of the Municipality of Ipil shall be: circular in form with a somewhat corrugated outer portion consisting of nine (9) edges with the following letterings "BAYAN NG IPIL, Lalawigan ng Zamboanga Sibugay", 1949 the flag of the Republic of the Philippines at the center of the seal.



RULE XVIII AMENDMENTS

SECTION 1-147. This "Internal Rules of Procedure" may be amended at any regular session by two-third (2/3) vote of all the members of this Sanggunian, provided that prior notice of such proposed amendments is given to all the members of the Sanggunian, and provided further that no provision herein which is based on, or prescribed by, existing laws shall be amended.

RULE XIX SUPPLEMENTARY RULES

SECTION 1-148. The rules of procedure and parliamentary practices generally accepted by Legislative Body of the Philippines and books detailing on this subject written by Filipino authors particularly Dr. Antonio Orendain, Prof. Reynaldo Farjardo, and Atty. Reverendo Dihan and other authorities and the Robert Rules, Newest Edition, shall serve as supplementary authorities of the SB in so far as they are not in compatible with its own rules and standing orders.

RULE XX EFFECTIVITY

SECTION 1-149. This "Internal Rules of Procedure" shall take effect on the date of its adoption and shall remain in full and effect unless revised, modified, amended or repealed by a subsequent ordinance.

That this Ordinance was moved by Hon. Dianne L. Cataluña and duly seconded by Hon. Sharif Mazin A. Hasim.


UNANIMOUSLY APPROVED.

CERTIFIED CORRECT:


ESTELITA S. EGUIA, BSC, JD
Sanggunian Secretary

ATTESTATION/CERTIFICATION

I HEREBY ATTEST and CERTIFY that I presided over the 1st Regular Session of the 13th Sangguniang Bayan of the Municipality of Ipil, Zamboanga Sibugay and that the foregoing legislative measure has been approved and adopted during the aforesaid session.


GLENN IAN Y. SABIJON
Acting Municipal Vice Mayor
Presiding Officer

APPROVED by His Honor, the Municipal Mayor, on July 15, 2021 in the Municipality of Ipil, Zamboanga Sibugay, Philippines.


HON. RAMSES TROY D. OLEGARIO
Municipal Mayor



Republic of the Philippines
PROVINCE OF ZAMBOANGA SIBUGAY
Municipality of Ipil

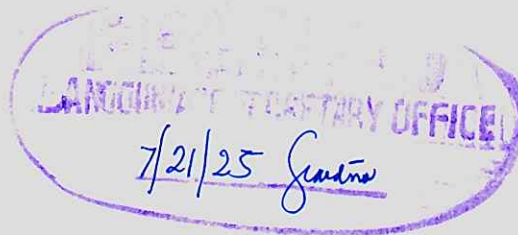
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OFFICE OF THE SANGGUNIAN SECRETARY

July 18, 2025

HON. RAMSES TROY D. OLEGARIO
Municipal Mayor
This Municipality




Dear Hon. Mayor Olegario,

Forwarding herewith **for SIGNATURE** of **Hon. Ramses Troy D. Olegario**,
Municipal Mayor, the following ordinances, to wit:

1. ORDINANCE NO. 07-701-2025 – THE REVISED SANGGUNIAN RULES
OF PROCEDURE OF THE SANGGUNIANG BAYAN OF IPIL,
ZAMBOANGA SIBUGAY.

Very truly yours,


ESTELITA S. EGUIA, BSC, JD.
Secretary to the Sanggunian