CITY RESOLUTION NO. CR 2020-190
Series of 2020

A RESOLUTION ADOPTING THE INTERNAL RULES OF THE FOURTH SANGGUNIANG PANLUNGSOD OF CITY OF BACOOR (2019-2022) FOR ONLINE SESSIONS TO BE CONDUCTED DURING A PUBLIC HEALTH EMERGENCY, THE EXISTENCE OF A STATE OF CALAMITY, OR THE EXISTENCE OF A NATIONAL EMERGENCY.

Introduced by: Hon. Catherine Sarino-Evaristo
(City Vice Mayor/Presiding Officer)

Sponsored by:
Hon. Robert L. Advincula, Hon. Rowena Bautista-Mendiola,
Hon. Miguel N. Bautista, Hon. Mac Raven Espiritu, Hon.
Leandro A. De Leon, Hon. Adrielito G. Gawaran, Hon. Victorio
L. Guerrero Jr., Hon. Hernando C. Gutierrez, Hon. Alejandro F.
Gutierrez, Hon. Gaudencio P. Nolasco, Hon. Roberto R. Javier,
Hon. Alde Jose Pagulayan, Hon. Reynaldo D. Palabricia, and
Hon. Michael E. Solis.

WHEREAS, President Rodrigo Duterte issued Presidential
Proclamation No. 922, s. 2020, declaring the existence of a State of
Public Health Emergency throughout the Philippines due to the
spread of the Coronavirus Disease 2019 (COVID 2019).

WHEREAS, Presidential Proclamation No. 929, s.2020, was
then issued by the President placing the island of Luzon under an
Enhanced Community Quarantine and placing the Philippines
under a State of Calamity.

WHEREAS, in view of the placement of the island of Luzon
under the Enhanced Community Quarantine and in order to
participate in the nationwide effort to combat the spread of COVID
19, the members of the 4th Sangguniang Panlungsod unanimously
decided to adopt these Rules pursuant to Section11 (b) (6) of
Republic Act No. 10160 (the “Charter of the City of Bacoor”),
in order to enable the Sanggunian to expeditiously perform its official
duties without breaking the established quarantine protocols with
the use of modern technologies.

NOW THEREFORE, on motion of Councilor Mendiola and
unanimously seconded by the rest of the council constituting a
quorum, BE IT RESOLVED AS IT IS HEREBY RESOLVED to
approve the Rules of the Fourth Sangguniang Panlungsod of the City of Bacoor (the "Sanggunian") for online sessions to be conducted during a public health emergency, the existence of a state of calamity, or the existence of a national emergency as appearing hereunder as follows, to wit:

RULE I
TITLE, POLICY AND APPLICATION

SECTION 1. TITLE. - This Resolution shall be known as the "2020 Internal Rules of the Sangguniang Panlungsod of the City of Bacoor for Online Sessions".

SECTION 2. DECLARATION OF POLICY. - The goal of the Sanggunian in approving these Rules are as follows:

a) Ensure that the Sanggunian shall be able to fulfill its duties under the law even during the existence of a public health emergency, state of calamity, or state of national emergency affecting the City of Bacoor, Cavite or the Province of Cavite;

b) Safeguard the safety and well-being of the members of the Sanggunian, the employees of the Sanggunian, and the resource persons to be invited by the Sanggunian during its hearings during the existence of public health emergency, state of calamity, or state of national emergency affecting the City of Bacoor, Cavite or the Province of Cavite; and

c) Use modern technology in the expeditious, efficient, and safe performance of the duties of the Sanggunian.

SECTION 3. APPLICATION. - These Rules shall apply to all sessions (regular and special), conferences, and meetings conducted by the Sanggunian through the use of the internet during the existence of a public health emergency, state of calamity, or national emergency that was declared by competent government authority/ies that prevents the members of the Sanggunian to safely meet in person. The said rules shall continue to be used by the Sangguniang Panlungsod (SP) while the public health emergency, state of calamity, or national emergency exists.

RULE II
THE PRESIDING OFFICER

SECTION 4. PRESIDING OFFICER. - The City Vice-Mayor shall be the Presiding Officer of the Sanggunian during online sessions.

SECTION 5. ADDITIONAL DUTIES AND POWERS. - Aside from
the traditional duties and powers granted to him/her by law, the Presiding Officer shall have the following additional duties and powers while the public health emergency, state of calamity, or national emergency exists:

a. To preside over the online sessions of the Sanggunian with the assistance of the Sangguniang Panlungsod Secretary (the “SP Secretary”) and selected personnel of the Sangguniang Panlungsod Secretariat (the “Secretariat”) and over en banc online committee hearings but not over individual online committee hearings or online public hearings. Provided that: the Presiding Officer may allow the SP Secretary to facilitate the conduct of online sessions by assisting the members of the Sanggunian in the use of any piece of modern technology during any online session or hearing, to interpret these Rules, or to assist in the expeditious and smooth flow of the proceedings;

b. To preserve order and decorum during the online sessions and, in case of disturbance or disorderly conduct during the session/s, take such measures as he/she may deem advisable or as the Sanggunian may direct;

c. To decide all questions of order subject to appeal by any member, who may explain his/her appeal in not more than five (5) minutes and which appeal shall not be debatable nor to an explanation of vote in case of nominal voting;

d. To actually and/or digitally sign all ordinances, resolutions, memorials, writs, warrants and subpoena issued by or upon order of the Sanggunian and certify the correctness thereof;

e. To authorize selected personnel of the Secretariat to attach the digital signature of its members and of the SP Secretary to all ordinances, resolutions, memorials, writs, warrants and subpoena issued by the Sanggunian;

f. To exercise supervision over all committees, the Sangguniang Panlungsod, and the Secretariat; and

SECTION 6. RIGHT TO VOTE. - The Presiding Officer shall not vote except in case of a tie.

RULE IV
THE SECRETARY TO THE SANGGUNIAN

SECTION 7. ADDITIONAL DUTIES AND POWERS. – Aside from the powers granted by law and by the Internal Rules of Procedure of the Sanggunian to the SP Secretary, he/she shall also perform the following duties and exercise the following powers while these

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Rules are in force subject to the control and supervision of the City Vice Mayor:

(1) Cause the preparation of, and review, the Virtual Order of Business of the Sanggunian before the start of any regular or special online session;

(2) Submit the Virtual Order of Business to the Presiding Officer for approval;

(3) Limit the number of items for First Reading to only five (5) for each regular or special online session in anticipation of difficulties that might arise during sessions due to technical limitations related to available internet speed, mobile data limits, the access of Sanggunian members to the internet, and other analogous reasons;

(4) Transmit, or direct the transmittal of, the Virtual Order of Business as approved by the Presiding Officer to the members of the Sanggunian at least 24 hours before the start of a regular session or at least 2 hours before the start of a special session;

(5) Facilitate the conduct of online sessions by assisting the Sanggunian members in the use of any videoconferencing or messaging application, software, social media, gadget, device, website, or technology during the said online sessions or online hearings;

(6) Answer any query related to the interpretation of these Rules or in the use of any application, software, social media, gadget, device, website, or technology during the said online sessions or online hearings;

(7) Authorize the preparation, printing and digital scanning of all resolutions, ordinances, and official communications of the Sanggunian;

(8) Authorize the attachment of the digital signatures of the members of the Sanggunian who voted in favor of all resolutions or ordinances approved by a majority of the members of the Sanggunian constituting a quorum by selected personnel of the Secretariat;

(9) Authorize the transmittal of all resolutions, ordinances, and official communications passed/approved by the Sanggunian through email, the use of the social media, messaging applications or software, or any other fast, safe, and efficient means to the Sangguniang Panlungsod, national government agencies, and other interested parties;

(10) Authorize the posting or publication of all resolutions,
ordinances, and official communications passed/approved by the Sanggunian on the official website of the Sanggunian (www.bacoorcitysp.com) and on social media during the existence of a public health emergency, state of calamity, or national emergency;

(11) Authorize the use and/or development of any system, application, software, or website that will enhance the capabilities of the Sanggunian to perform its duties during the existence of a public health emergency, state of calamity, or national emergency;

(12) Direct any personnel of the Sanggunian to assist him in the performance of his official duties; and

(13) Perform such duties and exercise such powers as may be granted unto him by the Sanggunian, by the Presiding Officer, or by law.

SECTION 8. SUPERVISORY POWER. - Subject to the supervision and control of the City Vice Mayor, the Secretary shall be responsible for the faithful and proper performance of the official duties of the personnel of the Sanggunian and of the Office of the Vice Mayor as prescribed by law and by these Rules.

RULE V

RULES ON ONLINE SESSIONS

SECTION 9. REGULAR AND SPECIAL ONLINE SESSIONS. Whenever possible and safe, the Sanggunian shall have regular online sessions every Monday which will promptly start at 9:30 a.m. or on any day or time the Presiding Officer shall declare after due consultation with the President Pro-Tempore and the SP Secretary. Special online sessions shall be conducted whenever requested by the City Mayor or whenever requested by any member of the Sanggunian at a time declared by the Presiding Officer after due consultation with the President Pro-Tempore and the SP Secretary.

The members of the Sanggunian, the SP Secretary, and the Secretariat personnel who will attend the said sessions shall not be required to proceed to the Session Hall or to any place where their safety and security cannot be absolutely guaranteed and shall be allowed to participate in the said sessions using the appropriate videoconferencing or messaging applications as may be chosen by the Presiding Officer as recommended by the SP Secretary.

SECTION 10. WHO MAY ATTEND ONLINE SESSIONS. Aside from members of the Sanggunian and the SP Secretary, selected Record Officers, stenographers, and other personnel of the Secretariat shall be allowed to attend online sessions. Resource persons may also be invited by the Sanggunian, through the SP
Secretary, to attend the said sessions through the use of the appropriate videoconferencing or messaging applications as may be chosen by the Presiding Officer.

SECTION 11. DUTIES OF SECRETARIAT PERSONNEL BEFORE, DURING, AND AFTER ONLINE SESSIONS. The Secretariat personnel selected by the City Vice Mayor and the SP Secretary to attend the online sessions, shall have the following duties:

A. Duties Before Start of Online Session.

1. Assist the SP Secretary in the preparation, printing, scanning, transmittal, and record keeping of all documents that may be needed for the online session;

2. Assist the SP Secretary, any Sanggunian member, and any legislative staff in the installation, use, or maintenance of any videoconferencing or messaging application or computer hardware/software to be used for the online session;

3. Coordinate with the legislative staff of each member of the Sanggunian to ensure the smooth conduct of the online session;

4. Obey the lawful orders of any Sanggunian member or of the SP Secretary in relation to the conduct of the online session; and

5. Maintain and safeguard the confidentiality and authenticity of all records, communications, and proceedings of the Sanggunian in accordance with law.

B. Duties During Online Session.

1. Assist the Sanggunian and the SP Secretary in the conduct of the online session;

2. Maintain silence and proper decorum during videoconferences and online sessions using videoconferencing or messaging applications;

3. Dress and behave appropriately during the online session;

4. Refrain from using their smartphones, tablets, laptops and other gadgets for matters not related to the online session unless allowed to do so by the SP Secretary;
(5) Use and maintain a stable internet connection during the online session;

(6) Record all the proceedings of the online session;

(7) Answer queries directed to them by members of the Sanggunian or by the SP Secretary during the online session; and

(8) Maintain and safeguard the confidentiality and authenticity of all records, communications, and proceedings of the Sanggunian in accordance with law.

C. Duties After Online Session.

(1) Save, print, safeguard, and take into custody all of the records of the Sanggunian used or generated during the online session;

(2) Draft, prepare, edit, and print all resolutions, ordinances, summons, writs, reports, transcripts, journals, minutes, notices, letters or other documents passed, approved, or mandated by the Sanggunian or by the SP Secretary within 12 hours after an online session or within the period specified by the Presiding Officer or by the SP Secretary;

(3) Submit all documents that they were required to draft, prepare, edit, scan and/or print to the SP Secretary via email or through the use of a messaging application within the period specified above;

(4) Transmit all resolutions, ordinances, and official communications passed/approved by the Sanggunian to the Sangguniang Panlalawigan, to the Office of the City Mayor, city government departments, national government agencies, and to other interested parties using the internet through email or through the use of any secure messaging application;

(5) Post or publish all resolutions, ordinances, and official communications passed/approved by the Sanggunian on the official website of the Sanggunian (www.bacoorcitysp.com) and/or on social media as directed by the SP Secretary; and

(6) Maintain and safeguard the confidentiality and authenticity of all records, communications, and proceedings of the Sanggunian in accordance with law.
SECTION 12. DUTIES OF LEGISLATIVE STAFF BEFORE, DURING, AND AFTER ONLINE SESSIONS. Legislative staff assigned to members of the Sanggunian shall have the following duties:

A. Duties Before Start of Online Session.

(1) Inform the Sanggunian member to which he/she is assigned about the schedule of the online session;

(2) Transmit or email to the Sanggunian member all documents sent by the Secretariat or by the SP Secretary in relation to the online session within 24 hours before the start of a regular online session and within 2 hours before the start of a special online session;

(3) Assist the Sanggunian member in the installation, use, and maintenance of the videoconferencing or messaging application that will be used by the Sanggunian for its online sessions; and

(4) Assist the Sanggunian member, the SP Secretary, and the Secretariat in the performance of their various duties in the most expeditious, safe, and efficient manner possible under the prevailing circumstances.

B. Duties During Online Session.

(1) Wait for instructions from the Sanggunian member to which he/she is assigned; and

(2) Assist the Sanggunian member on how to use the videoconferencing or messaging application he/she is using during the session.

C. Duties After Online Session.

(1) Inquire from the Sanggunian member what type of assistance he/she can provide in relation to the online session that has just been concluded;

(2) Ask from the Secretariat what are the tasks or legislative matters that were referred to the Sanggunian member;

(3) Inquire on the next scheduled online session from the Secretariat; and

(4) Maintain and safeguard the confidentiality and authenticity of all records, communications, and

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proceedings of the Sanggunian in accordance with law.

**SECTION 13. DUTIES OF SP MEMBERS.** In order to address the exigencies of public service related to the existence of a public health emergency, state of calamity, or national emergency and the technical limitations of existing technologies and telecommunications infrastructures in the Philippines, the members of the Sanggunian shall have the following duties in addition to their official duties as mandated by law to ensure the smooth, efficient, and expeditious implementation of these Rules during the conduct of online sessions:

13.1. Attend the online session on the date and time announced by the Presiding Officer;

13.2. Dress and behave appropriately during the conduct of the online session;

13.3. Read and study the various documents and legislative matters attached to the Virtual Order of Business sent to him/her by the Secretariat prior to the start of the online session;

13.4. Install, maintain, and use the videoconferencing or instant messaging application recommended by the SP Secretary on any smartphone, laptop, tablet or gadget that has the technical specifications needed in order to enable him/her to effectively participate in the online session;

13.5. Stay at a place that is quiet, safe, well-lighted, and that has a stable internet connection during the conduct of the online session;

13.6. Vote on all matters raised on the floor within the period specified by the Presiding Officer or these Rules;

13.7. Not resort to grandstanding, filibustering, or any dilatory parliamentary tactic that will prevent the Sanggunian from expeditiously deciding on all legislative matters brought before it;

13.8. Authorize the Secretariat through the SP Secretary to attach his/her digital signature on all resolutions, ordinances, committee reports, letters, notices, summons, and other documents that were duly passed and approved by the Sanggunian. Provided that: such authorization is deemed to have been given upon his/her casting of a vote in favor of a matter raised during the online session. Provided further that: in case a Sanggunian member votes against a matter raised during the online session, the said member shall have the right not to authorize the SP Secretary and the Secretariat to attach his digital signature on the resolution, ordinance, committee report, letter, notice, summons, and other documents that was passed or approved by a majority of the
Sanggunian members; and

13.9. Maintain and safeguard the confidentiality and authenticity of all records, communications, and proceedings of the Sanggunian in accordance with law.

RULE VI

RULES ON ONLINE COMMITTEE AND PUBLIC HEARINGS;
COMMITTEE MEETINGS AND/OR CONFERENCES

SECTION 14. ONLINE COMMITTEE AND PUBLIC HEARINGS;
COMMITTEE MEETINGS AND/OR CONFERENCES. - Unless these Rules have been suspended, no proposed ordinance, resolution or petition shall be set for hearing unless it has been officially referred to an appropriate committee by the Presiding Officer or by the Sanggunian Secretary. Notices or reminders on the schedule of an online committee or public hearing given by the Presiding Officer or by the Sanggunian Secretary during regular online sessions shall constitute due notification to members of the various committees and shall preclude the sending out of written notices via email or through the use of the instant messaging application/s approved by the Presiding Officer.

Considering that a state of public health emergency, state of calamity, and national emergency is in existence, not more than two (2) hearings, meetings, or conferences shall be held for every item for deliberation of the Sanggunian under these Rules.

SECTION 15. NOTICE TO THE PUBLIC. - The committees shall undertake measures to ensure that public notices and/or announcements regarding the conduct of any of its meetings or public hearings are issued via email or through the use of the instant messaging application/s approved by the Presiding Officer at least 48 hours before said meeting, conference or hearing. The said notices shall be sent out by the legislative staff assigned to the Sanggunian members concerned. They shall also undertake such measures and/or establish systems to ensure the constituencies, sectors or groups whose welfare and interests are directly affected by measures to be discussed are able to participate in these meetings or public hearings through the use of the appropriate videoconferencing application as approved by the Presiding Officer.

Due to technological limitations and in order to promote public health and safety during the existence of a public health emergency, state of calamity, or national emergency, not more than ten (10) persons shall be allowed to attend the videoconference in addition to the members of the Committees, its support staffers, and selected personnel of the Secretariat. The legislative staffers assigned to the Committee shall ensure that the persons invited to the hearing/s shall have access to the gadgets and

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videoconferencing application that will be used by the Committee at least two (2) days prior to the start of the hearing. In addition, legislative staff assigned to the Committee shall assist the persons invited to attend the videoconference in using the videoconferencing application to be used by the Committee.

SECTION 16. RELATED MEASURES. - The committee, as far as practicable, shall schedule proposed ordinances, resolutions or petitions of similar or related subject matter during the same meeting or hearing.

SECTION 17. COMMITTEE REPORTS AND ORDERS. - Committee reports or orders on any proposed ordinance, resolution, speech, message, memorial or petition shall be considered in online meetings. A committee report, once approved, must be digitally signed by a majority of the members of the committee. When a quorum is present, a majority of those present may act on a committee report. The digital signatures of the majority of the members of the committee on the report may, thereafter, be secured. Once a committee report is approved, the report and the corresponding measure it covers shall no longer be subject to any change, amendment or alteration, by the Committee or by the Secretariat except for corrections of typographical errors. The committee report shall be sent by the legislative staff assigned to the Committee to the Secretariat via email for record keeping.

No ordinance or resolution shall be considered on second reading in any session unless the proper committee to which it was referred has reported it out, or unless the City Mayor has certified it as urgent, or unless these Rules have been suspended. The said report should be digitally signed by all the members of the committee concerned and should indicate whether the said member/s are in favor of, or objects to, the report. The members of the committee who are not in favor of the majority position reflected in the committee report shall have the option of submitting a dissenting committee report.

All committee reports must be finished, digitally signed, and submitted to the Secretariat by the legislative staff assigned to the chairperson of the committee or lead committee (in case a matter is referred to a joint committee) within 24 hours after an online hearing, meeting, or conference. All dissenting committee reports must be e-mailed to the SP Secretary within 24 hours after the committee report was submitted to the Secretariat by the SP Secretary.

SECTION 18. OBJECTIONS TO COMMITTEE REPORT. - When a committee submits a report, a member thereof shall be presumed to have concurred with the report and shall be precluded from opposing the same during plenary debate unless he/she files a dissenting committee report within the period and in the manner specified in Section 17.

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SECTION 19. TREATMENT OF RESOURCE PERSONS DURING ONLINE HEARINGS. — The Sanggunian shall respect the rights of, and give due courtesy and deference to, all persons invited as resource speakers during online hearings. In this regard, members of the council as well as the persons invited to online hearings shall not be allowed to use rude, vulgar, or inappropriate language or gestures. If the person exhibiting improper decorum refuses to heed the repeated warning of the Committee, the chair of the Committee shall have the power to order the turning off of the microphone of the person/s exhibiting improper decorum or to block him/her access to the videoconference.

SECTION 20. EN BANC COMMITTEE HEARINGS. — When public welfare so demands, such as in cases of public emergencies, all the members may conduct a committee hearing en banc right after its regular online session. Such en banc committee hearings shall be presided over by the Presiding Officer and may be called at any given time or day. In no case, however, shall such en banc committee hearings be conducted during a regular session.

The Secretariat shall prepare and submit the report of the en banc committee within 24 hours after the conclusion of the hearing for the consideration and digital signature of the Sanggunian members.

RULE VII

RECORDING AND LIVESTREAMING OF SESSIONS AND HEARINGS

SECTION 21. RECORDING OF PROCEEDINGS DURING SESSIONS, HEARINGS, AND MEETINGS; EXCEPTIONS. — All of the proceedings of the Sanggunian during its sessions, hearings, and meetings shall be recorded and transcribed. Provided, that matters that constitute a violation of the Data Privacy Act (Republic Act No. 10173), any applicable law, government regulation, presidential proclamation, or when the safety of an individual may be endangered shall not be recorded.

SECTION 22. LIVE STREAMING OF REGULAR SESSIONS AND COMMITTEE HEARINGS; EXCEPTIONS. — All online sessions and hearings of the Sanggunian shall be video recorded and aired via live streaming on the Sanggunian website unless an Executive Session is ordered by a majority vote or when technical difficulties render such video recording or live streaming impossible or impractical.
RULE VIII

VIRTUAL ORDER OF BUSINESS

SECTION 23. VIRTUAL ORDER OF BUSINESS. - The Virtual Order of Business (VOOB) of the session shall include the following:

a) Roll Call;
b) Approval of the Journal of the previous session;
c) First reading and referral to committees of proposed ordinances, resolutions, messages, communications, petitions and memorials;
d) Committee reports;
e) Unfinished business;
f) Business for the day;
g) Proposed ordinances for third reading;
h) Other matters;
i) Privilege Hour/Question Hour
j) Announcements; and
k) Adjournment.

SECTION 24. LIMITATION IN THE NUMBER OF ITEMS FOR DELIBERATION. -- Not more than five (5) matters for first reading shall be included in the VOOB for every regular or special session. Items unsupported by duly signed documents shall not be included in the Virtual Order of Business.

SECTION 25. DISTRIBUTION OF VIRTUAL ORDER OF BUSINESS. The VOOB shall be sent via email at least a day before a regular online session or two (2) hours before the start of a special online session. The Sanggunian Secretary shall take charge of such distribution.

RULE IX

EXPEDITED RESOLUTION OF MATTERS FOR DELIBERATION

SECTION 26. RESOLUTION OF UNFINISHED BUSINESS AND REFERRED MATTERS. -- All unfinished business and all matters referred to committees must be resolved by the Sanggunian members concerned within 72 hours after such referral so as to effectively address any issue related to a vital public matter.

SECTION 27. MANDATORY OVERTIME WORK. Personnel assigned to the Secretariat and legislative staff assigned to the members of the Sanggunian are hereby mandated to render overtime work while these Rules are in force or while the state of public health emergency, state of calamity, or national emergency is in existence.
RULE X

RULES ON VIDEOCONFERENCE ATTENDANCE OF DEPARTMENT/UNIT HEAD

SECTION 28. ATTENDANCE UPON INITIATIVE OF DEPARTMENT HEAD. - When a department or unit head desires to attend a videoconference with the Sanggunian on any matter pertaining to his/her department, he/she may, with the consent of the City Mayor, notify the Sanggunian through the Presiding Officer who, with the concurrence of the Sanggunian, may set the date and hour for his/her attendance.

SECTION 29. ATTENDANCE UPON REQUEST OF THE SANGGUNIAN. - A department or unit head or any person may by, majority vote of the members present there being a quorum, be requested to attend an online session or hearing and be heard by it on any matter pertaining to his/her department or on any issue of general interest. The request shall state specifically the questions to be answered and the date and hour for his/her attendance. His/her appearance shall be scheduled within 24 hours from receipt of the request. The Sanggunian may also conduct inquiries in aid of legislation on any matter of general interest in accordance with these Rules it may adopt governing the conduct of said inquiries.

The VOOB shall specify the subject of the inquiry, the Department or Unit Head requested to answer them and the proponent thereof.

SECTION 30. DAY OF APPEARANCE. - The appearance of Department Heads shall be scheduled on any online session or hearing and on such day as may be determined by the Presiding Officer or a majority of the members of the Sanggunian after the reading of the Virtual Order of Business. The Department or Unit Head may answer the questions directed to him/her. Interpellations of members shall not be limited to the written questions but may cover matters related thereto. Such interpellations shall conform to the standards for questions herein provided. The questions and answers shall be recorded in the Journal.

SECTION 31. APPEARANCE IN EXECUTIVE SESSION. The appearance of a Department or Unit Head shall be conducted in an executive session when public interest requires and when the City Mayor so states in writing.

SECTION 32. QUESTIONS. - Written questions shall be sent via email to the Presiding Officer (______com) and to the SP Secretary (ategakhaid@gmail.com) at least 24 hours before the
start of a regular online session and at least 2 hours before the start of a special online session. Questions of an urgent nature or those relating to current issues shall be given priority. The Presiding Officer may also ask questions to any resource person invited during a committee hearing en banc but not during a regular online session. However, the Presiding Officer or SP Secretary is empowered to simplify a question propounded to a resource person or to assist a resource person to be responsive to a propounded question. The Presiding Officer or SP Secretary may also be allowed to ask questions to a resource person during regular or special sessions but only if (a) a majority of the councilors present voted in favor of allowing the Presiding Officer or SP Secretary to ask his/her questions, and (b) the privilege shall only be exercised by the Presiding Officer or SP Secretary after all the members are finished asking their questions.

SECTION 33. ANSWERS. - Answers shall immediately relate to the questions propounded, without need for discussing general policies or programs. They shall be concise and responsive, and shall avoid argumentation. They shall conform to the standards set for questions, where these are applicable. Moreover, the answers shall be couched in polite and inoffensive language.

SECTION 34. INTERPELLATIONS AND COMMENTS OF PROONENTS OF ORIGINAL QUESTIONS. - The interpellation of, and the expression of comments on various matters related to an answer of, a Department or Unit Head shall be made in the order approved by the Presiding Officer. No additional questions or comments shall be allowed unless the Sanggunian member concerned has been duly recognized by the Presiding Officer. Immediately thereafter, the Department Head concerned may make a reply. The interpellations and comments of the proponent and the reply of the Department Head shall be made within ten minutes.

The SP Secretary shall inform a councilor that his/her ten-minute period of questioning has already expired.

No interpellation from other members shall be allowed on the reply of the Department or Unit Head. Only the proponent of the question shall have the right to debate thereon with the Department or Unit Head.

RULE XI

RULES ON PROPOSED ORDINANCES, RESOLUTIONS, MESSAGES, AND PETITIONS

SECTION 35. FILING OF PROPOSED ORDINANCES AND RESOLUTIONS. Every Filipino citizen may file a proposed ordinance or resolution with the Sanggunian by e-mailing a signed
Once received, the Secretariat shall assign a control number to the proposed ordinances and resolutions and shall notify its author/s via email or instant messaging that it shall be included in the Virtual Order of Business and has already become part of the official records of the Sanggunian pursuant to the Records Management Policy Manual of the Sanggunian.

SECTION 36. REQUIREMENTS FOR INCLUSION IN VIRTUAL ORDER OF BUSINESS. A proposed ordinance or joint resolution shall embrace only one subject which shall be expressed in the title thereof. A proposed measure that:

[a] is not signed by its author/s or came from an anonymous source or from a person using a fake identity;
[b] does not conform with the one-subject matter, one-title rule;
[c] pertains to a matter that is contrary to law or to an existing city or provincial ordinance/resolution;
[d] pertains to a matter already covered by an existing city/provincial ordinance or resolution or to a matter already referred to a committee;
[e] pertains to a matter that is inimical to, or in violation of, public policy, public order, or public morals;
[f] is based on false, misleading, or malicious information or news;
[g] does not fall within the jurisdiction of the Sanggunian; or
[h] possesses characteristics analogous to any of the foregoing shall not be included in the Virtual Order of Business by the Secretariat and shall be summarily deleted from the official records of the Sanggunian. In which case, the author/s of the proposed measure shall be formally notified via email of the reason why his proposal was rejected by the Sanggunian.

The proponent or author of a proposed ordinance or resolution shall be considered a member of the committee to which the proposed measure was referred but shall not be allowed to vote in committee hearing or deliberation. The Presiding Officer is not precluded from authoring a resolution or ordinance or from attending a committee hearing for the resolution/ordinance that he/she authored.

SECTION 37. FIRST READING. - The Secretary to the Sanggunian shall report all proposed ordinances and resolutions to the Sanggunian for first reading during an online session. During the first reading, the principal author may propose the inclusion of additional authors by e-mailing or instant messaging a list of such authors to the SP Secretary during the online session.

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SECTION 38. REFERRAL TO COMMITTEE; COMMITTEE HEARING OR MEETING - Unless these Rules have been suspended, the SP Secretary shall read the control number and title of the proposed measure as well as the name/s of its author/s. The Presiding Officer shall, if still needed, refer the measure to the appropriate committee/s.

The Committee chairperson/s concerned shall then inform the SP Secretary the schedule of the committee/public hearing or of the committee meeting as soon as the referral was made. The SP Secretary shall immediately inform the committee chairperson concerned if there is any conflict in the proposed schedule of the online hearing, meeting, or conference in which case, the Committee chairpersons shall choose an alternative schedule which shall be recorded by the Presiding Officer and by the Secretariat.

SECTION 39. CONSOLIDATION OR SUBSTITUTION. - A consolidated or substitute proposed ordinance or resolution by a committee shall have as authors the first two authors of the original proposed ordinance or resolution in the order in which their names appear in the latter and according to their dates of filing. The rest of the authors shall thereafter be enumerated in the same order.

SECTION 40. ORDINANCE OR RESOLUTION FAVORABLY REPORTED. - If the committee report on a proposed ordinance or resolution is favorable, the proposed ordinance or resolution shall be forwarded to the SP Secretary who shall then review and calendar the proposed ordinance or resolution for second reading.

SECTION 42. ORDINANCE OR RESOLUTION UNFAVORABLY REPORTED. - If the committee report on a proposed ordinance or resolution is unfavorable, the proposed ordinance or resolution shall be laid on the table for appropriate action by the Sanggunian or by its author/s. The author or authors shall be notified of the action, stating the reason or reasons thereof.

SECTION 43. DISCHARGE OF COMMITTEE ON PROPOSED ORDINANCES OR RESOLUTIONS NOT REPORTED. - The author/s of a proposed ordinance or resolution, may move for the discharge of the proposed measure from the committee which failed to resolve the same within 72 hours after its referral pursuant to Section 26. If majority of the members vote in favor of the motion, the proposed measure shall be referred to the Committee en banc which shall be given not more than 48 hours to resolve the same.

SECTION 44. SECOND READING AND DEBATE. - On second reading of a proposed ordinance, reading of the same in full shall be dispensed with if the Secretariat has already sent a copy of the same to the Sanggunian members via email or through instant
messaging at least 24 hours before the start of a session. Thereafter, the proposed ordinance shall be subject to debate and pertinent motions.

SECTION 45. START/CONDUCT OF DEBATE. – All debates shall begin once the Presiding Officer formally opens the floor for debate. The principal author, or the chairperson of the committee that recommended the approval of the proposed resolution or ordinance, shall be given five minutes to render his/her sponsorship speech. The sponsoring councilor shall then be subjected to interpellation by any of the members of the Sanggunian. Each member shall only be given three (3) minutes to interpellate the sponsoring councilor. Additional questions may only be asked with the permission of the Presiding Officer. The sponsoring councilor, if he/she so pleases, may refer the answering of the various questions to a member of the committee that reported out the proposed measure. Each member shall then be allowed to speak for not more than five (5) minutes in support of, or against, the proposed measure.

SECTION 46. MOTION TO CLOSE DEBATE. - In the discussion of any measure, a motion to close debate shall be in order after three speeches for and two against, or after only one speech for and none entered against.

SECTION 47. CLOSURE. - When several members register or signify their intention to speak on the matter under consideration and when the matter is sufficiently and thoroughly discussed by the member speaking, the Presiding Officer may, motu proprio or upon motion of a member, order that a member having the floor desist from speaking further so that other members may not be deprived of their opportunity to speak. The member reporting a measure may open and close the debate within the same session day when the debate started. No further debate shall be allowed on any day after the session when the debate first started.

SECTION 48. AMENDMENTS. - After the close of debate, the Sanggunian shall proceed to the consideration of committee amendments subject to the five-minute rule. A member who desires to speak on an amendment shall also have five minutes.

The five-minute rule shall apply, likewise, in the consideration of an amendment to an amendment, or of an amendment by substitution.

The SP Secretary shall, as far as practicable, show the proposed amendments on the laptop, smartphone, or tablet being used by the Sanggunian members during the online session. Once the Sanggunian Secretary completes the proposed amendment, the Presiding Officer shall require the body to vote on the amendment. After the amendment is approved or disapproved, the
body shall proceed to the next provision/s of the pending resolution or ordinance until the revision thereof on second reading is complete.

SECTION 49. APPROVAL OF PROPOSED ORDINANCE ON SECOND READING. - After the amendments are acted upon, the proposed ordinance shall be voted on second reading.

SECTION 50. THIRD READING. - A proposed ordinance approved on second reading shall be returned to the Secretary to the Sanggunian for finalization and then forwarded to the Committee on Rules, Privileges, Laws & Ordinances for review and thereafter included in the VOOB for third reading.

No proposed ordinance shall be approved unless it passes three readings on separate days, and printed copies thereof in its final form are distributed to the members three days before its passage, except (1) when the City Mayor certified to the necessity of its immediate enactment to meet a public health emergency, a state of calamity, or a national emergency, or (2) if a majority of the members of the Sanggunian voted in favor of dispensing the above-mentioned rule and other provisions of these Rules in order to expedite the proceedings.

On the third reading of a proposed ordinance, no amendment thereto shall be allowed. The vote thereon shall be taken immediately, and the votes of in favor and opposed entered in the Journal.

SECTION 51. ACTION ON APPROPRIATION ORDINANCES. -- Even if these Rules have been suspended, no proposed ordinance requiring appropriation or realignment of public funds shall be passed without a Certification duly issued for the purpose by the City Treasurer certifying that the corresponding funds therefor are available. In the case of the proposed Annual Budget of the City Government, all the departments or offices shall be required to submit to the Sanggunian their respective Accomplishment Report/s for the preceding year containing, among others, their accomplishments versus their targets and a statement of their expenditures versus their approved budgets before passage of the same shall be allowed.

The failure of a department or unit of the City Government to submit such an Accomplishment Report, or the evident failure of such department or unit to justify the proposed expense, may be used as basis for the disapproval or reduction of the proposed Annual Budget.

Even if these Rules have been suspended, no proposed Annual Budget or proposed Supplemental Budget shall be approved unless the Annual Investment Plan or Supplemental Investment Plan duly signed by the city government officials.

City Resolution No. CR 190-2020 (Adoption of On Line Session Internal Records)
mandated by law to sign the same has been attached thereto.

**No appropriation ordinance shall be approved by the Sanggunian unless: (a) all the questions propounded by its members have been satisfactorily answered by the city government official/s concerned, and (b) all the official documents requested or summoned by the Sanggunian has been submitted to the Secretariat by the city government official/s concerned.**

**SECTION 52. ACTION BY THE CITY MAYOR.** - Every proposed ordinance passed by the Sanggunian shall, before it is deemed approved, be submitted to the City Mayor. If she/he approves the same, she/he shall sign it. Otherwise, she/he shall veto it and return the same with her/his objections to the Sanggunian within ten (10) days after receipt thereof. Otherwise, it shall be deemed approved as if she/he had signed it.

**SECTION 53. PROCEDURE ON VETOED ORDINANCES.** - If the City Mayor vetoes an ordinance or any part thereof, the Sanggunian shall record the objections of the City Mayor in the Journal and shall proceed to reconsider the proposed ordinance or item vetoed.

During reconsideration, the Sanggunian shall proceed to vote by those in favor or opposed with the names of the members voting recorded in the Journal. If the proposed ordinance or vetoed item is passed by a vote of two-thirds of all members of the Sanggunian, such proposed ordinance or item shall be deemed approved despite the City Mayor’s veto.

**SECTION 54. PROCEDURE FOR RESOLUTION.** - Resolutions shall be subject to the same procedure as proposed ordinances regarding introduction, reference to the appropriate committee and consideration: Provided: that the Committee on Rules, Privileges, Laws & Ordinances may, for reasons of urgency, calendar for immediate consideration any resolution.

**SECTION 55. MESSAGES.** - Messages from the City Mayor shall be read in full before the Sanggunian, and those in which any recommendations are made shall be referred to the proper committees.

**SECTION 56. MEMORIALS AND PETITIONS.** - Communications from heads of department, memorials and petitions shall be reported to the Sanggunian and, if necessary or proper, referred to the proper committees.
RULE XII

VOTING

SECTION 57. MANNER OF VOTING. The Presiding Officer shall say: "All those in favor of (as the question may be), please raise your right hand," and then proceed to count the affirmative votes.

The Presiding Officer shall then say: "All those not in favor of (as the question may be), please raise your right hand," and then proceed to count the negative votes.

If the Presiding Officer doubts the outcome or a division is called for, the Sanggunian shall divide. Those in favor shall first rise and then those against.

The Sanggunian Secretary shall then proceed to read the names of the members who voted affirmatively and negatively into the records of the proceedings. The Presiding Officer shall then state the result to the Body.

Unless otherwise provided by these rules, a majority of those voting, a quorum being present, shall decide the issue. No motion except on the presence of a quorum shall be entertained during voting or any matter.

SECTION 58. ABSTENTION. An abstention shall not be counted as a vote. Moreover, a member who abstains shall be required to explain why he abstained. The basis for the abstention may only be one of the following: (a) the member has a conflicting interest on the question at hand such a pecuniary interest, or filial or professional ties with a party concerned, or (B) failure to participate in any of the proceedings of the Sanggunian regarding the said matter which prevents him from making an opinion thereon. No other reason may be used as a ground to abstain.

SECTION 59. RECORDING OF VOTES. All votes and abstentions—as well as the reasons for such votes or abstention—shall be recorded by the Sanggunian Secretariat and published on the website of the Sanggunian. The voting history of each member of the council shall be published in the said website on a monthly and annual basis.

SECTION 60. EXPLANATION OF VOTE. - A member, if he/she so desires, may explain his vote in not more than three minutes.

SECTION 61. NO INTERRUPTION DURING VOTING; EXCEPTION. - The voting shall not be interrupted except on a question of quorum.
SECTION 62. TIE VOTE. - In case of a tie, the Presiding Officer shall vote. A tie on an appeal from the ruling of the Chair sustains the decision of the Chair. A vote of unanimity shall be entered if there is no objection from the members thereof being a quorum.

SECTION 63. WHO MAY VOTE; PROCEDURE; EXCEPTIONS. - When a proposed ordinance or resolution, report or motion is adopted or lost, a member who voted with the majority may move for its reconsideration on the same or succeeding session day. The motion shall take precedence over all other questions, except a motion to adjourn a question of privilege, and a point of order.

SECTION 64. LIMITATIONS. - No proposed ordinance, resolution, memorial or petition recommitted to a committee or ordered to be archived shall be brought back to the Sanggunian on a motion to reconsider.

RULE XIII

SUSPENSION OF THE RULES

SECTION 65. WHO CAN MOVE. - Only the Chairperson, Vice-Chairperson, or Members of the Committee on Rules, Privileges, Laws & Ordinances can move for the suspension of the rules.

SECTION 66. VOTE REQUIRED. - No rule shall be suspended except by a vote of majority of all the members of the Sanggunian constituting a quorum.

SECTION 67. LIMITATIONS. - Only proposed Resolutions or Ordinances that are urgent, may be considered during the suspension of the rules. A proposed Resolution or Ordinance is urgent if the consideration of the same demands immediate attention where time is of the essence.

SECTION 68. URGENT ORDINANCES OR RESOLUTIONS. - Unless the City Mayor or the City Vice Mayor has certified to the necessity of its immediate enactment, no proposed Ordinance or Resolution shall be considered during the suspension of the Rules.

SECTION 69. INTERRUPTION OF MOTION. - When a motion to suspend the rules is pending, one motion to adjourn may be entertained. If the latter is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

SECTION 70. DEBATE; EFFECT OF SUSPENSION. - A motion to suspend the rules for the passage of a measure may be debated for not more than thirty minutes, which shall be divided equally between those in favor and those against. A debate is, however, unnecessary if the members unanimously support the motion.
If the Sanggunian votes to suspend the rules, it shall forthwith proceed to consider the measure. A majority vote of all the members of the Sanggunian shall be necessary for the passage of said measure.

SECTION 71. REINSTATEMENT OF THE RULES. - These Rules must be reinstated by means of a motion before the end of the session. The motion needs only be seconded in order to be approved. If no motion to reinstate is made, the Presiding Officer shall reinstate the Rules before the end of the session.

RULE XIV

PUBLICATION OF RESOLUTIONS AND ORDINANCES

SECTION 72. PUBLICATION OF RESOLUTIONS AND ORDINANCES. While a public health emergency, state of calamity, or national emergency is in existence which prevents the safe, efficient, and expeditious publication of an ordinance or resolution in a newspaper of general circulation or its posting in conspicuous places within the City of Bacoor, all ordinances and resolutions approved or passed under these Rules shall be posted on the official website of the Sanggunian (www.bacoorcitesp.com) or on social media by the Secretariat within ten (10) calendar days after its approval.

RULE XV

DISCIPLINE

SECTION 73. DISCIPLINE OF MEMBERS. - Upon recommendation of the Committee on Ethics and Good Government, the Sanggunian may punish its members for disorderly behavior or for absences without justifiable cause for four (4) consecutive sessions, for which they may be censured, reprimanded, or excluded from the session.

RULE XVI

RULINGS AS PRECEDENTS; RETROACTIVE RATIFICATION OF APPROVED RESOLUTIONS AND ORDINANCES

SECTION 74. RULINGS AS PRECEDENTS. - Rulings on questions raised by members shall form part of the parliamentary practice of the Sanggunian.

SECTION 75. RETROACTIVE RATIFICATION OF APPROVED RESOLUTIONS AND ORDINANCES. -- All resolutions and ordinances approved prior to the approval of these Rules, are
hereby retroactively ratified by the Sanggunian.

RULE XVII

AMENDMENTS

SECTION 76. AMENDMENTS. Any portion of these Rules may be amended by a majority vote of all the members of the Sanggunian.

RULE XVIII

SUPPLETORY PROVISIONS

SECTION 77. SUPPLETORY PROVISIONS. - The parliamentary practices of the defunct Philippine Assembly, the House of Representatives, the Senate of the Philippines, and the defunct Batasang Pambansa as well as the provisions of Republic Act No. 7160 (The Local Government Code of 1991); Republic Act No. 10160 (City Charter of Bacoor); the old Rules of the Sangguniang Bayan of Bacoor, and the Robert’s Rules of Order shall be suppletory to these rules.

RULE XIX

ADOPTION AND EFFECTIVITY

SECTION 78. ADOPTION. These Rules shall be adopted by the Sangguniang Panlungsod upon approval by majority vote of the members of the Sanggunian.

SECTION 79. SEPARABILITY. Any provision of these Rules declared void or unconstitutional by a court of law shall not affect the validity of the remaining provisions not affected by such declaration.

SECTION 80. EFFECTIVITY. - These Rules shall take effect on the date of their adoption.

ADOPTED on the 30th day of March 2020 by a unanimous vote of all the members of the 4th Sangguniang Panlungsod of the City of Bacoor, Cavite during a regular session conducted online in the City of Bacoor, Cavite with the use of a videoconferencing application approved by a majority of its members.

I hereby certify that the foregoing Resolution is true and correct.
CERTIFIED BY:
HON. CATHERINE SARINO-EVARISTO
City Vice Mayor/Presiding Officer

ATTESTED BY:
ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

APPROVED BY:
HON. LANI MERCADO-REVILLA
City Mayor

Attested by:
ATTY. KHALID A. ATEGA, JR.
Sangguniang Panlungsod Secretary

Certified by:
HON. CATHERINE SARINO-EVARISTO
City Vice Mayor / Presiding Officer

Approved by:
HON. LANI MERCADO-REVILLA
City Mayor