



Republika ng Pilipinas
Lungsod Quezon
SANGGUNIANG PANLUNGSOD
(City Council)

PR98-165

1st Regular Session

RESOLUTION NO. SP- 982, S-98

A RESOLUTION ADOPTING RESOLUTION NO. SP-501 S-95, AS AMENDED, AS THE RULES OF PROCEDURE OF THE 1998 SANGGUNIANG PANLUNGSOD OF QUEZON CITY.

Introduced by Councilor GODOFREDO T. LIBAN II.

WHEREAS, a set of rules of procedure is a fundamental necessity in a deliberative body such as the Sangguniang Panlungsod for an orderly and efficient proceedings thereof;

WHEREAS, as provided for under Section 50 (a) of the said Local Government Code of 1991, the sanggunian concerned shall adopt or update its existing rules of procedure on the first regular session following the election of its members and within ninety (90) days thereafter;

WHEREAS, Section 52 of Republic No. 7160, otherwise known as the "Local Government Code of 1991", provides that on the first day of session immediately following the election of its members, the sanggunian shall by resolution, fix, the day, time and place of its regular session...";

NOW, THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF QUEZON CITY IN SESSION ASSEMBLED, to adopt, as it does hereby adopt, Resolution No. SP-501, S-95, as amended, as the Rules of Procedure of the 1998 Sangguniang Panlungsod of Quezon City, the full text of which is attached herewith and made an integral part hereof.

RESOLVED, FURTHER, to fix, as it does hereby fix the regular sessions of the Sangguniang Panlungsod of Quezon City every Tuesday, at 2:00 P.M. at the Carlos Albert Hall which shall be reflected in the first paragraph of Section 16 of Rule IV of the Rules of Procedure herein adopted.

RESOLVED, FINALLY, that all references to the "Office of the City Secretary" and the "City Secretary" shall be reflected in the Rules as " Office of the Secretary to the Sanggunian" and "Secretary to the Sanggunian", respectively, in order to conform with the provisions of Section 469 of Republic Act No. 7160, otherwise known as the "Local Government Code of 1991".

ADOPTED : July 14, 1998.

Nanette Castelo Daza
NANETTE CASTELO DAZA
Acting Presiding Officer

ATTESTED:

Eugenio V. Jurilla
EUGENIO V. JURILLA
City Secretary

RULES OF THE CITY COUNCIL OF QUEZON CITY

RULE I - COMPOSITION

Section 1. The City Council of Quezon City, the legislative body of the City, shall be composed of the following:

- a. The City Vice Mayor who shall act as the Presiding Officer;
- b. The twenty-four (24) regular and elected city councilors from the four (4) districts of Quezon City;
- c. The President of the Liga ng mga Barangay, Quezon City Chapter and the President of the Quezon City Sangguniang Kabataan Federation who shall sit as members of the City Council as ex-officio members of the City Council.

Section 2. The Sectoral representatives to the City Council as provided for in Section 457 (b) of Republic Act 7160 shall sit as members of the City Council after they shall have been elected and qualified in accordance with law.

RULE II - OFFICERS AND THEIR DUTIES

Section 3. OFFICERS OF THE CITY COUNCIL. - The following are the Officers of the City Council:

- a. Presiding Officer
- b. President Pro-Tempore
- c. Majority Floor Leader
- d. 1st Assistant Majority Floor Leader
- e. 2nd Assistant Majority Floor Leader
- f. Minority Floor Leader
- g. Assistant Minority Floor Leader

Except for the Presiding Officer, the other officers shall be elected by the body.

Section 4. ELECTION OF OFFICERS. - The City Council, in its first regular session immediately following the election of its members and every year thereafter shall elect either by viva voce vote or by secret balloting, a President Pro-Tempore, Majority Floor Leader, and two (2) Assistant Majority Floor Leaders who shall come from the political party or group which commands a majority or predominance in the council; a Minority Floor Leader and an Assistant Minority Floor Leader who shall come from the political party or group constituting the minority of the Council; and the Chairmen and members of the standing committees unless otherwise provided by the Local Government Code and its implementing rules and regulations.

Nominations for the positions of President Pro-Tempore, the Majority Floor Leader and his/her two (2) assistants can be made only by a member who belongs to the majority group; nominations for the positions of Minority Floor Leader and Assistant Minority Floor Leader can be made only by a member who belongs to the minority group.

Section 5. TERM OF OFFICE. - The Officers of the Council together with the Chairmen and members of the regular committees, except the Presiding Officer, shall serve for one (1) year unless sooner removed by a 2/3 vote of all the members of the Council.

Section 6. DUTIES OF OFFICERS. -

- A. The PRESIDING OFFICER - The Vice Mayor shall be the Presiding Officer of the City Council. He/She shall have the following powers and duties, to wit:

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1. To preside over all regular or special meetings of the City Council and shall sign, as a ministerial role, all ordinances and resolutions approved during such sessions within ten (10) days from the date of his/her receipt thereof from the Office of the City Secretary to the Sanggunian, provided however, that after the lapse of the ten (10) day period, if a measure remains unsigned, the Secretary to the Sanggunian shall attest to the approval of the Resolutions or Ordinances;
 2. To call the Council meeting to order and where a quorum exists, to order the reading of the Minutes of the previous meeting and after the Council shall have acted on the said Minutes, to proceed in accordance with these rules with the discussion and disposition of the matters indicated in the order of business as set forth in the Agenda;
 3. To decide all points of order;
 4. To appoint, with the approval of the Council, the Chairman and members of Ad Hoc (special and conference) committees which may be created or authorized by the Council;
 5. To enforce and compel compliance with all rules, resolutions and ordinances affecting the internal affairs of the Council;
 6. To appoint, with the concurrence of the City Council, Sergeant-At-Arms and three (3) Deputy Sergeant-At-Arms as the exigency of the service requires;
 7. To exercise such duties and perform such other functions which the law and or rules of the City Council may grant or entrust. During a particular session the Presiding Officer may designate a member to temporarily perform the duties of the Chair; such designation shall cease upon adjournment unless the Presiding Officer takes back the Chair before that time.
- B. **PRESIDENT PRO-TEMPORE** - The President Pro-Tempore shall exercise, discharge and perform the following functions, responsibilities and duties:
1. In the event of the inability of the Presiding Officer to preside at a Council session, he/she shall preside over such session;
 2. Assists the Presiding Officer in the performance of his/her duties as Presiding Officer of the City Council;
 3. Be an ex-officio member of all the standing committees;
- C. **MAJORITY FLOOR LEADER** - The duly elected Majority Floor Leader shall have the following powers and duties, to wit:
1. The Majority Floor Leader shall be an ex-officio member of all the standing committees of the City Council and Chairman of the Committee on Laws, Rules and Internal Government;

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2. In the event of the temporary incapacity or inability of the President Pro-Tempore to act and perform the duties under the circumstances as heretofore provided, the Majority Floor Leader shall assume the powers and duties of the President Pro-Tempore. In case of incapacity or inability of both the Chairman and the Vice-Chairman of any of the regular committee of the City Council to perform his/her duties as such, the Majority Floor Leader shall assume the duties of the Chairman of the Committee concerned;
 3. He shall read or cause to be read, by himself or through a person designated by him/her, all proposed ordinances, motions, memorials, petitions and other documents which are reported to the Council;
 4. The Majority Floor Leader shall consider matters for inclusion in the Agenda in accordance with the order they have been transmitted to the Majority Floor Leader; Provided, however, that any other proposed measures or matters may be calendared upon written petition of at least one (1) member and concurred by at least three (3) other members of the Council;
 5. Proposed resolutions and ordinances shall be signed by the author or authors and shall be filed with the Office of the City Secretary for inclusion in the Agenda for first reading. All communications, petitions and other matters from the City Mayor, Department Heads, Chiefs of Offices, other government officials and agencies of the government and the public addressed to the City Council shall be forwarded to and received by the Office of the City Secretary and the same shall forthwith be transmitted to the Majority Floor Leader for appropriate action.
 6. To exercise such duties and perform such other functions as may, from time to time, be required by the Council through a proper resolution or ordinance.
- D. Two (2) ASSISTANT MAJORITY FLOOR LEADERS - There shall be two (2) Assistant Majority Floor Leaders who shall exercise, discharge and perform the following functions, responsibilities and duties:
1. To act temporarily as the Majority Floor Leader in the absence, incapacity or inability of the Majority Floor Leader to act as such or upon request of the latter;
 2. Assist the Majority Floor Leader in the performance of his duties;
 3. Perform such other duties as the Presiding Officer and President Pro-Tempore may assign in the exigency of the service, with the concurrence of the Majority Floor Leader;

The Assistant Majority Floor Leader who obtained the highest and the second highest number of votes in their election for said positions shall act as the 1st and 2nd Assistant Majority Floor Leaders, respectively, and their assumption to the position of Majority Floor Leader as heretofore provided shall be in that order.

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E. **MINORITY FLOOR LEADER** - The duly elected Minority Floor Leader shall have the following powers and duties, to wit:

1. He shall be a member of all regular committees;
2. He shall perform such other functions and duties as may from time to time be entrusted to him by the City Council.

The Minority Floor Leader is authorized to designate his representative to the different committees as constituted.

F. **ASSISTANT MINORITY FLOOR LEADER** - He shall perform the duties and exercise the functions of the Minority Floor Leader in case of the temporary absence, incapacity or incapability of the latter to perform his duties.

Section 7. **SECRETARY TO THE SANGGUNIAN.** - In addition to the duties prescribed by law, the Secretary to the Sanggunian shall perform the following functions and duties, to wit;

- a. He shall attend all sessions and committee meetings of the City Council;
- b. He shall prepare the Agenda, subject to Sec. 6 (C) (4) of Rule II and Section 18 of Rule IV of the rules; and shall certify the Minutes of the Council;
- c. He shall notify the members of the Council of the creation of regular, special and ad-hoc committees and their appointments to such committees;
- d. He shall transmit to the proper committee all matters referred to it by the Council; He shall send out notices of all sessions, other meetings and public hearings;
- f. He shall carry out or enforce or cause to be enforced orders of the Council when such functions devolve upon him;
- g. He shall keep a compilation in an orderly manner of all ordinances, resolutions, memorials and such other papers which have been approved by the Council, and issue copies or certified true copies thereof upon request of any member of the Council.
- h. The Secretary to the Sanggunian shall submit to the Presiding Officer for his/her signature all ordinances and resolutions passed by the City Council within three (3) days after the 3rd and Final Reading and approval thereof.

Section 8. **SERGEANT-AT-ARMS and (3) DEPUTY SERGEANT-AT-ARMS.** -

A. **Functions and duties:**

1. To attend the sessions, committee meetings, public hearings and other similar activities of the City Council;

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2. Be responsible for the security and maintenance of order in the session hall, corridors and offices of the Council, whether in session or not, in accordance with the orders of the City Council thru the Presiding Officer;
 3. To execute or serve, personally the summons or notices which may be issued by the Council's Regular or Special Committee or by the City Council and the Presiding Officer; and
 4. Perform such other duties inherent in the office of the Sergeant-At-Arms.
- B. The Sergeant-At-Arms shall be responsible for strict compliance by his three (3) Deputy Sergeant-At-Arms of their respective duties. He may impose upon them corrective or disciplinary measures for just cause, including a recommendation to the City Council thru the Secretary to the Sanggunian for their dismissal;
- C. Those to be appointed as Sergeant-At-Arms and the three (3) Deputy Sergeant-At-Arms shall be taken preferably from the retired policemen of the Central Police District Command;

RULE III - COMMITTEES - COMPOSITION, POWERS, FUNCTIONS AND PROCEDURES

Section 9. The City Council shall have regular committees which shall consider, investigate, hold public hearings or otherwise take action on matters or subjects within the scope of their function and other matters referred to them. For purposes of these rules, the following provisions shall apply:

- A. COMMITTEE COMPOSITION - A Committee shall be composed of the Chairman, Vice Chairman and at least three (3) members. The members of each committee shall be nominated by the Chairman thereof in consultation with the Majority and Minority Floor Leaders and the selected members shall be confirmed by the Council.
- B. COMMITTEE PROCEDURE - The Committee shall functions in the following manner:
1. The Chairman of the Committee shall from time to time, convene the committee to a meeting; Provided that if the Chairman fails or refuses or neglects to convene such meetings the Committee may, upon written request of a majority of the members thereof, call for and convene such meetings. Provided, further, that if a proposed legislative measure has been included in the Agenda of a committee for three times and such measure has not been acted upon by the committee for one reason or another, except the non-appearance of the author, the same shall be considered as approved by the committee concerned;
 2. When a proposed resolution or ordinance is referred to more than one committee, the Majority Floor Leader or any member of the City Council shall move for the designation of the main committee.

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The Chairman of the Committee to which the proposed measure was also referred shall automatically become a member of the main committee insofar as the deliberation of the measure is concerned.

The report of the main committee shall then be the basis for the consideration by the Committee on Laws, Rules and Internal Government in cases where such referral has been ordered.

3. All proposed ordinances and/or resolutions referred to the Committee for study, investigations and recommendation shall be considered in the Committee meetings and only such ordinances and/or resolutions which have been approved by the Committee shall be reported to the Council for further deliberation and consideration.
4. In the deliberation and consideration of any matter in the Committee, the Committee may call on any person or persons to appear in such committee meetings and request his opinions, views, and comments on the matter under consideration or concerning which he was invited to appear.
5. During final deliberation of the Committee, no person or persons shall be allowed in the meeting except the members thereof and such members of the Council as may be necessary or expedient to facilitate the performance of its functions.
6. All questions before the Committee shall require a majority vote for their approval.

Section 10. REGULAR COMMITTEES OF THE COUNCIL. - The City Council shall have the following regular committees:

1. COMMITTEE ON LAWS, RULES AND INTERNAL GOVERNMENT - All matters relating to the legal aspect of an action taken up by or submitted to the City Council; legality of contracts entered into by the City government; all matters affecting the organization and reorganization, functions and interrelations of department or offices of the City and Barangay governments, and the codification of ordinances, review and updating of the Rules of the City Council.
 - a. SUB-COMMITTEE ON REVISION OF ORDINANCES CONSOLIDATION OF PROPOSED LEGISLATIVE MEASURES - All matters relating to revision of existing City ordinances and the harmonization and consolidation of related, similar, analogous, suppletory or complementary proposed legislative measures.
 - b. SUB-COMMITTEE ON FORM AND STYLE - All matters relating to form and style of proposed legislative measures.
2. COMMITTEE ON APPROPRIATIONS - All matters relating to the appropriation of funds for expenditure of the City government; the payment of public indebtedness, auditing and adjustment of accounts and expenditures; claims against the City government; and in general, all matters relating to the disbursement of the City funds.

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3. COMMITTEE ON WAYS AND MEANS - All matters relating to the collection of revenues, taxes and fees, loans, sales and other sources of revenues for the City; and all matters relating to the appraisal, evaluation, and determination of the value of real and personal property for purposes of taxation, expropriation or for other purposes requiring the valuation of any property and other related revenue-raising matters.
4. COMMITTEE ON EDUCATION, SCIENCE AND TECHNOLOGY - All matters relating to education, schools, colleges and universities, libraries and museums, national language, adult education, out-of-school training, science and technology.
5. COMMITTEE ON CULTURAL AFFAIRS AND TOURISM - All matters relating to promotion, development and preservation of art and culture, as well as the promotion of tourism.
6. COMMITTEE ON PUBLIC ORDER AND SECURITY - All matters relating to the Police and Fire Department, and jail management; regulations affecting the welfare and safety of the public, general order, enforcement of public order, prevention and abatement of public nuisances, the enforcement of existing laws and local ordinances within the jurisdiction of the City as they affect public interest and the general welfare.
7. COMMITTEE ON PUBLIC WORKS AND INFRASTRUCTURE - All matters relating to public works and infrastructure, improvement, flood control, construction, maintenance of city streets, roads, public buildings, highways and bridges, shrines, monuments and other public edifices and structures.
8. COMMITTEE ON HEALTH AND SOCIAL SERVICES - All matters pertaining to health and other social services in Quezon City.
9. COMMITTEE ON TRADE, COMMERCE AND INDUSTRY - All matters relating to the promotion, development and regulation of dynamic business climate in the City; promotion of commerce, trade, industry and manpower training and other economic activities which will improve the livelihood of the people of the City, the proper supervision and enforcement of regulatory measures, rules and regulations pertinent to the conduct and operation of trade, commerce and industry; prices of prime commodities sold within Quezon City; and such other matters that would provide protection to consumers from manipulation and other illegal practices of sellers and businessmen.
10. COMMITTEE ON YOUTH AND SPORTS - All matters relating to the enhancement of the welfare of the youth and their development into responsible citizens, promotion and development of sports.
11. COMMITTEE ON URBAN POOR - All matters relating to the enhancement of the welfare of the less privileged and indigent residents.
12. COMMITTEE ON BARANGAY AFFAIRS - All matters relating to the affairs of local government units known as barangays and to the objective of bringing the government closer to the people, especially those residing in small communities such as subdivisions, etc., and conduct investigations and hearings involving Barangay officials.

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13. **COMMITTEE ON LABOR AND EMPLOYMENT** - All matters relating to labor disputes and conciliation and labor employment and manpower development, the maintenance of industrial peace and promotion of employer/employee cooperation, labor education, standard and statistics; organization of labor market including recruitment, training and placement of workers and employment, manpower promotion and development of employment intensive technology.
14. **COMMITTEE ON JUSTICE AND HUMAN RIGHTS** - All matters relating to the promotion and protection of individual rights and interests as defined by existing laws and the Constitution, with the primordial purpose that no man shall be deprived of his rights and interests without due process of law.
15. **COMMITTEE ON CITY PLANNING, BUILDING AND ZONING** - All matters pertaining to the preparation and development of an integrated and comprehensive master plan for the physical, economic, socio-cultural, religious and other aspects of the present and future development of the city, and all non-permissible use of constructions and activities in said zones, the proper enforcement of regulations thereon, construction of building and other structures and all matters pertaining to the proper implementation and observance of the National Building Code.
16. **COMMITTEE ON SUBDIVISIONS, HOUSING AND REAL ESTATE** - All matters relating to housing, subdivisions and real estate, the distribution, acquisition and expropriation of landed estates within the territorial jurisdiction of Quezon City, determination and definition of extent and boundaries of landed estate included in the territorial limits of the City.
17. **COMMITTEE ON MARKETS AND SLAUGHTERHOUSES** - All matters pertaining to public and private markets, slaughterhouses and other related franchises and of the supervision, administration and enforcement of the pertinent rules relative thereto.
18. **COMMITTEE ON TRANSPORTATION AND COMMUNICATION** - All matters relating to the conduct and operation of public and private vehicles, transportation and communication facilities, the enforcement of regulatory measures, rules and regulations, relative thereto as they affect public welfare and interest including the granting of franchises for the operation of said public utility.
19. **COMMITTEE ON GAMES AND AMUSEMENTS** - All matters relating to the proper supervision and enforcement of regulatory measures, rules and regulations pertinent to the conduct and operation of games and amusements and places of entertainment, as well as the granting of franchises for the operation of said establishments.
20. **BLUE RIBBON COMMITTEE** - All matters relative to the investigation or inquiries designed to acquire informative facts and circumstances relating to complaints and/or reported irregularities, and investigation of all matters that may be referred to it by the City Council, in aid of legislation.

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21. COMMITTEE ON PUBLIC AFFAIRS, INFORMATION AND PEOPLE'S PARTICIPATION - All matters relating to the relationship of the City Council with other government offices and agencies and the general public, and to the dissemination of information regarding official activities of the City Council and matters relating to the exercise of the roles, rights and responsibilities of the people of Quezon City with regard to the institution of more responsible mechanism or consultation with and participation in the affairs of the City government.
22. COMMITTEE ON PARKS, ENVIRONMENT AND ECOLOGY - All matters relating to the protection and preservation of the environment, such as pollution control and maintenance of a balanced and healthy ecology, proper collection, hauling and disposal of garbage, beautification, promotion and maintenance of sanitary and healthy environment within the City, establishment, improvement, preservation and maintenance of parks and other open spaces.
23. COMMITTEE ON WOMEN AND FAMILY RELATION - All matters relating to the protection and promotion of the welfare of women and family.
24. COMMITTEE ON COOPERATIVES - All matters relating to the organization, development of and support to cooperatives within the City.
25. COMMITTEE FOR THE HANDICAPPED PEOPLE (Special People) - Conduct studies and researches, and proposes legislation and action relative to handicapped people for the purpose of developing their skills and human resourcefulness with the end in view of uplifting their socio-economic condition or standard of living and for them to gain self-confidence, respect and dignity.
26. COMMITTEE ON ENERGY AND WATER RESOURCES AND OTHER PUBLIC SERVICES - All matters relating to the use, distribution, development and conservation of energy and water resources.

Section 11. CONCURRENT APPROVAL. - Certain matters, proposed ordinances and resolutions referred to the proper committee shall require the concurrent approval of either the Committee on Laws, Rules and Internal Government or the Committee on Appropriations or both in the following cases:

- a. All matters in connection with the creation, conversion or abolition of any position in the City Government;
- b. All matters in connection with the standardization, adjustments and increase of salaries or other form of compensation;
- c. All matters related to the purchase, sale or lease of equipment, materials and supplies;
- d. All matters relating to the opening, construction, or repair of all public streets which should have the concurrent approval of the Committee on Public Works;
- e. All matters relating to the expropriation of public or private property;

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- f. All matters affecting general welfare and safety of the public, general orders, enforcement of municipal laws and regulations which also must be concurrently approved by the Committee on Public Welfare;
- g. All matters affecting the legality of any report, recommendations, contract, resolution or ordinance; and
- h. All matters relating to the transfer, sale or acquisition of City Government property and all contracts affecting the City Government.

Section 12. AD-HOC COMMITTEES. - The Council may from time to time create ad-hoc committees for special purposes and which shall cease to exist as soon as their reports have been submitted to the Council. An ad-hoc committee created shall be independent of the regular committees but the procedure thereof shall be determined by the same rules governing committees.

Section 13. SPECIAL COMMITTEES. - The Council may organize Special Committees on the basis of proportional representation of the Majority and Minority groups, and shall determine the general jurisdiction thereof. Their officers and members shall be elected in the same manner as the standing committees upon the recommendation of the Committee on Laws, Rules and Internal Government.

Section 14. SUB-COMMITTEES. - Committees shall have the power to create sub-committees and delegate to the latter such functions as may be necessary.

Section 15. REPORT OF COMMITTEES; DISCHARGE. - The different committees shall report to the Council any matter referred to them for study, comment and recommendation within sixty (60) working days from receipt thereof. In case of failure of a committee to render such report, a majority of the Council may by written petition, discharge the committee, unless there is a valid, legal and reasonable ground for the delay and/or its extension, after which the matter concerned shall be submitted for disposition. In case a majority of the members of any particular committee dissent and/or object to the matter, the same shall be considered as being laid on the table; Provided, that upon written petition of the majority of the members of the Council the matter which was laid on the table may be re-submitted to the Council for final decision.

When a matter is referred to two or more regular committees the corresponding committees may submit a joint or separate report thereon.

RULE IV - MEETINGS OF THE COUNCIL AND PROCEDURE

Section 16. REGULAR AND SPECIAL MEETINGS. - Except for the first regular session following the election of the members of the City Council which shall be held on second Tuesday of July, the regular session shall be held every Tuesday; Provided, that all sessions shall start at 2:00 P.M., at the Carlos Albert Hall, or such other place designated by the Quezon City Council.

When public interest so demands, special sessions may be called by the Local Chief Executive or by a majority of the members of the City Council. The date, time, place and subject matter of the meeting shall be specified in the call for a special session. The meetings of the Council shall be held open to the public except when compelled to be held behind close doors by reason of security or other valid reasons and upon affirmative vote of the majority of all members of the Council present.

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A regular session every year may be held in each of the councilor districts of Quezon City, the date and venue of such regular session to be scheduled and set by the Councilors of the District and the Secretary to the Sanggunian.

Filipino should be used as a medium of communication during the first session of every month.

Section 17. QUORUM. - The presence of a majority of all the members of the Quezon City Council present shall constitute a quorum to transact official business.

Whenever the question of quorum is raised by any member, the Presiding Officer shall immediately order a roll call and forthwith announce the result thereof. In the absence of a quorum, after a roll call, the Presiding Officer may declare a recess and compel the attendance of absent members.

If there is no prospect of constituting a quorum, the Presiding Officer shall declare the session adjourned for lack of quorum.

Section 18. AGENDA AND ORDER OF BUSINESS. - The Order of Business of the City Council shall be as follows:

- a. National Anthem;
- b. Call to Order ;
- c. Opening Prayer;
- d. Roll Call
- e. Reading of the Minutes of the preceding session and approval of the same; Provided, however, that the reading may be dispensed with upon the approval of a majority of the members present;
- f. Informational Matters;
- g. Privilege Hour;
- h. Question and Answer Hour (during sessions where such is mandated);
- i. Calendar of Business;
 - 1) Business for Third Reading
 - 2) Unfinished Business
 - 3) Business for the Day
 - i. First Reading/Referral to Committees -
Proposed Ordinances
Proposed Resolutions
 - ii. Second Reading -
Proposed Ordinances
Proposed Resolutions;

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4) Other Matters (Unassigned Business)

- j. Closing Prayer; and
- k. Adjournment.

The Question and Answer Hour shall be held during the first Tuesday of every month or on such other date as may be agreed upon by the members of the City Council. The subject matter shall be limited only to those matters pertaining to a privileged speech delivered by a City Councilor, or relating to an ordinance or resolution or other measure pending before the City Council. The item shall not in any manner be so interpreted as to pre-empt any committee in the exercise of its powers and functions.

All Department Heads, Chiefs of Office and other officials and employees of the Quezon City government and other persons who may be invited by the City Council are required to appear before the Body during the Question and Answer Hour and to reply to any and all questions that may be profounded by the members of the City Council.

Only matters listed in the agenda shall be taken up by the Council in a particular session and such agenda shall be distributed to the members of the Council not less than one day preceding the session.

Section 19. MINUTES OF THE MEETING. - The records of the proceedings of the Council shall be referred to as "Minutes". It shall contain a clear, concise and orderly account of the business for that session and the actions taken thereon. It shall contain the following:

- a. Nature of session, whether regular or special;
- b. Date and place of session;
- c. Statement whether the minutes of the previous meetings were approved, reading dispensed with and the date of said meetings;
- d. Statement regarding the presence of the Presiding Officer and the members in attendance;
- e. All motions made except those withdrawn;
- f. Points of orders and appeal, and results thereof; and
- g. Duration of meeting, stating the time of commencement and time of adjournment. The minutes shall be signed by the Secretary to the Sanggunian, authenticated by the Presiding Officer and entered into the record book with an indication of the date of approval or disapproval as the case may be.

Section 20. FILING, CONSIDERATION AND APPROVAL OF RESOLUTIONS AND ORDINANCES. -

- a. FILING - Proposed resolutions and ordinances shall be signed by the author or authors and filed with the Office of Secretary to the Sanggunian who shall transmit the same to the Majority Floor Leader for inclusion in the agenda. Only those who signed as authors and co-authors shall be considered as such; Provided that other members may be considered only as sponsors, or co-sponsors if manifested on the floor.

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All matters endorsed by the Mayor to the Council and petitions and other communication received from the City residents shall likewise be transmitted by the to the Sanggunian to the Majority Floor Leader for the same purpose.

- b. **FIRST READING** - All proposed measures shall be calendared for the first time and shall consist only in the reading of its title. 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 it shall be calendared for second reading; Provided, that the same shall have been posted in the bulletin boards of the City Council for three (3) consecutive days prior thereto.

During the second reading the author or sponsor of the proposed measure shall deliver his 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. Motion to close debate shall require a 2/3 vote of the members present.

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

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

- d. **THIRD READING** - All ordinances and resolutions which have been approved by the City Council shall again be presented by the Secretary to the Sanggunian to the Body in their final form for purposes of confirmation not later than the second session day immediately following the day of their approval. However, in cases of ordinances or resolutions approved on third/final readings under suspended rules, copies of their final form marked "Approved on Third/Final Reading under Suspended Rules on (date)" on the upper right portion shall be attached to the last portion of the materials of the Agenda not later than the 2nd session day immediately following the day of their approval.

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

Section 21. PROCEDURES IN THE DELIBERATION AND ENACTMENT OF ANNUAL EXECUTIVE AND SUPPLEMENTAL BUDGETS OF THE CITY. - Upon the start of the budget process, during the preparation of the Department or Office Budgets, prior to its submission to the City Budget Officer, the Department or Office Head shall coordinate with the City Councilor - Committee Chairperson in-charge of the legislative portion of their respective departments to pre-evaluate the proposed budget.

Upon submission by the City Mayor of the budget proposal on or before October 16 to the City Council, the Department or Office Head shall consult and coordinate with the City Councilor - Committee Chairperson under whose legislative purview their respective departments belong in order to prepare for the Committee budget hearings and the City Council budget sessions en banc.

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Once approved, the Annual or Supplemental Budgets can only be modified or amended by the City Council which is the sole authority to perform such acts and functions. Any other person who modifies said budgets without Council approval shall be liable for usurpation of power and falsification of public documents.

Section 22. DEBATES, RULES AND PROCEDURES. - For purposes of decorum and to maintain a system of orderly proceedings, the following rules shall be observed:

- a. During debates, a member shall confine himself to the question before the Council. He/She shall observe proper decorum and avoid personalities during the entire proceedings.
- b. In referring to another member, the latter shall always be referred to by official title.
- c. For purposes of obtaining the floor, a member shall rise or raise his/her hand and address the Presiding Officer, "Honorable Presiding Officer" or "Honorable Chairman". A member can do so only after the member who has the floor yields the same.
- d. The Presiding Officer shall be the only authority to recognize any member by announcing the latter's name as a sign of recognition that such member has the floor.
- e. When two or more members rise at the same time, the member whose name is first called by the Presiding Officer is recognized and shall be entitled to the floor.
- f. Any member sponsoring any measure under consideration may open and close debate where a general debate has been ordered thereon.
- g. Words desired to be excepted and stricken from the records by any member shall be stated aloud by the Presiding Officer, and the member who uttered the same shall not be held to answer for nor be subject to censure by the Council if further debate or another business intervened except that when such words desired to be excepted were used repeatedly by the member uttering the same and such words are offensive to a member or other person's sensibilities, the member who uttered the same shall be subject to censure by the Council.
- h. When the Council is in session no member shall pass between another who has the floor and the Presiding Officer.
- i. No member shall walk out or cross the session hall when the Presiding Officer is addressing the Council.

Section 23. VOTING. - If the question is not debatable or the debate and period for amendments have been properly closed, the Presiding Officer shall put the same to a vote, allowing only such time for members to rise if they wish to state a motion of higher rank.

- a. The Presiding Officer shall put the question into a vote in the following manner; "As many as are in favor, say "aye" after which he shall call for those who are opposed by stating "As many as are opposed, say "nay". If he entertains a doubt as to the result of a division the Council shall divide and those in the affirmative shall rise from their seats and then followed by those in the negative.

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- b. No member can vote on a question in which he has a direct or personal pecuniary interest. This does not, however, preclude any member from voting for himself as candidate for any position in the Council.
- c. A member can change his vote only before the Presiding Officer announces the results of the voting. After the announcement, a member can change his vote by unanimous consent.
- d. Any member may be allowed to explain his vote in not exceeding five (5) minutes.
- e. No member may be compelled to vote; he may however, abstain from voting.
- f. No motion or question shall be entertained during the voting.

Section 24. RECONSIDERATION. - After a motion, resolution or proposed ordinance has been adopted or lost, only a member who voted with the majority may present a motion for reconsideration of the matter. A member who voted with the minority may only present a motion for reconsideration if he is seconded by a member who voted with the majority. 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 City Council.

Section 25. MOTIONS AND THEIR ORDER OF PREFERENCE. - While a motion or a proposed ordinance or resolution is being considered, no other motion shall be entertained except the following and in the order in which they appear below:

- a. Motion to adjourn
- b. Motion to suspend the session or to recess;
- c. Motion to read any part of the rules;
- d. Motion to call an executive session;
- e. Motion to lay on the table;
- f. Motion to postpone indefinitely;
- g. Motion to postpone to a definite date; and
- h. Motion to recommit to a Committee.

All motions to adjourn or suspend the session or to hold executive session shall be resolved without debate.

A question laid on the table must be taken up not later than the next regular session, otherwise the question dies.

Section 26. PRIVILEGED MOTION OR PRIVILEGED QUESTIONS. - The following shall be considered as privileged motions:

- a. Motion to adjourn;
- b. Motion to recess;
- c. Raise a question of privileged; and
- d. Call for the order of the day.

All the foregoing motions shall be undebatable and shall have precedence in their consideration according to the above-cited order.

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RULE V - INTERNAL GOVERNMENT

Section 27. UNPARLIAMENTARY ACTS AND WORDS, SANCTIONS. - All acts, words and declarations which personally offend any person or public institution shall be declared unparliamentary. No member of the Council, under any circumstance and during any debate, shall use offensive or improper language or innuendoes against other members of the Council or against any public officer or institution. Any member of the Council who utters any unparliamentary words or commits an unparliamentary deed may be sanctioned as follows:

- a. The Presiding Officer of the Council shall, motu proprio, or at the instance of another member, call him to order. The erring member shall immediately take, his seat, if he has the floor. In case a point of order is raised and sustained by the Presiding Officer, said member shall not continue speaking without the consent of the Council upon motion made and duly seconded;
- b. When a member is called to order for using improper or offensive words during a debate upon motion made by another member, such words shall be ordered stricken from the records;
- c. In addition to the foregoing, depending on the seriousness of the violation committed by a member, upon proper motion, the Presiding Officer may reprimand the erring member and such reprimand shall be inserted into the records;
- d. In case of very serious or grave offense, the Council by a two thirds (2/3) vote, may impose such penalty as may be warranted by the offense committed, without prejudice to the institution of the proper administrative and/or criminal action as the circumstances may warrant.

Section 28. DISORDERLY BEHAVIOR AND ABSENCES WITHOUT JUSTIFIABLE CAUSE. - Members who may be found guilty of disorderly behavior or of incurring absences without justifiable cause for four (4) consecutive sessions may be censured, reprimanded, excluded from the session or suspended for not more than sixty (60) days, or expelled; PROVIDED, that the penalty of suspension or expulsion shall require the concurrence of at least two-thirds (2/3) of all the members; PROVIDED, FURTHER, that a member convicted by final judgement to imprisonment of at least one (1) year for any crime involving moral turpitude shall be automatically expelled from the City Council.

Section 29. QUESTIONS OF PRIVILEGE. - Questions relating to the rights and privileges of the Council or any of its members shall take precedence over all motions except those relating to adjournment and recess. The following shall constitute questions of privilege;

- a. Any member may interrupt another member's speech when required by urgency and immediate action is called for as when a speech which is being read cannot be heard;
- b. Questions of personal privilege relating to a member of the Council or relating to charges against his character which, if true, will disqualify him from becoming a member of the council;

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- c. Those relating to matters pertinent to the comfort and convenience of the members of the Council;
- d. Those relating to freedom from noise, interference and conduct of officers or other employees;
- e. Those relating to the organization of the Council;
- f. Those relating to the punishment of a member for disorderly conduct or other offense;
- g. Those relating to the accuracy of published reports.

Section 30. POINT OF ORDER. - All points of order may be raised at any time and such questions shall be resolved by the Presiding Officer immediately. The decision of the Presiding Officer may be appealed to the Council and a majority vote shall be sufficient to confirm or reverse the decision made.

Section 31. PRIVILEGED SPEECH. - Any member desiring to deliver a privileged speech may, after informing the Majority Floor Leader and with the recognition of Presiding Officer, speak for not more than one hour; Provided, that if more than one member register their desire to deliver a privileged speech, each speaker shall be limited to only thirty (30) minutes and not more than two privileged speeches may be delivered in one session. In case more than two members register their intention to deliver a privileged speech, the same may be taken up in the next succeeding session of the Council. No motions may be presented and/or entertained in connection with the subject matter touched upon in the privileged speech.

Section 32. APPEARANCE OR REPORT OF DEPARTMENT HEADS AND OTHER OFFICIALS. - Any Department Head or any City Official or Employee, when the public interest so requires or in aid of the legislative function of the Council, may be summoned or asked to report by the Council or by any of the regular or ad-hoc committee to appear and/or report on any matter pertaining to his department or office. The Department Head or public official or employee called to appear or report may answer verbally or in writing the questions propounded to him. The Council or the committee concerned may take such action provided for under Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees in case of failure by the City Official or employee to comply with the summons or request within a reasonable time without proper justification.

RULE VI - EXECUTIVE SESSIONS

SECTION 33. The executive sessions of the Council shall be held behind closed doors. An executive session may 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 Council as well as the officials or persons who took part in executive session are strictly prohibited from divulging or revealing any of the confidential matters taken up in the session and all actions which have taken place therein. The restriction and ban on the secrecy may be lifted by a two-thirds (2/3) vote of the Council; any member who violates the prohibition of the secrecy may, by a two-thirds (2/3) vote of the Council, be excluded from attending executive sessions. If the violation is committed by a City Official, he shall be dealt with administratively and charged with conduct unbecoming of a public official; if the violation is committed by a private person, he shall be dealt with in accordance with the provisions of an ordinance which may be enacted by the Council.

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RULE VII - SUSPENSION OF THE RULES

Section 34. The Rules of the City Council may be suspended upon motion for the purpose, duly seconded and the number of votes required is attained.

Section 35. When making said motion, the specific purpose/s for said suspension shall be stated and no other matter/s shall be considered other than that/those for which the rules were suspended.

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 hampers the delivery of basic services; or
 3. adversely affect peace and order or security;
- c. Urgent financial or budgetary requirement; and
- d. In such similar circumstances which will prejudice the interest of the public.

Section 36. The number of votes required in order to suspend the Rules of the City Council shall be three-fourths (3/4) vote 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 37. 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 City Council shall remain in force.

RULE VIII - SUPPLEMENTARY RULES

Section 38. In the absence of specific provisions in these rules applicable to a given situation, the pertinent provisions of the rules governing the proceedings of the Senate of the Philippines shall be made applicable which shall be deemed suppletory to these rules. In the absence of specific rules or provisions in the Rules of both the City Council and Senate, the Robert's Rules of Order will govern; however, the Council may adopt such rules to govern the situation not herein contemplated consistent with the provisions of the 1991 Local Government Code and in keeping with the tenets of fair play and justice.

RULE IX - AMENDMENT OF THE RULES

Section 39. Any amendment to these rules may be made by the filing of a written motion which shall contain the proposed amendment and the reasons therefor. The motion shall be filed at least one (1) week before its consideration and two-thirds (2/3) vote of all the members of the Council shall be required for the approval of the amendment, unless otherwise specifically provided in these rules.

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RULE X - REVIEW OF RULES OF THE CITY COUNCIL

Section 40. The Committee on Laws, Rules and Internal Government shall conduct a continuing study, review and evaluation of the existing Rules of the City Council and prepare an updated set of rules which shall be attuned with the needs of the Council of the City.

RULE XI - REPEALING CLAUSE

Section 41. The provisions of any resolution or portions thereof which are inconsistent herewith are hereby repealed, revoked or amended accordingly.

RULE XII - EFFECTIVITY

Section 42. These rules shall take effect on the date of their adoption and shall remain in full force and effect until amended, modified or repealed.

ADOPTED: June 6, 1995.

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