



Republic of the Philippines
PROVINCE OF CAGAYAN
Tuguegarao City
TENTH CITY COUNCIL



EXCERPTS FROM THE MINUTES OF THE 1st REGULAR SESSION OF THE TENTH CITY
COUNCIL OF TUGUEGARAO CITY, CAGAYAN HELD ON JULY 01, 2025
(TUESDAY), 9:00 A.M., AT THE SANGGUNIAN PANLUNGSOD SESSION HALL

PRESENT:

Hon. Rosauro Rodrigo G. Resuello	City Vice Mayor, Presiding Officer
Hon. Maria Rosario B. Soriano	Sangguniang Panlungsod Member
Hon. Ronaldo S. Ortiz	-do-
Hon. Mark Angelo B. Dayag	-do-
Hon. Jude T. Bayona	-do-
Hon. Lope B. Apostol, Jr.	-do-
Hon. Marc Aldous C. Baccay	-do-
Hon. Tirso V. Mangada	-do-
Hon. Dennis Ryan G. Avila	-do-
Hon. Myrna G. Te	-do-
Hon. Mariel Ayna T. Calimag	-do-
Hon. Karina G. Viernes	-do-
Hon. Anthony C. Tuddao	-do-
Hon. Restituto C. Ramirez	Ex Officio Member
Hon. Cerene Pearl T. Quilang	-do-

CITY RESOLUTION NO. 01-10-2025

**RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE
OF THE TENTH CITY COUNCIL OF TUGUEGARAO CITY**

WHEREAS, Republic Act No. 7160, otherwise known as the Local Government Code of 1991, and Rule 17, Article 103 of its Implementing Rules and Regulations provide among others that “on the first regular session following the election of its members and within ninety (90) days thereafter, the Sangguniang Panlungsod shall adopt or update its existing rules of procedure”;

WHEREAS, the Internal Rules of Procedure is a legislative instrument useful in ensuring orderly sessions and in enhancing quality legislation;

WHEREAS, there is a need to adopt the Internal Rules of Procedure in order for the Tenth City Council to efficiently and effectively fulfill its mandate to enact ordinances and resolutions for the general welfare of the people and to be attuned to the needs of time.

NOW, THEREFORE, RESOLVE, as it is hereby **RESOLVED**, to adopt the following Internal Rules of Procedure of the Tenth City Council of Tuguegarao City, to wit:

PREAMBLE

We, the members of the Tenth City Council of Tuguegarao City, Cagayan, in order to perform our mandate to enact ordinances and approve resolutions that are responsive to the needs of our people and fulfill their aspiration of a just and humane society where every Tuguegaraoño can enjoy the blessings of freedom and prosperity under a government guided by the rule of law, hereby promulgate and pledge to faithfully abide to these rules.

DECLARATION OF PRINCIPLES AND POLICIES

- A. Public office is a public trust. The Sangguniang Panlungsod and every member thereof is accountable to the people at all times. They shall discharge their duties with utmost competence, effectiveness, integrity and fidelity to the people’s welfare and interest.

- B. The Sangguniang Panlungsod is the voice of the people. The participation of the people in the process of local legislation shall be encouraged and guaranteed.
- C. The development of the capabilities of members to craft and ensure the enactment of quality legislative measures is imperative. Continuing educative programs in disciplines relating to legislative work shall be implemented for the members. Harmonious relationship with academic communities and the private sector shall be established and strengthened for this purpose.
- D. Harnessing and development of a competent core of professionals able to provide the necessary legislative support is a paramount concern. Programs for recruitment, training and development of qualified professionals and the establishment of appropriate organizational systems to best utilize their talents and skills to enhance legislative performance shall be undertaken.

RULE I

THE SANGGUNIAN PANLUNGSOD OF TUGUEGARAO CITY

SECTION 1. The present Sangguniang Panlungsod of Tuguegarao City shall be referred to as the Tenth City Council.

RULE II

OFFICIAL SEAL

SECTION 2. The Tenth City Council hereby adopts an official seal consisting of the following symbols and colors:

- a. CIRCLE – The circle symbolizes the equality of all the people in the territorial jurisdiction of Tuguegarao City under the law.
- b. FORTY-NINE (49) STARS – The forty-nine (49) stars forming an inner circle represent the forty-nine (49) barangays comprising the Tuguegarao City where ordinances and resolutions are implemented or enforced.
- c. SCROLL – The scroll represents the ordinances enacted and resolutions approved by the Sangguniang Panlungsod.
- d. QUILL – The quill symbolizes the mandate of the Sangguniang Panlungsod to enact local laws.
- e. GAVEL – The gavel symbolizes the authority and legality of the ordinances enacted and resolutions approved by the Sangguniang Panlungsod.
- f. RED – The color red symbolizes the fervor of the Sangguniang Panlungsod in performing its duties and functions.
- g. GOLD – The color gold symbolizes the wisdom and good judgment of the Sangguniang Panlungsod in enacting ordinances and approving resolutions. Gold also symbolizes honor and integrity.
- h. BLUE – The color blue symbolizes the enshrinement of law and order in Tuguegarao City as a result of legislation. Blue also symbolizes service, charity and compassion.
- i. WHITE – The color white symbolizes the purity of the purpose of the Sangguniang Panlungsod.
- j. RED, WHITE, BLUE and YELLOW – These colors replicate the colors of the flag of the Philippines.
- k. RIBBON – The ribbon signifies that the Sangguniang Panlungsod is a noble institution. It also symbolizes unity, honor and pride.
- l. “Public Service Above Self” – Philippine Councilors’ League Motto

RULE III

MEMBERSHIP

SECTION 3. Composition. The Tenth City Council of Tuguegarao City shall be composed of the following:

- a. City Vice Mayor who shall act as the Presiding Officer
- b. Twelve (12) elected Sangguniang Panlungsod Members
- c. President, City Chapter of the Liga ng mga Barangay (ex officio)
- d. President of the Tuguegarao City Sangguniang Kabataan Federation (ex officio)
- e. The sectoral representative/s to the City Council as provided for in Sec. 457 (b) of RA 7160

RULE IV
POWERS, DUTIES AND FUNCTIONS OF
THE TENTH CITY COUNCIL

SECTION 4. Powers, Duties and Functions of the Tenth City Council. The powers, duties and functions of the Tenth City Council shall be as provided for in Section 458 of the Local Government Code of 1991, Article 99 of the Rules and Regulations Implementing the Local Government Code of 1991 and Republic Act No. 8755, also known as An Act Converting the Municipality of Tuguegarao, Cagayan Province into a Component City to be known as Tuguegarao City, for as long as the same is not inconsistent with the Local Government Code of the Philippines.

RULE V
DUTIES AND RESPONSIBILITIES
OF INDIVIDUAL MEMBERS

SECTION 5. Full Disclosure of Financial and Business Interests of Sanggunian Members. Every Sanggunian member shall make a full disclosure of his/her financial and business interest as required of him/her under Section 51 of the Local Government Code of 1991 and Article 104 of the Rules and Regulations Implementing the Local Government Code of 1991.

SECTION 6. Every member shall attend all sessions of the Tenth City Council and all his/her committee meetings and public hearings unless he/she is prevented from doing so by reason of sickness or other unavoidable circumstances provided that, as a general rule, previous notice thereto shall be sent to the Sanggunian members through the Presiding Officer or the Secretary (for sessions) or Committee Chair (in case of committee meetings/public hearings).

RULE VI
PRESIDING OFFICER

SECTION 7. THE PRESIDING OFFICER. The City Vice Mayor shall be the Presiding Officer of the Tenth City Council and as such, shall have the following powers and duties:

- a. Preside over all regular or special sessions of the Tenth City Council and sign all ordinances and resolutions approved during such sessions within ten (10) days from the date of receipt thereof from the Office of the Secretary to the Sangguniang Panlungsod;
- b. Call the Tenth City Council session to order and where a quorum exists, order the reading of the minutes of the previous session and after the Tenth City Council shall have acted on the said minutes, proceed in accordance with these rules with the discussion and disposition of matters indicated in the order of business set forth in the agenda;
- c. Vote only to break a tie;
- d. Decide all points of order;
- e. Take appropriate measures to preserve order and decorum during sessions;
- f. Designate a member to represent the Tenth City Council in the People's Law Enforcement Board (PLEB) with the concurrence of the majority of the members of the Tenth City Council;
- g. Enforce and compel compliance with all rules, ordinances and resolutions affecting the internal affairs of the Tenth City Council; and,
- h. Exercise such duties and perform such other functions which the law and/or rules of the Tenth City Council may grant or entrust.

SECTION 8. The Presiding Officer shall certify ordinances enacted or resolutions approved by the Sanggunian in the session over which he/she presided within ten (10) days from the passage of the same.

SECTION 9. In case of inability of the Presiding Officer to preside in a session, a Temporary Presiding Officer shall be elected from among the Tenth City Council Members present and constituting a quorum. The Chair of the Committee on Rules, Laws and Ethics or in his/her absence, the Vice Chair or any member thereof shall initially preside to open the session and the election of the Temporary Presiding Officer. The Temporary Presiding Officer shall certify within ten (10) days from the passage of ordinances enacted and resolutions approved during such session for which he/she temporarily presided.

SECTION 10. The Presiding Officer must relinquish the chair temporarily to any member of the Sanggunian if he/she would like to go down the floor and participate in the deliberation in his/her capacity

as a regular member but is not allowed to vote unless he/she takes back the chair for the division of the house in which he/she could only vote to break a tie.

RULE VII

SECRETARY TO THE SANGGUNIANG PANLUNGSOD

SECTION 11. Secretary to the Sangguniang Panlungsod. In addition to the duties prescribed by law, the Sangguniang Panlungsod Secretary shall perform the following duties and functions:

- a. Attend all sessions and committee meetings of the Sangguniang Panlungsod and keep a journal of its proceedings;
- b. Prepare the agenda and shall certify the minutes of the Sangguniang Panlungsod;
- c. Notify members of the Sangguniang Panlungsod of the creation of regular and special committees and their appointments to such committees;
- d. Transmit to the proper committee all matters referred to it by the Sangguniang Panlungsod;
- e. Send out notices of all sessions, other meetings and public hearings;
- f. Carry out or enforce or cause to be enforced orders of the Sangguniang Panlungsod;
- g. Keep a compilation of all ordinances, resolutions, memorials and such other papers which have been considered by the Sangguniang Panlungsod in an orderly manner, and issue copies or certified true copies thereof upon request of any member of the Sangguniang Panlungsod;
- h. Furnish copies of all approved ordinances and resolutions to all barangays for their information and reference;
- i. Provide technical support to the Sangguniang Panlungsod and its individual members in the performance of their legislative functions; and,
- j. Conduct researches in aid of legislation.

SECTION 12. Absence of the Secretary to the Sanggunian. In the absence of the Secretary to the Sangguniang Panlungsod, the Assistant Secretary to the Sanggunian shall take over. In some cases when both are on leave or absent, the Presiding Officer or the Temporary Presiding Officer, as the case may be, shall designate a temporary secretary.

RULE VIII

COMMITTEES

SECTION 13. REGULAR COMMITTEES. The Tenth City Council shall have regular committees that shall be created which shall have jurisdiction over measures relating to the needs, concerns, issues and interests affecting the general welfare and/or which require continuing and/or comprehensive study, attention and action.

SECTION 14. DUTIES AND FUNCTIONS. Regular committees shall study and act upon all measures and matters referred to them inclusive of draft ordinances, resolutions, petitions, memorials and letter requests, undertake public hearings on proposed measures in aid of legislation, and recommend for adoption/approval of the Tenth City Council those that, in their judgment, advance the interest and welfare of the people.

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

SECTION 15. COMPOSITION.

- A. A regular committee shall be composed of a chair, vice chair and three (3) members. The chair of each committee shall be elected by the members of the Tenth City Council except for the Oversight Committee whose chair shall be the Presiding Officer. The vice chair and the members of each committee shall be nominated by the chair who shall present the list to the Sangguniang Panlungsod for confirmation through a resolution; provided that the sectoral representatives, the President of the Liga ng mga Barangay and the Sangguniang Kabataan President shall ipso facto chair the committees corresponding to their respective sectors.

- B. **Recomposition of Regular Committees.** The recomposition of regular committees may be done by at least two-thirds (2/3) of the majority vote of all the members of the Tenth City Council on the ground that there is a change in the membership of the Tenth City Council.

SECTION 16. TERM OF OFFICE. The elected chair and members of the regular committee shall serve until their term as elected officials expires unless sooner removed by majority vote of all the members present due to gross negligence or abuse of duty or upon recomposition under Section 15 (B).

SECTION 17. LIMITATIONS

- a. No member of the Tenth City Council shall hold more than three (3) regular committee chairmanships, three vice chairmanships and six memberships.
- b. The Presiding Officer may be chair of only one standing committee of his/her choice. When the regular presiding officer presents the report of the committee that he/she chairs for discussions, debate or approval, he/she shall yield the chair to the Temporary Presiding Officer. However, he/she may task his/her vice chair or any member of the committee he/she chairs to render the committee report.
- c. No committee member shall participate in committee deliberation or vote in any matter regarding which she/he has direct or indirect business, financial and pecuniary interest.

SECTION 18. PUBLIC HEARINGS. The committee, upon the concurrence of the majority of the members of the Tenth City Council, conducts public hearings on proposed measures, provided copies of such measure are made available to the public and public notices are issued three (3) days before the scheduled date of public hearing.

SECTION 19. COMMITTEE PROCEDURES

A. **Meetings.** The chair of the committee shall, from time to time, convene the committee to a meeting; provided that if the chair fails or refuses to convene such meetings, the committee shall, upon written request of a majority of the members thereof, call for and convene such meetings and the vice chair shall preside over such meetings. All referred ordinances, resolutions and other matters shall be considered in committee meetings. During the final deliberation of the committee, no person shall be allowed in the meeting except the members thereof and such members of the Tenth City Council and resource persons as may be necessary or expedient to facilitate the performance of its functions. All questions before the committee shall require a majority vote for approval. The notice for committee meetings/public hearings shall be issued two working days before the actual meeting/hearing and shall be received by the committee members or their duly authorized staff. Committee meetings without notices shall not be held unless these have been agreed upon by the committee in session and on record.

During the occurrence of extraordinary cases such as, but not limited, to pandemics, crises of national level, destructive calamities and similar peculiar and unavoidable circumstances which may lead to limitations and impossibility of physical conduct of committee meetings, the Tenth City Council shall be allowed to hold committee meetings online or through any digital means. Such call shall be made by the committee chair at any time prior to the conduct of the meeting.

In such case when a member of the Sanggunian cannot attend committee meetings physically due to reasons attributed to the circumstances mentioned above, such member may be allowed to attend the same online or through digital means subject to the acknowledgement of the committee chair. The attendance of such member shall be included in the determination of quorum.

The period for the applicability of online and digital committee meeting and/or attendance shall end as soon as there is an official declaration by the proper authority stating the cessation of the pandemic, crisis or calamity, however, for resource persons, the committee shall maintain hybrid committee meetings and the same shall not apply to committee members.

Such committee meetings may be conducted with the presence of invited resource persons, if needed.

B. **Quorum** - To expedite proceedings, the committee chair, vice chair or any duly authorized member present could proceed with the conduct of the initial or preliminary meeting, hence, a quorum is not required, but in the succeeding meetings, there must be a quorum, however, all committee members are duty bound to attend all committee meetings.

In the event the committee chair could not make it for a valid reason, he/she could relinquish the chairmanship to the vice chair or any of the members present in the meeting.

During the preparation of the committee report or when there is a decision to be made, a quorum which is the presence of the majority of the members of the committee is required. Unexplained absences in four consecutive meetings shall operate to relinquish membership therein.

C. **Vacancy** – When a vacancy in the chairmanship and vice chairmanship of a committee occurs by reason of resignation due to a valid reason accepted by the Presiding Officer or incapacity, the Presiding Officer shall take over its chairmanship until a regular chair or vice chair is elected by a majority vote of all the members of the Tenth City Council, provided that election shall be made not later than after two (2) regular sessions. When a vacancy occurs in the membership of a committee, the same shall be filled by the chair and concurred by majority vote of all the members of the committee.

D. **Committee Report** – A committee, when quorum exists, shall consider all matters referred to it and shall submit its findings and recommendation through a committee report to the Tenth City Council as a Body. All committee reports shall be adopted formally by the Tenth City Council. A committee report shall be approved by a majority of the members of the committee present during the meeting there being a quorum. A committee report, once approved, must be signed by the majority of the members of the committee.

In cases of joint referrals, a quorum must be present in each of the committees concerned, and majority of the members present in each committee, there being a quorum, shall approve a committee report. The committee report shall be signed by a majority of the members of each committee concerned.

E. **Period of Report** – The committee/s concerned shall submit a report on all matters referred to them within fifteen (15) working days after the referral. If the committee report is favorable and is duly adopted by the Tenth City Council, it shall be calendared for second reading by the Secretary to the Sangguniang Panlungsod. If the committee report is unfavorable, it shall still be reported in plenary within five (5) working days; notice on the action shall be forwarded to the author/s concerned stating the reason/s for such action. The author/s may file a motion for reconsideration within five (5) working days upon receipt thereof. The committee handling the said committee report shall act and render a decision on such motion for reconsideration within five (5) days upon receipt of the motion.

The Tenth City Council in considering a committee report may:

- a. Adopt the report;
- b. Deny the report, either in full or in part, with valid justifications;
- c. Return it to the committee with instructions;
- d. Refer it to another committee for further consideration; and,
- e. Postpone the consideration to some other time.

F. **Contents of a Committee Report** – The committee report shall contain the following information:

- a. Name of the committee;
- b. Brief statement of the subject referred to it;
- c. Findings of the committee including the information gathered during the conduct of committee meetings and other relevant information received by the committee;
- d. Conclusion;
- e. Recommendation (Majority Report and Minority Report/Dissenting Opinion);
- f. Names and signatures of members; and,
- g. Appendices

G. **Discharge of Committees** – The Tenth City Council, on motion of any member and upon the concurrence of the majority of the members present, there being a quorum, may discharge a committee from the consideration of any pending measure referred to it if such committee fails to act or render a report without any justifiable reason within fifteen (15) days from receipt of referral and assign it to another committee (regular committee, special committee or the Committee of the Whole).

H. Deadline of Submission of Committee Reports - The deadline of the submission of committee reports shall be strictly followed to give ample time for the preparation of the agenda as well as the evaluation and study of the members of the Tenth City Council in the next regular session. Committee reports shall be submitted not later than 5 o'clock in the afternoon on Thursday of every week to be calendared by the Secretary to the Sangguniang Panlungsod for the next regular session. The Agenda shall be distributed the following day, Friday. Committee reports submitted after Thursday shall be deemed late and shall not be included in the agenda for the next session, unless certified urgent by the Local Chief Executive. All late committee reports shall be included in the succeeding sessions. Further, no item shall be included in the agenda once it has been distributed to the members of the Tenth City Council, unless said item is certified as urgent by the Local Chief Executive or taken cognizance by the majority of the members present.

SECTION 20. CREATION OF REGULAR COMMITTEES. The Tenth City Council shall create the following regular committees and their legislative jurisdictions of which shall be as hereunder provided:

1. **COMMITTEE ON APPROPRIATIONS AND WAYS AND MEANS.** All matters related to the approval of annual and supplemental budgets, appropriation of funds for payment of obligations, allocation of funds for projects and services and all matters directly and principally relating to the expenditures of the city government and all matters related to taxes, fees, charges, loans, study and revision of tax measures, and generation of other sources and forms of revenue.
2. **COMMITTEE ON RULES, LAWS AND ETHICS.** All matters directly and principally relating to the interpretation and revision of the Internal Rules of Procedure of the Tenth City Council, implementation of national laws and ordinances, codification of ordinances, validity or legality of proposed measures to be acted upon by the Tenth City Council and the rights, privileges, duties, reputation and conduct of members of the Tenth City Council.
3. **COMMITTEE ON PUBLIC SAFETY AND ORDER AND DISASTER PREPAREDNESS.** All matters directly and principally relating to the suppressions of criminality including those on illegal gambling and illegal drugs, maintenance of peace and order, traffic rules and regulations, fire prevention and control measures, jail management and disaster preparedness. The chair shall represent the Tenth City Council in the City Peace and Order Council.
4. **COMMITTEE ON WOMEN, CHILDREN, FAMILY AND GENDER RELATIONS.** All matters directly and principally relating to the rights and welfare of women and female children and youth, inclusive of their education, employment and working conditions and their role in community development; measures to protect the rights of family and assistance that will safeguard the development of women and family, and all matters, too, relating to gender development.
5. **COMMITTEE ON COOPERATIVES AND LIVELIHOOD.** All matters directly and principally relating to the promotion, establishment and operation of all kinds of cooperative development and other economic enterprises.
6. **COMMITTEE ON SOCIAL SERVICES.** All matters directly and principally relating to social development and the welfare of children, persons with disabilities, senior citizens including social services that develop and enhance the quality of individual and community life.
7. **COMMITTEE ON TRANSPORTATION.** All matters directly and principally relating to the regulation of the operation of public utility vehicles, tricycles for hire, public utility terminals and parking areas.
8. **COMMITTEE ON HEALTH AND SANITATION.** All matters directly and principally relating to public health, hygiene and sanitation, health centers, hospitals and clinics, and other health and sanitary measures. The chair shall represent the Tenth City Council in the Local Health Board.
9. **COMMITTEE ON PUBLIC INFORMATION.** All matters directly and principally relating to public information and all forms of mass communications including print and broadcast media and cable television.
10. **COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT.** All matters directly and principally relating to youth development including the development of their leadership potentials and the promotion of their moral, physical, intellectual and social well-being; promotion and

development of sports program, athletic competitions and all other related matters. The Sangguniang Kabataan Federation president *ipso facto* shall be the chair of this committee.

11. **COMMITTEE ON BARANGAY AFFAIRS.** All matters directly and principally relating to the affairs of the barangay and with the objective of bringing the government closer to the people. The ABC president *ipso facto* shall be the chair of this committee.
12. **COMMITTEE ON HUMAN RESOURCES AND DEVELOPMENT.** All matters directly and principally relating to the programs for recruitment, training and development, and welfare and benefits of the employees of the city government. The chair and vice chair shall represent the Tenth City Council in the Human Resource Merit Promotion and Selection Board.
13. **COMMITTEE ON AGRICULTURE AND FOOD, MARKET AND LIVESTOCK AUCTION CENTER.** All matters directly and principally relating to agricultural and food production and agri-business; agricultural education and extension services; animal industry, farm credits, development and construction of fishponds and fishing grounds; fisheries and aquatic resource preservation; establishment and maintenance of public and private markets and livestock auction center.
14. **COMMITTEE ON JUSTICE AND HUMAN RIGHTS.** All matters directly and principally relating to the protection and enhancement of human rights and assistance to victims of human rights violations with the primordial purpose that no person shall be deprived of his/her rights without due process.
15. **COMMITTEE ON TOURISM, CULTURE AND ARTS.** All matters directly and principally relating to the development and promotion of tourism and the tourism industry, and the preservation and enrichment of the Ibanag cultural heritage.
16. **COMMITTEE ON LAND USE, ZONING, RECLASSIFICATION, PLANNING AND SUBDIVISION APPROVAL.** All matters directly and principally relating to the formulation of the comprehensive development plan of the City, updating of the land use plan and zoning, reclassification of lands and processing of application and approval of subdivision plans.
17. **COMMITTEE ON SUSTAINABILITY, CLIMATE CHANGE, ENVIRONMENTAL PROTECTION AND ECOLOGY.** All matters directly and principally relating to sustainable solutions and the achievement of the country's commitment to the United Nations 2030 Agenda for sustainable development that reduce environmental impact and increase benefits to society and ecosystems including climate change mitigation, environmental protection, ecosystem management, pollution control, beautification, cleaning and greening parks and public places.
18. **COMMITTEE ON EDUCATION.** All matters directly and principally related to education, i.e., local schools, colleges and universities, libraries, museums, language, adult education and out of school trainings. The chair of the committee shall represent the Tenth City Council in the Local School Board.
19. **COMMITTEE ON SLAUGHTERHOUSE.** All matters directly and principally relating to the operation, establishment and maintenance of the slaughterhouse.
20. **COMMITTEE ON GAMES, ENTERTAINMENT AND AMUSEMENT.** All matters directly and principally relating to all forms and places of recreation, gaming and amusement.
21. **COMMITTEE ON TRADE, COMMERCE AND INDUSTRY.** All matters directly and principally relating to the promotion, establishment and operation of all kinds of trade.
22. **COMMITTEE ON INFRASTRUCTURE AND PUBLIC UTILITIES.** All matters directly and principally relating to planning, construction, maintenance, improvement and repair of public infrastructure inclusive of buildings, roads and bridges, parks, monuments and other public edifices, drainage, flood control and protection, irrigation and water utilities.
23. **COMMITTEE ON INNOVATION, TECHNOLOGY AND PROCESS DEVELOPMENT.** All matters directly and principally relating to innovation, technologies, processes and research that

can enhance good governance and stimulate the growth of a trusted, inclusive, revolutionary, secured and open digital economy for efficient public governance and technology-based public service.

24. **COMMITTEE ON LABOR AND EMPLOYMENT.** All matters directly and principally relating to labor, the advancement and protection of the rights and welfare of workers, employment and manpower development inclusive of the promotion of industrial peace and employer-employee cooperation, labor education, labor standards and statistics, and the organization and development of the labor market including the requirement, training and placement of manpower.
25. **OVERSIGHT COMMITTEE.** All matters directly and principally relating to the review of the execution and effectiveness of ordinances enacted and resolutions approved, and the necessity of proposing requisite courses of action in relation thereto in coordination with the local chief executive.

SECTION 21. SPECIAL COMMITTEES. The Tenth City Council may create special committees that shall act on matters relating to special or urgent needs, concerns or interests of certain sectors and constituencies requiring immediate legislative action that may not fall within the scope of the jurisdiction of a regular committee. The special committees are subject to the same rules governing regular committees. They shall cease as such as soon as the Tenth City Council shall have received their report and recommendation.

SECTION 22. COMMITTEE OF THE WHOLE. The Tenth City Council as a Body, upon the concurrence of the majority of the members present there being a quorum, may constitute into a Committee of the Whole to act on matters requiring the attention and participation of all members of the Tenth City Council and relating directly and principally to misconduct or wrongful acts committed by local officials and employees, and complaints against elective barangay officials. .

The Presiding Officer shall appoint a chair with the concurrence of the majority of the members present there being a quorum to preside over the committee. The Presiding Officer may take part in the proceedings and shall only vote to break a tie.

When the committee has disposed all the matters referred to it, the chair shall render a report to the Tenth City Council as a Body for approval and adoption.

RULE IX **SESSIONS**

SECTION 23. Regular Sessions. The Tenth City Council shall hold regular sessions every Tuesday of the week at 9:00 o'clock in the morning at the Session Hall of the City Hall of Tuguegarao City. The regular session shall be held once a week.

During the occurrence of extraordinary cases such as, but not limited to, worldwide pandemics, crises of national and international levels, destructive calamities and similar peculiar and unavoidable circumstances which may lead to limitations and impossibility of physical session, the Sanggunian shall be allowed to hold sessions online or through any digital means. Such call shall be made by the Presiding Officer at any time prior to the conduct of the sessions.

In such case when a member of the Sanggunian cannot attend session physically due to reasons attributed to the circumstances mentioned above, such member may be allowed to attend session online or through digital means subject to the acknowledgement of the Presiding Officer. The attendance of such member shall be included in the determination of quorum.

The period for the applicability of online and digital sessions and/or attendance shall end as soon as there is an official declaration by the proper authority stating the cessation of the pandemic, crisis or calamity, however, for resource persons, hybrid sessions shall be maintained.

SECTION 24. Special Sessions. The City Mayor or a majority of the members of the Tenth City Council may call a special session when public interest so demands. A written notice to the individual Sanggunian Members stating the date, time and purpose of the session shall be served personally or left with a member of his/her household at his/her usual place of residence/business office at least twenty-four (24) hours before

the special session is held. 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. No two (2) sessions, whether regular or special, may be held in a single day (Section 52, Local Government Code of 1991).

SECTION 25. Out-of-Hall Sessions. The Sangguniang Panlungsod may, upon concurrence of the majority of the members, conduct out-of-hall sessions in any venue as may be agreed upon.

SECTION 26. Sessions Open to Public.

- A. All Sanggunian sessions shall be open to the public unless an executive session is ordered by the affirmative vote of majority of the members present, there being a quorum, in the public interest or for reasons of security, decency or morality. (Section 52, Local Government Code of 1991; Article 105, Rules and Regulations Implementing the Local Government Code of 1991).
- B. Live feed of Regular/Special sessions may be conducted by those duly authorized and accredited by the Sanggunian to preserve the solemnity (formality) of the sessions and to avoid crowding of media crew and recording/transmission devices in the Session Hall. The City Government's media outlet shall automatically be given permission.
- C. All guests, observers and others who are invited or who intend to witness the conduct of the session, meeting or any of the proceedings shall be required to sign the visitor's logbook stating among others his/her complete name, office/agency, position in the office or agency and purpose of attending the session, meeting or the proceeding.
- D. The Presiding Officer/Chair of the committee concerned may, at his/her sound discretion and for just and valid cause, exclude the public or any person not member of the sanggunian from attending the session, meeting or proceeding when the agenda to be discussed requires strict confidentiality or their presence is not necessary.
- E. The Presiding Officer, or the Chair of the Committee as the case may be, may expel out of the session hall any person who displays annoyance, arrogance, disrespect to the members or does any act as would disrupt the formality of the session or proceeding. In this case, he/she may secure the assistance of the Chief of Police or Head of the PSSO to cause the eviction of said person out of the session or meeting.

The Presiding Officer or Chair of the Committee as the case may be, may institute appropriate action against the person who displays annoyance, arrogance, disrespect to the members or does any act as would disrupt the formality of the session or proceeding of the sanggunian or the committee concerned.

SECTION 27. Executive Sessions. The executive sessions of the Tenth City Council shall be held behind closed doors. An executive session shall be held when requested by a member who shall explain his/her reasons for the request and the same is duly seconded. The public shall be excluded from the gallery and the doors of the session hall shall be closed. The minutes of the proceedings in an executive session shall be recorded in a separate book and shall be treated as confidential. The Presiding Officer and the members of the Tenth City Council as well as the officials or persons who took part in the executive session are strictly prohibited from divulging or revealing any of the confidential matters taken up in the session and all actuations which have taken place therein. The restriction and ban on the secrecy may be lifted by a two-thirds (2/3) vote of the Tenth City Council; any member who violates the prohibition of the secrecy may, by a two-thirds (2/3) vote of the Tenth City Council, be excluded from attending executive sessions.

If the violation is committed by a city official, he/she shall be dealt with administratively and charged with conduct unbecoming of a public official; if the violation is committed by a private person, he/she shall be dealt with in accordance with the provisions of an ordinance which may be enacted by the Tenth City Council.

SECTION 28. Order of Business/Agenda

The Order of Business/Agenda of the Tenth City Council for every session shall be as follows:

- I. Call to Order
- II. Prayer
- III. Philippine National Anthem and Tuguegarao City Anthem
- IV. Roll Call
- V. Reading, Correction, and Approval of the minutes of the previous session
- VI. Question Hour
- VII. Third Reading
- VIII. First Reading (Reference of Business)
- IX. Committee Report
- X. Second Reading (Calendar of Business)
 - a. Unfinished Business
 - b. Business for the Day
 - c. Unassigned Business
- XI. Addendum
- XII. Barangay Affairs
- XIII. Privilege Hour
- XIV. Information and Other Matters
- XV. Adjournment

- A. **Preparation.** The order of business/agenda shall be prepared by the Secretary to the Sangguniang Panlungsod duly approved by the Presiding Officer. Copies of the agenda shall be furnished to every member of the Tenth City Council at least one (1) day before the date of a session. The secretariat of the Sangguniang Panlungsod shall provide the necessary administrative and technical support in the preparation of the agenda.
- B. **Contents.** The order of business/agenda shall contain a brief description of each item to be taken up during the session indicating the sources in the case of petitions, memorials, memoranda and other communications; the title of proposed ordinances and resolutions, the name/s of the sponsor/s or author/s and the committee or committees to which the proposed ordinances and resolutions have been referred. The inclusion of the Addendum shall be subject to the approval of the majority of the members present constituting a quorum.

SECTION 29. Call to Order. The Presiding Officer shall open every session by calling the Tenth City Council to order. At the start of the session, the Philippine National Anthem and the Tuguegarao City Anthem will be sung after the Prayer.

SECTION 30. Roll Call. The full names of the members shall be called according to rank by the Secretary to the Sangguniang Panlungsod upon every roll call. In case when there is no quorum during the First Call, a 15-minute recess shall be declared. Likewise, another 15-minute recess shall be declared when there is no quorum during the Second Call.

SECTION 31. Quorum. A majority of all members of the Tenth City Council who have been elected and qualified shall constitute a quorum to transact business. Should a question of quorum be raised during a session, the Presiding Officer without debate shall immediately proceed to call the roll of the members and, thereafter, announce the result and declare whether or not there exists a quorum. Should there be no quorum, the provision of Section 31 of this rule shall be applied (Section 53, Local Government Code of 1991).

SECTION 32. Absence of a Quorum. Where there is no quorum, the Presiding Officer may declare a recess until such time a quorum is constituted, 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 Philippine National Police (PNP) assigned in the territorial jurisdiction of Tuguegarao City to fetch the absent member and present him/her at the session. If, in spite of the above, there is still no quorum, 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 (Section 53, Local Government Code of 1991).

A member who arrives after the Second Reading is considered absent.

SECTION 33. Determination of a Quorum. In determining a quorum, it shall be based on the majority of the actual membership of the Sangguniang Panlungsod that shall exclude the following:

- a. A deceased member
- b. A member who has resigned
- c. A member who is under suspension
- d. A member who was dismissed by final judgment

SECTION 34. Reading, Correction and Approval of the Minutes of the Previous Session. The minutes of the previous session shall be submitted by the Secretary to the Sanggunian during its succeeding regular session. The Sanggunian shall first determine if there are corrections to be made on the minutes and act on it accordingly before the same is adopted and becomes its property. Consideration of the minutes shall not be dispensed with. Reading of the minutes “verbatim” may be dispensed with if the members were already furnished a copy beforehand.

SECTION 35. Question Hour. There shall be a Question Hour every regular session. A department head may be requested to appear and be heard on any matter pertaining his/her department. Resource persons may also be invited to appear to assist the Tenth City Council on matters pertaining their fields of expertise on important issues in aid of legislation.

Any member who wishes to invite a resource person should state the subject, the valid reasons and the questions to be asked, and must seek the concurrence of the Body.

The inviting member must prepare the questions ahead of time to give the resource person an ample time to review and prepare. The resource person should be invited 3 or 4 days before the session day.

The Question Hour shall be limited to 2 subject matters per session, each with 30 minutes only. In case the discussion exceeds 30 minutes, the Presiding shall refer the matter to an appropriate committee. Further, invitations and inquiries should be in aid of legislation.

In case of extreme urgency, the Presiding Officer/Temporary Presiding Officer may decide to invite a resource person immediately on the session with a justifiable reason upon the concurrence of the Body.

SECTION 36. Privilege Hour. On regular sessions, there shall be a Privilege Hour.

Any member may deliver his/her privilege speech on any matter of general interest. If more than one member desires to make use of this privilege, the first to apply, either in writing or verbally in open session, shall be given preference. Any member who wishes to avail of the Privilege Hour shall submit in writing his/her privilege speech to the Presiding Officer and/or inform the Secretary to the Sanggunian of the issue to be discussed in his/her privilege speech one-hour before the scheduled session.

The member delivering the speech may refuse to be interpellated and to clearly state beforehand that such delivery is not subject to interpellation.

SECTION 37. People’s Hour. The Presiding Officer may invite one (1) Accredited Civil Society Organization (CSO) or Peoples’ Organization (PO) to attend every other regular session alternately with Question Hour/Privilege Hour. This shall serve as an avenue for CSOs to apprise the people of Tuguegarao City of their plans and accomplishments, which shall become bases for Local Legislation. The People’s Hour will allow the Tuguegaraoños to be more involved in the legislative process which will establish an all-inclusive and more participative legislative process for the people of Tuguegarao City.

SECTION 38. Calendar of Business/Second Reading. The calendar of business shall consist of the following:

- a. **Unfinished Business** – refers to proposals or measures that have been left unacted upon, postponed or left unfinished during the previous session or meeting.
- b. **Business for the Day** – refers to a list of items that have been reported out by committees and are ready for deliberation on “Second Reading.”

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

RULE X **JOURNAL AND RECORD OF PROCEEDINGS**

SECTION 39. Journal. The Sanggunian shall keep a journal and record of the proceedings of its session, whether regular or special, which may be published upon resolution of the majority of the members thereof.

SECTION 40. Minutes. The Sanggunian shall also record its proceedings in the form of minutes which shall contain a succinct and exact account of the business transacted and the actions taken thereon. The minutes must clearly show the following: nature of the session, whether regular or special, and if special, a copy of the call for such session; date, time and place of the session; names of members present and absent; whether the minutes of the previous session was read and approved, citing corrections, if any; every ordinance and resolution in full; a brief statement of the minority opinion if the ordinance or resolution was not approved unanimously; nominal votings; all main motions, except those withdrawn; points of order and appeals, whether sustained or lost; veto message of the city mayor, in full, if any; and time of adjournment.

SECTION 41. Original Copy of Minutes. The original copy of the minutes shall be signed by the members of the Tenth City Council present in that session, showing those who voted for and those who voted against its approval. Each copy of the minutes must be signed, too, by the Presiding Officer and the Secretary to the Sangguniang Panlungsod.

RULE XI **LEGISLATIVE PROCESS**

SECTION 42. Ordinances and Resolutions. Legislative actions 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 form of resolutions. Matters relating to proprietary functions and to private concerns shall also be acted upon by resolution.

SECTION 43. Draft Ordinances and Resolutions. Every ordinance and resolution presented for consideration shall be respectively referred to as “Draft Ordinance” and “Draft Resolution,” and upon approval, each shall be known as “City Ordinance” and “City Resolution.”

SECTION 44. Ordinances and Resolutions must be in Writing. 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 proposal shall be accompanied by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors below the title and submitted to the Secretary to the Sangguniang Panlungsod who shall present the same to the Tenth City Council.

The principal sponsor may manifest that he/she wants to include all members or a certain member as co-sponsor/co-author. But in cases when no such manifestation is made by the principal sponsor, a member of the council may manifest such intention, subject to the agreement of the principal sponsor.

If the ordinance is principally crafted, it should be authored by the sponsor. But if the ordinance is submitted by a different agency, the same should be sponsored.

SECTION 45. Filing, Consideration and Approval of Resolutions and Ordinances

- a. **Filing** – Proposed resolutions and ordinances shall be signed by the author or authors below the title and shall be filed with the Office of the Secretary to the Sangguniang Panlungsod who shall include it in the agenda. Only those who signed as authors or co-authors shall be considered as such, provided that other members of the Tenth City Council may also be considered as sponsors or co-sponsors if manifested on the floor. All matters endorsed by the City Mayor to the Tenth City Council and petitions and other communications received from the city residents shall likewise be transmitted by the Secretary to the Sangguniang Panlungsod for the same purpose. All ordinances, resolutions, endorsements, requests, etc. for calendar in the agenda shall be submitted to the

secretariat not later than ten o'clock in the morning (10 AM) on Friday preceding the Tuesday regular session.

- b. **First Reading** – All proposed measures shall be calendared for first reading which shall consist of the reading of its title only. After the reading thereof, it shall be referred to the proper committee for study, comment and recommendation. No debate shall be allowed at this stage.
- c. **Second Reading** – After a proposed measure is reported favorably by the committee concerned and duly adopted by the Tenth City Council, it shall be calendared for second reading, provided that the same shall have been posted in the bulletin board of the Sangguniang Panlungsod for three (3) consecutive days prior thereto.

During the second reading, the author or sponsor of the proposed measure shall deliver his/her sponsorship speech and then make the necessary motion. After the motion has been duly seconded, the Presiding Officer shall restate the motion and open the period for debate or discussion.

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

After the period of amendments has been closed, the Tenth City Council shall take final action on the proposed measure.

- d. **Third Reading** – All ordinances and resolutions which have been approved in second reading by the Tenth City Council shall again be included in the agenda by the Sangguniang Panlungsod Secretary for the third reading for final approval.

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

SECTION 46. Necessity of Report. 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 otherwise certified as urgent by the local chief executive.

SECTION 47. The Secretary to the Sangguniang Panlungsod shall prepare copies of the proposed ordinance or resolution in the form it was passed on second reading to be included in the agenda of the next regular session, except that a measure certified by the Local Chief Executive as urgent may be submitted for final voting immediately upon the suspension of rules after the debate or amendment during the second reading.

SECTION 48. Validity. No ordinance or resolution passed by the Tenth City Council 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.

SECTION 49. Approval by the City Mayor. Every ordinance enacted by the Sanggunian shall be presented to the City Mayor for approval. If the local chief executive approves the same, he/she shall affix his/her signature or initials on each and every page thereof and the word "approved" shall appear with his/her signature on the last page.

SECTION 50. Veto of City Mayor. The City Mayor may veto any ordinance enacted by the Tenth City Council presented to him/her by signifying his/her disapproval and reasons therefore in writing, and return the same to the Tenth City Council within ten (10) working days from his/her receipt thereof, otherwise the ordinance shall be deemed approved as if she/he had signed it (Section 54(b), Local Government Code of 1991).

The City Mayor shall also 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 a 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 Tenth City Council overrides the veto by two-thirds (2/3) votes of all its members, otherwise the item or items in the

appropriation ordinance of the previous year corresponding to those vetoed, if any, shall be deemed re-enacted (Section 55(b), Local Government Code of 1991).

SECTION 51. Override of the City Mayor's Veto. The City Mayor may veto an ordinance or resolution only once. Upon receipt of the veto of the City Mayor, the Tenth City Council shall record the objections in the minutes and shall proceed to override the veto of the Local Chief Executive. The Tenth City Council by a two-thirds (2/3) vote of all the members may override a veto thereby making the ordinance or resolution valid and effective for all legal intents and purposes even without the signature and approval of the City Mayor (Section 55(c), Local Government Code of 1991).

SECTION 52. Urgent Legislative Matters. Any legislative matter, duly certified by the City Mayor as urgent, whether or not it is included in the calendar of business, may, without need of suspending the rules, be presented and considered by the Body in the same session. An urgent matter is one which involves great public interest, the delay of which shall prejudice essential government activities.

The Tenth City Council, likewise, upon concurrence of the majority of members present there being a quorum, may consider a legislative matter as urgent and consideration thereof shall be scheduled according to a definite timetable duly approved by the majority.

SECTION 53. 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.

SECTION 54. Posting and Publication of Ordinances with Penal Sanctions. Ordinances with penal sanctions shall be posted in conspicuous places in the City for a minimum period of three (3) consecutive weeks and shall also be published in a newspaper of general circulation, where available, within the territorial jurisdiction of the city. Unless otherwise provided therein, said ordinances shall take effect on the day following publication or at the end of the period of posting, whichever occurs later.

SECTION 55. Transmittal of Approved Ordinances and Resolutions. Within three (3) days after approval, the Secretary to the Sangguniang Panlungsod shall transmit to the Sangguniang Panlalawigan copies of approved ordinances and resolutions of the Sangguniang Panlungsod for review.

RULE XII

DEBATE, DECORUM AND DISCIPLINE

SECTION 56. Manner of addressing the Chair. When a member desires to speak, he/she shall rise and raise his/her hand and respectfully address the chair "Mr./Madam Presiding Officer."

When two (2) or more members rise at the same time, the member whose name is first called by the Presiding Officer shall be entitled to speak first. The Presiding Officer shall have the only authority to recognize any member to have the floor to speak. A member can only request to be recognized after a member who has the floor shall have yielded the floor.

SECTION 57. Sponsor to Open and Close a Debate. Any member sponsoring a measure may move to open and close the debate.

A motion to close a debate is in order if at least three (3) members have already spoken from both the affirmative and the negative sides.

SECTION 58. Period of Amendment. After the period of debate has been closed, the period of amendments shall immediately follow. During the period of amendments, every member shall observe the so-called "five-minute rule," that is, remarks or arguments by any member on each proposed amendment shall not exceed five (5) minutes, as much as possible.

SECTION 59. Decorum.

- A. The member who has the floor confines himself/herself to the question under debate, avoid personalities in all cases and refrain from indecorous words or acts. If a member is called to order by another member for words spoken during the debate, the latter shall indicate the words objected

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to. The Secretary to the Sangguniang Panlungsod shall note and read aloud such words. The Presiding Officer, motu proprio, or the Tenth City Council may direct, may declare statements, remarks or words unparliamentary and may order that these be stricken off the records.

- B. All employees, audience, guests and visitors who wish to witness sessions of the City Council shall observe proper decorum at all times. Proper decorum shall include, but is not limited to, the following:
1. Avoiding unnecessary noise.
 2. Cellular Phones shall be in silent mode.
 3. No eating

Taking of pictures and video recordings of the sessions shall be allowed, provided, a written permission has been secured from the Sangguniang Panlungsod Secretariat and approved by the Presiding Officer.

SECTION 60. Attire. The proper attire for the members of the Tenth City Council during the regular and special sessions shall be barong tagalog/polo barong or long sleeves polo or coat for the male members while the female members should be in formal or business attire. Maong pants, slippers and rubber shoes are not allowed during sessions.

SECTION 61. No Smoking. No person including the members of the Tenth City Council shall be permitted at any time to smoke within the session hall.

SECTION 62. Discipline. Any member may initiate a complaint upon the recommendation of the Committee on Rules, Laws and Ethics. The Tenth City Council as a whole, upon the concurrence of the two-thirds votes of all members present, there being a quorum, may punish its members for disorderly behavior and incurring absences without justifiable cause for four (4) consecutive sessions.

The Tenth City Council may reprimand an erring member with the concurrence of the majority of all the members and such reprimand shall be included in the records of the Tenth City Council.

In case of a grave offense and absences without justifiable cause for four (4) consecutive sessions committed by a member, any member may initiate a complaint upon the recommendation of the Committee on Rules, Laws and Ethics. The Tenth City Council as a whole, upon the concurrence of the two-thirds votes of all members present, there being a quorum, may institute an appropriate administrative action before a proper body as the circumstances may warrant.

A member who is not in proper attire during sessions shall be penalized as follows: P500 for the first offense, P1,000 for the second offense and P3,000 for the third offense and thereafter. The fines shall accrue to SP revolving fund.

SECTION 63. Conduct and Demeanor – Attendance of any person especially those employees, other members of the media or the press, guests and others who desire to attend, witness and take records of the sanggunian proceedings and/or meetings are subjected to some regulations and restrictions, to wit:

1. All authorized media practitioners shall secure authorization from the secretariat prior to the media coverage, shall stay within their designated area, shall stop the live airing during sessions/meetings if there off the records proceedings which must not be shown in other media platforms, and shall not leave their cameras unattended. All live postings of sessions and meetings shall be sourced from the official page.
2. Concerned committees shall give prior notices to concerned resource persons from the Executive Department.
3. Concerned individuals shall register their attendance on the visitors' logbook. Those individuals who are allowed to attend sessions/meetings shall be issued identifications cards.
4. Any person who displays misconduct and disrespectful behavior, or causes any act which may cause annoyance or disturbance of the meeting or proceedings may be expelled out from the session hall without prejudice to the filing of action against the employee or person.
5. The Presiding Officer/Chair of the committee may exclude the public or any person from attending the meeting when the matter is highly confidential or does not involve the attendance of non-member of the Council or Committee or when the matter is exclusive among them.

RULE XIII **VOTES AND VOTING**

SECTION 64. Method. Unless a different method is prescribed by the Sanggunian for a particular measure, voting shall be either of the following methods:

- a. By voice (viva voce)
- b. By raising of hand (or show of hand)
- c. By rising
- d. By ballot
- e. By nominal voting (roll call voting)

A member must be physically present during the actual votation for his/her vote to be counted.

SECTION 65. Inhibition and Abstention

- A. Inhibition** – Any member may inhibit on a question in which he/she has direct or personal pecuniary interest or any conflict of interest to the subject matter being discussed or voted upon.
- B. Abstention** - any member may participate in the discussion but if he/she is not agreeing with the discussion, he/she may opt to vote or not to vote. Further, if such member cannot imbibe the discussions to come up with a valid stand on the subject measure, he/she may be allowed to cast a vote of abstention. No member may be compelled to vote, however, this does not preclude any member from voting for himself/herself as a candidate for any position in the Tenth City Council.

For inhibition, a member can no longer participate in the deliberation of the subject matter while for abstention, a member may opt to participate in the deliberation.

Inhibition should be made/communicated upon referral of the matter while abstention should be made after the discussion and the member should have actively participated in the said discussion.

SECTION 66. Change of Vote. A member can change his/her vote only before the Presiding Officer announces the results of the voting except in cases when voting was made by ballot. However, such member shall explain to the Body the reason for such change of vote.

SECTION 67. Nominal Voting. When voting nominally, the Secretary to the Sangguniang Panlungsod shall call the roll of the members of the Tenth City Council in alphabetical order and as each name is called, the member shall announce his/her vote by saying “Yes” or “No,” as the case may be, or abstain, if he/she is not voting. Any member may be allowed to explain his/her vote in not exceeding five (5) minutes.

SECTION 68. Right to vote before result. A member who arrives at the session before the second reading shall be permitted to vote, provided the result of the voting has not been announced yet by the chair.

Physical presence is required to register a vote. If a member should leave before the votation and has manifested his/her vote, the vote is considered invalid and should be noted in the minutes that he/she was not around during the votation and beside his/her name in the ordinance or resolution, a notation “out of the session hall during votation” or “left the session hall” shall be made. Advanced voting for any matter in the agenda that has not yet put into question is not allowed.

A member should manifest on record that he/she will not participate in the discussion and his/her vote will be considered abstention.

SECTION 69. Exclusions on Motions. No motion or question except the presence of a quorum shall be entertained during the voting.

RULE XIV
MOTIONS AND THEIR PRECEDENCE

SECTION 70. Recording of Motions. Every motion shall be entered in the minutes with the name of the member making it unless it is withdrawn. A motion may be withdrawn any time before its approval.

SECTION 71. Precedence of Motions During a Debate. When a question is under debate or before the Body, no motion shall be entertained except the following, which shall take precedence in the following order:

- 1st – Motion to adjourn
- 2nd – Motion to raise a point of order
- 3rd – Motion to raise a question of privilege
- 4th – Motion to declare a recess
- 5th – Motion for reconsideration
- 6th – Motion to lay on the table
- 7th – Motion to postpone for a definite date
- 8th – Motion to refer and re-refer
- 9th – Motion to amend
- 10th – Motion to postpone indefinitely

The first seven (7) motions shall be decided without a debate while the last three (3) motions shall be decided subject to the 5-minute rule.

SECTION 72. Point of Order. A point of order is a privileged question that raises the violation of the rules in relation to the matter under discussion on the floor.

SECTION 73. Question on Privilege. Questions of privilege are those affecting the duties, conduct, rights, privileges, dignity, integrity or reputation of the Tenth City Council and its members. However, before availing of this right, a member shall seek the permission of the Presiding Officer, who shall in turn, allow the member to proceed upon a determination that the request is in order.

SECTION 74. Reconsideration. Any member of the Council present may file a motion for reconsideration which shall be ruled by the Presiding Officer. A member who abstained from voting shall have no right to ask for reconsideration or second such motion. Motion for reconsideration must be made on the same session day the matter was acted upon by the Questions of privilege.

SECTION 75. Appeal from the Ruling of the Presiding Officer. Any member may appeal from the ruling of the Presiding Officer and may be recognized by the Presiding Officer even though another member has the floor. No appeal is in order while another appeal is pending. The member making the appeal shall state the reasons for the appeal subject to the five-minute rule. The Presiding Officer shall then state the reasons for the ruling and forthwith submit the question to the body. A majority vote of the members present on the same session day shall decide any appeal. In case of a tie vote, the appeal is lost.

RULE XV
SUSPENSION OF THE RULES

SECTION 76. The number of votes required in order to suspend the Rules of the Tenth City Council shall be two-thirds (2/3) votes of the members present, there being a quorum.

If no objection is raised, it shall be presumed that a unanimous vote/consent of the members was taken. Otherwise, the number of votes required in this section shall be strictly complied with.

SECTION 77. The Chair of the Committee on Rules, Laws and Ethics shall move for the suspension of rules. Such move shall be made to specifically mention which rule is being suspended in this Internal Rules of Procedure. In the absence of the Chair, the Vice Chair or any member of the Tenth City Council may move for the suspension of the rules.

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

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

SECTION 78. It shall be understood that once a particular rule is suspended for a specific purpose, only such particular rule is suspended and the other rules of the Tenth City Council remain in force. After the suspension of rules has been made, the movant shall move to restore the rules.

RULE XVI **AMENDMENT OF THE RULES**

SECTION 79. Any amendment/s to these rules may be made by the filing of a written motion which will contain the proposed amendment and the reasons thereof. The motion shall be filed at least one (1) week before its consideration and two-thirds (2/3) vote of all members of the Tenth City Council shall be required for the approval of the amendment/s, unless otherwise specifically provided in these rules.

RULE XVII **REVIEW OF THE RULES**

SECTION 80. The Committee on Rules, Laws and Ethics shall conduct a continuing study, review and evaluation of the existing Rules, Laws and Ethics of the Tenth City Council and prepare an updated set of rules which shall be attuned with the needs of the Tenth City Council.

RULE XVIII **SUPPLEMENTARY RULES**

SECTION 81. In the absence of specific provisions in this Internal Rules of Procedure applicable to a given situation, the pertinent provisions of the rules governing the proceedings of the House of Representatives and the Sangguniang Panlalawigan shall be made applicable which shall be deemed supplementary to this Rules. In case of doubt in the interpretation of this Internal Rules, the Presiding Officer may refer the same to the Committee on Rules, Laws and Ethics for a more in-depth study. In such case, the findings and recommendations of the said committee shall be considered final.

RULE XIX **REPEALING CLAUSE**

SECTION 82. The provisions of any resolution or portions thereof which are inconsistent with these rules are hereby repealed, revoked or amended accordingly.

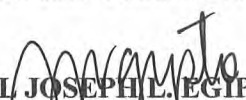

RULE XX **EFFECTIVITY**

SECTION 83. These rules shall take effect upon approval.

On motion of Hon. Baccay, duly seconded by Hon. Soriano and without any objection, **CITY RESOLUTION NO. 01-10-2025** was **APPROVED**.

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I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING:


JOEL JOSEPH L. EGIPTO, Ph.D.
Secretary to the Sanggunian 



ATTESTED:


HON. ROSAURO RODRIGO G. RESUELLO

City Vice Mayor/Presiding Officer

Date: 07-02-2025

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