



EXCERPTS FROM THE MINUTES OF THE INAUGURAL SESSION OF THE SANGGUNIANG PANLALAWIGAN OF CAVITE HELD ON JULY 01, 2013 AT THE SESSION HALL, LEGISLATIVE BUILDING, TRECE MARTIRES CITY

PRESENT:

- Hon. Ramon Jolo B. Revilla III
- Hon. Dino Carlo R. Chua
- Hon. Ryan R. Enriquez
- Hon. Edilain G. Gawaran
- Hon. Rolando S. Remulla
- Hon. Arnel M. Cantimbuhan
- Hon. Larry Boy S. Nato
- Hon. Teofilo B. Lara
- Hon. Raul Rex D. Mangubat
- Hon. Marcos C. Amutan
- Hon. Ives Jayne A. Reyes
- Hon. Hermogenes C. Arayata III
- Hon. Felix A. Grepo
- Hon. Eileen R. Beratio
- Hon. Irene P. Bencito
- Hon. Fulgencio C. dela Cuesta, Jr.
- Hon. Gloria C. Fernandez
- Hon. Meilon G. de Sagun

- Vice-Governor/Presiding Officer
- Board Member, 1st District
- Board Member, 1st District
- Board Member, 2nd District
- Board Member, 2nd District
- Board Member, 3rd District
- Board Member, 3rd District
- Board Member, 4th District
- Board Member, 4th District
- Board Member, 5th District
- Board Member, 5th District
- Board Member, 6th District
- Board Member, 6th District
- Board Member, 7th District
- Board Member, 7th District
- CCL Interim President
- Liga ng mga Barangay Interim President
- SK Provincial Fed. President

ABSENT:

NONE

RESOLUTION NO. 048-S-2013

A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE SANGGUNIANG PANLALAWIGAN OF CAVITE AS AMENDED

WHEREAS, the Members of the Sangguniang Panlalawigan of Cavite, in its Inaugural Session has adopted the following Rules and Procedure, which contain the set of procedural rules that governs the orderly transaction of their official business and defines their duties and responsibilities, for effective legislation;

PART ONE

TITLE, PURPOSE AND SCOPE

RULE I: Section 1, TITLE – These Rules shall be known as the Internal Rules of Procedure of the Sangguniang Panlalawigan of Cavite.

RULE II: Section 2, PURPOSE AND SCOPE – The Rules are promulgated within the context of the Local Government Code of 1991 and its Implementing Rules and Regulations, to serve as guidelines for the Provincial Board Members of the Sangguniang Panlalawigan in the discharge of their official functions, particularly insofar as internal organization, order of business, legislative process, decorum and discipline are concerned.

PART TWO

ORGANIZATION OF THE SANGGUNIANG AND GENERAL FUNCTIONS/JURISDICTION OF COMMITTEES

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17-29-5/2013
Section 29. All Provincial Board Members shall submit to the Office of the Provincial Board Secretary their proposed ordinances and resolutions, communications, Committee Reports, and other requests, on or before every Thursday, for inclusion in the Order of Business.

Section 30. The Office of the Provincial Board Secretary shall furnish all Provincial Board Members with the copy of Order of Business (Agenda Folder), thru their respective staff, every Friday afternoon.

Section 31. Any Member who wishes to speak during Privilege Hour shall inform the Majority Floor Leader prior to the start of the session and shall only be given a maximum time of fifteen (15) minutes to speak.

PART FOUR

THE LEGISLATIVE PROCESS

RULE X. Section 32. ORDINANCES AND RESOLUTIONS DISTINGUISHED. – Legislative action of general and permanent character shall be enacted in form of ordinances, while those that are temporary in character shall be passed in the form of resolutions, matters relating to propriety and to private concern shall also be acted upon by a resolution.

With respect to resolutions and executive orders from different cities and municipalities which are submitted for review, the Sangguniang Panlalawigan shall act on the matter within the prescribed period and its corresponding action shall be expressed in a form of a review letter.

RULE XI. Section 33. ESSENTIAL PARTS OF ORDINANCES AND RESOLUTIONS, – Proposed ordinances and resolutions shall be in writing and shall contain an assigned number, a title or caption, an enacting and ordaining clause, and the date of its effectivity. In addition, a brief explanatory note containing the justification for its approval shall accompany every proposed ordinance. It shall be signed by the author or authors and submitted to the Secretary who shall report the same to the Sanggunian during its next session.

RULE XII. Section 34. PROCEDURAL STAGES. – All resolutions and ordinances to be considered by the Sangguniang Panlalawigan shall pass through the following stages:

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1. First Reading -

The title of the proposed measure is read by the Secretary and referred by the Presiding Officer to the appropriate committee

The committee shall then conduct the necessary committee meeting and public hearing.

2. Second Reading -

Consists of the proposed measure reported by the Committee for second reading, which shall be subject to debate and pertinent motions or amendments.

3. Third Reading -

The stage when a legislative matter is finally considered or acted upon by Sanggunian.

Exemptions to this rule are those matters specifically enumerated in paragraphs c, d, e and f of Article 107 of the Implementing Rules and regulations, as well as matters such as city and municipal resolutions or ordinances, and those matters of minor significance which apparently do not need to undergo all the aforementioned stages but which may, even for first and second reading, be considered after the suspension of these rules and decided upon by a majority vote of the members present, there being a quorum.

RULE XIII. Section 35. COMMITTEE REPORT AND RECOMMENDATIONS OR RESOLUTIONS. - A committee shall promptly commence its work on any matter referred to it and terminate the same or submit the report, recommendation and/or resolution thereon, not later than thirty (30) days from the date of its receipt of the subject matter concerned; provided, however, that investigations on administrative cases shall be covered by the period prescribed under the Local Government Code of 1991 and its Implementing Rules and Regulations.

Section 36. A Committee Member, unless he has entered his objections to the Committee Report or in lieu thereof, has filed with the Secretary his dissenting vote in writing before the report is submitted to the body in open session or has signed the report with reservation, shall be presumed to have concurred in the report and shall be precluded from opposing it on the floor.

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RULE XIV. Section 37. FINAL APPROVAL OF ORDINANCES AND RESOLUTIONS. - Article 108 and 109 of the Implementing Rules and Regulations of the Local Government Code of 1991 shall be followed to complete final approval of ordinances and resolutions enacted by the Sangguniang Panlalawigan.

RULE XV. Section 38. EFFECTIVITY OF ORDINANCES AND RESOLUTIONS. - Article 113 of the Implementing Rules and Regulations of Local Government Code of 1991 shall apply as the effectivity of ordinances and resolutions approving the local development plan and public investment programs of the Provincial Government.

RULE XVI. Section 39. POSTING AND PUBLICATION OF ORDINANCES WITH PENAL SANCTIONS. - Article 114 of the Implementing Rules and Regulations shall apply as to the effectivity of ordinances with penal sanctions.

RULE XVII. Section 40. PROCEDURES FOR APPROVAL AND EFFECTIVITY OF TAX ORDINANCES AND REVENUE MEASURES. - Article 275 of the Implementing Rules and Regulations of the Local Government Code of 1991 shall be followed in the enactment and effectivity of tax ordinance and revenue measures.

RULE XVIII. Section 41. PUBLICATION OF TAX ORDINANCES AND REVENUE MEASURES. - Article 276 of the Implementing Rules and Regulations shall govern the publication of tax ordinances and revenue measures.

PART FIVE

DECORUM AND DEBATE

RULE XIX. Section 42. MANNER OF ADDRESSING THE CHAIR - When a Provincial Board Member desires to speak, he shall rise and respectfully address the Chair, "Mr. Chairman" or "Mr. Presiding Officer."

RULE XX. Section 43. RECOGNITION OF MEMBER TO SPEAK - When two or more Provincial Board Members rise at the same time, the Presiding Officer shall determine and recognize the Provincial Board Member who is to speak first, and shall then determine the chronological order of Speakers.

RULE XXI. Section 44. TIME LIMIT FOR SPEAKERS. - The Provincial Board Member who is recognized to speak is given five (5) minutes to debate.

RULE XXII. Section 45. SPONSOR TO OPEN AND CLOSE DEBATE. - The Provincial Board Member reporting a measure may open and close debate. If the debate extends beyond the time limit prescribed by the Chair without the debate being closed, he shall be entitled to additional thirty (30) minutes to close.

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Be
RULE XXIII. Section 46. DECORUM. – The Provincial Board Member who has the floor shall confine himself to the question under debate avoiding personalities in all cases. He shall refrain from indecorous words or acts. The Chair motu proprio or as the Sanggunian may direct order such unparliamentary statements, remarks or works stricken off the record.

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RULE XXIV. Section 47. CONDUCT DURING SESSION. – When the Presiding Officer is addressing the Sanggunian or putting question, no Provincial Board Member shall walk-out or cross the Session Hall. Further, smoking is prohibited within the Session Hall.

PART SIX

DISCIPLINE OF MEMBERS

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RULE XXV. Section 48. DISORDERLY BEHAVIOR. – For disorderly behavior, the Chair may impose disciplinary action on any Provincial Board Member in accordance with sub-paragraph (5), paragraph (b) of Article 103 of the Implementing Rules and Regulations of the Local Government Code of 1991.

PART SEVEN
LEAVES OF ABSENCE

RULE XXVI. Section 49. Leaves of absence of the Vice-Governor shall be approved by the Provincial Governor.

Section 50. Leaves of absence of the Provincial Board Members shall be approved by the Vice-Governor. Whenever the leave of absence was not acted upon by the Vice Governor within five (5) days upon receipt thereof, such application shall be deemed approved.

PART EIGHT
AMENDMENTS

RULE XXVII. Section 51. Any portion of these Rules may be amended by a majority vote of all the Provincial Board Members or suspended by a majority vote of all the Provincial Board Members present.

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PART NINE
MISCELLANEOUS AND FINAL PROVISIONS

RULE XXVIII. Section 52. INTER-OFFICE COURTESY. – Whenever it becomes necessary to invite or require the presence of any appointive provincial official and for him/her to produce any requested paper or document, the Sangguniang Panlalawigan shall send a formal invitation and shall be coursed thru the Office of the Provincial Governor as the Chief Executive of the province.

RULE XXIX. Section 53. OTHER MATTERS NOT EMBRACED BY THESE RULES. – Any and all matters that may not be included in these Rules shall, whenever necessary, be treated in accordance with pertinent provisions of existing laws, rules and regulations that may be relevant and applicable thereto.

RULE XXX. Section 54. REPEALING CLAUSE. – Any and all rules and procedures that may have been approved previously by the Sangguniang Panlalawigan are hereby deemed superseded and/or repealed.

RULE XXXI. Section 55. EFFECTIVITY. – This Internal Rules of Procedure of the Sangguniang Panlalawigan shall take effect immediately upon approval.

NOW, THEREFORE, on motion of Hon. Chua, duly seconded by all the members present, be it

RESOLVED, AS IT IS HEREBY RESOLVED, that the Internal Rules of Procedures for 2013-2016, be **ADOPTED.**

UNANIMOUSLY APPROVED.

I hereby certify that the foregoing resolution was duly passed by the Sangguniang Panlalawigan of Cavite during its Inaugural Session on July 01, 2013.

MICHELLE F. ALCID
 Provincial Board Secretary



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DINO CARLO R. CHUA
 Provincial Board Member



RYAN R. ENRIQUEZ
 Provincial Board Member


EDRALIN G. GAWARAN
 Provincial Board Member


ROLANDO S. REMULLA
 Provincial Board Member

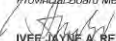

ARNEL M. CANTIMBUHAN
 Provincial Board Member


LARRY BOY S. NATO
 Provincial Board Member



TEOFILO B. LARA
 Provincial Board Member



RAUL REX D. MANGUBAT
 Provincial Board Member

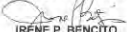

MARCOS C. AMUTAN
 Provincial Board Member


IVEE JAYNE A. REYES
 Provincial Board Member


HERMOGENES C. ARAYATA III
 Provincial Board Member


FELIX A. GREPO
 Provincial Board Member


EILEEN R. BERATIO
 Provincial Board Member



IRENE P. BENCITO
 Provincial Board Member


FULGENCIO C. DELA CUESTA, JR.
 Ccl Interim President


GLORIA C. FERNANDEZ
 Liga ng mga Barangay President

MELDON G. DE SAGUN
 SK Provincial Federation President

ATTESTED:


RAMON JOLO B. REVILLA III
 Vice-Governor/Presiding Officer
 Date Signed: 7/1/13



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RULE III: Section 3. RECEIPT OF ORDINANCES, RESOLUTIONS AND OTHER DOCUMENTS – For a systematic and orderly manner of handling resolutions, ordinances, and executive orders submitted by component cities and municipalities of the province to the Sangguniang Panlalawigan, and those submitted by the Provincial Board Members, as well as all communications coming from the Office of the Provincial Governor and all other documents for review and disposition, the same shall, after having been received and recorded by the Office of the Provincial Board Secretary on or before three (3) o'clock in the afternoon of Thursday; be included in the Agenda/Order of Business, after which such agenda shall then be forwarded to the Majority Floor Leader for review and approval.

All communications submitted by the Office of the Provincial Governor after three (3) o'clock in the afternoon of Thursday will only be included in the regular session when duly certified as urgent by the Governor.

Section 4 – Likewise for the Sanggunian to be an effective legislative mechanism of the Provincial Government, there shall be created therein different essential committees, each of which shall be composed of one (1) Chairman, one (1) Vice-Chairman, and four (4) Members, who shall be chosen or elected proportionately from the different political parties which were elected members in the Sanggunian, in order to maintain equitable representation in the committees.

RULE IV: Section 5: PRESIDING OFFICER – The Vice Governor shall be the Presiding Officer of the Sangguniang Panlalawigan of Cavite. The Presiding Officer shall only vote to break a tie.

In the event of the inability of the Vice-Governor to act as the Presiding Officer, the "Pro-Tempore" shall preside over the session. In the event of the inability of the "Pro-Tempore" to preside over the Sanggunian session, the members present thereby constituting a quorum, shall elect from among themselves a "Temporary Presiding Officer". The "Temporary Presiding Officer" shall not vote even in case of a tie, but shall certify all ordinances and resolutions passed by the Sanggunian within ten (10) days from their enactment or passage.

The Presiding Officer shall:

1. Preside over the sessions of the Sangguniang Panlalawigan
 2. Preserve order and decorum during sessions, and in case of disturbance or disorderly conduct in the Session Hall or within the premises, take appropriate measure as he may deem advisable.
 3. Rule on all questions of order
 4. Adjourn the session upon proper motion and decision of the Sanggunian.
- Sign all acts, ordinances, resolutions, memoranda, writs, warrants and subpoena

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5. issued by or as agreed upon by the Members of the Sanggunian.
6. Exercise such other powers and perform such other functions as may be provided for by law on finance and regulation.

In addition thereto, the Presiding Officer may also take a recess at anytime and to suspend the rules as he may deem necessary. He may also participate in all deliberations of the Sanggunian, but only after designating the Pro-Tempore or other member to act temporarily as presiding officer. He may also attend and participate in the committee meeting and/or public hearing even without the proper invitation from the Committee.

RULE V. Section 6. ELECTION OF PRO-TEMPORE AND MAJORITY FLOOR LEADER- It is resolved that a Pro-Tempore and Majority Floor Leader shall be elected in the Sangguniang Panlalawigan, whose respective functions shall be:

Pro-Tempore

The Pro-Tempore shall temporarily exercise all the powers, duties and functions of the regular Presiding Officer except to vote when he is temporarily presiding the session.

Majority Floor Leader

Reviews and approves the Order of Business/Agenda prepared by the Office of the Provincial Secretary

Automatically Ex-Officio Member of all Committees of the Sanggunian and may be a Chairman of any standing committee

RULE VI: Section 7. THE COMMITTEES AND THEIR GENERAL FUNCTIONS.

There shall be created in the Sanggunian Panlalawigan of Cavite the following standing committees with their respective general functions/jurisdictions defined:

1. **Committee on Rules and Good Government** - Responsible for the formulation of the Internal Rules of Procedure of the Sanggunian; handles all questions and problems relative to rules of procedure that may be referred to it. Serves as the investigative arm of the Sanggunian whenever complaints and cases involving public officials are brought to the Sanggunian for its consideration and resolution.
2. **Committee on Finance, Budget and Appropriations** - Handles all matters pertaining to funds for expenditure of the Provincial Government and for payment of public indebtedness, monitoring of accounts and expenditures of the Provincial government; claims against the Government, and in general all matters relating to public expenditures. Handles all matters pertaining to annual and supplemental budgets and appropriation ordinance. It also handles the classification of positions and determination of salaries, allowances and other fringe benefits of government personnel.

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3. **Committee on Peace, Public Safety and Order** – Handles all matters relating to police works and services, maintenance of peace and order, and the prosecution of crimes in coordination with various police and protective agencies of National Government and all abuses committed in violation of human rights. Monitors the incidence and rate of criminality, lawlessness, subversion and all other illegal activities that disrupt peace and order and makes recommendations to the Sanggunian as to what necessary measures shall be adopted or enacted to help curb the same.

This Committee shall also appoint the Sgt. At Arms who will be assigned in the Session Hall and will be mainly responsible in ensuring peace and order during sessions.

4. **Committee on Health, Nutrition and Population** – Responsible in monitoring the health condition in the province, the services of provincial and satellite hospitals, barangay health units, operation of drugstores in an effort to safeguard public health, cleanliness and beautification of the community, and all matters related to health, nutrition and population.
5. **Committee on Ways and Means** - Conducts research studies on potential sources of revenues and/or taxes to help, by way of legislation, in stabilizing and improving the financial capability as well as the fiscal administration of the Provincial Government.
6. **Committee on Public Works and Infrastructure** – Handles all matters pertaining to the planning, construction, maintenance, improvement and repair of public buildings, highways, bridges, roads, parks and shrines, and monuments and other public edifice of historic interest, as well as drainage, flood control and protection, water utilities and utilization of waters of the public domain.
7. **Committee on Education** – Tasks to coordinate with the Department of Education (DepEd), Parents and Teachers Associations (PTA) and school authorities in the province in order to assist the Provincial Government in shaping programs and policies that will contribute to the upgrading of education and solving of school problems.
8. **Committee on Agriculture and Agrarian Reforms** – Responsible in all matters relating to agriculture in general, including animal husbandry, agriculture experiment station, agricultural economics and research, livestock quarantine, soil survey and conservation, agricultural and educational extension services, consumers and other cooperatives. Handles all matters relating to agrarian reforms, landed estates, resettlement and support services to the beneficiaries concerned.

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9. **Committee on Environmental Protection and Natural Resources and Ecology** – Monitors environmental/ecological problems and initiates move to find possible solutions thereof through legislation, to preserve the natural ecosystem in the province and protect the environment against illegal acts which result in population, destruction of natural resources and acceleration of ecological imbalance. Handles all matters relating to the exploitation, utilization, improvement, protection and conservation of Provincial Natural Resources including reforestation.
10. **Committee on Land Use, Zoning, Urban and Rural Development** – Reviews all the land use plans and zoning ordinances of component cities and municipalities, measures that will set reasonable limits and restraints on the use of the adopted comprehensive provincial land use programs, subject to existing laws and regulations. Handles all matters relating to zoning, planning and land classification; land use and management, subdivisions, housing, projects, public lands and other government-owned lots.
11. **Committee on Tourism, Arts, Culture, and Public Information** – Handles all matters relating to tourism and beautification, culture, public occasions, games and amusements and events affecting the Provincial Government; task to coordinate activities in the promotion of tourism and arts, as well as the enhancement of cultural heritage.
12. **Committee on Sports and Youth Development** - Initiates the formulation of programs and policies, in coordination with the Office of the Provincial Governor – Youth and Sports Division, for the enrichment of the youth through leadership training, development programs and promotion of sports activities.
13. **Committee on Barangay Affairs** – Handles the problems of the barangays for development purposes, as well as other matters relative to the improvement of barangay administration.
14. **Committee on Transportation and Communications** – Handles all proposed measures/matters regarding the transportation and communications industry, and all matters concerning information and communication technology.

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- 15. **Committee on Cooperatives and Rural Development** – Handles all matters relating to the development of the rural areas, upliftment of the condition of their inhabitants and delivery of basic service, except housing. Also all matters relating to cooperatives except electric cooperatives, including but not limited to, cooperative management and organizations, urban and rural based credit cooperative, and the implementation of the Cooperative Code of the Philippines, housing and all other forms of human shelter or habitation and urban land reform and development particularly water supply and electrification.
- 16. **Committee on Women and Family, Elderly and Social Services** – Acts on all matters pertaining to socially disadvantaged persons, i.e., paupers, victims of drug abuse and exploitation, physically handicapped, discrimination due to sex and education and also matters relating to social problems, relief of needy individuals, facilities and relief to calamity victims and day care centers. It also handles all matters relating to elderly, formulates policies mutually beneficial to the elderly and to the province, and supports the programs and projects of the elderly.
- 17. **Committee on Industrial Peace and Labor and Employment** – Formulates measures that will ensure the maintenance of industrial peace between labor and management and promoting employee-employer cooperation; handles labor problems and illegal recruitment cases being brought to Sanggunian; undertakes assistance to manpower for the improvement of skills in different lines in coordination with the manpower training centers in the province.
- 18. **Committee on Personnel Affairs and Appointments** – Handles all matters relating to personnel affairs, appointments and development of the employees of the Provincial Government. Also acts as part of the Personnel Selection Board.
- 19. **Committee on Human Rights** - Handles all matters or questions pertaining to or connected to human rights, prevention of human rights violation and all matters affecting human rights.

Section 8. Whenever a measure covers subject matters falling within the jurisdiction of more than one Committee, the measures shall be referred to the Committee within whose jurisdiction the principal matter falls. Provided, however, that measures entailing appropriation of funds or embodying tax or revenue proposal shall be referred respectively to the Committee on Appropriation or the Committee on Ways and Means for the appropriation or tax or revenue aspect, and provided further that the Committee which requires jurisdiction on any measure shall be mainly responsible for submitting a report to the Sangguniang Panlalawigan, incorporating therein the appropriate recommendations of the Committee on Appropriations or Committee on Ways and Means as the case may be.

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Section 9. The Committee hearing shall be held at the Legislative Building on any day at the discretion of the Chairman.

Section 10. No Sanggunian Member may be a Chairman of more than two (2) standing Committees.

Section 11. The Sangguniang Panlalawigan shall have Special Committee organized on the basis of urgency of an issue and as may be deemed necessary. The Chairman, the Vice-Chairman, and Members thereof shall be elected in the same manner as the Standing Committee. The general mandate shall be embodied on a session to be called by the Presiding Officer and shall be approved by the majority of the Members of the Sangguniang Panlalawigan.

Section 12. Whenever vacancy occurs or is declared to exist in any of the Committees, the same shall be filled through nomination by the Majority Floor Leader, concurred upon by majority of the Members present, there being a quorum in the Sanggunian.

Section 13. The Committees shall determine the frequency of their meetings or hearings, provided they meet at least once a month. A majority of all the Members of the Committee shall constitute a quorum. Two days before the scheduled meeting/hearing, written notice thereof shall be given to all the Members specifying therein the subject matter and the names of the resource persons invited to the said meeting/hearing.

Section 14. Committee report/s or any ordinance or resolution shall be considered in formal meetings and shall not be submitted to the Sanggunian unless accompanied by Minutes of the meeting/hearing of the Committee that adopted them and legal opinion, if there is any. When a Committee submits a report, the Members thereof shall be presumed to have concurred in the report, and shall be precluded from opposing the same, unless they have entered their objection thereto during the Committee meeting/hearing.

Even in the absence of the Chairman, a Committee Report, which was already included in the Order of Business, may also be considered and discussed during session.

Section 15. No Committee except the Committee on Rules may meet while the Sanggunian is in plenary session, but only after securing special permission from the Presiding Officer.

Section 16. All members of the committee shall attend committee meetings.

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PART THREE

SESSION, QUORUM AND ORDER OF BUSINESS

RULE VII. SESSION:

Section 17. Sessions of the Sangguniang Panlalawigan shall be held every Monday at the SP Session Hall, Legislative Building, or at any place within the territorial jurisdiction of the province; provided, however, that if session will be conducted outside of the session hall, prior notice shall be served to the Members. If any Monday happens to be a holiday, the session shall be held on the next working day.

Section 18. Session shall automatically start at 10:30 a.m. After the invocation, the Sangguniang Panlalawigan Secretary shall call the roll to determine if there is a quorum. If there is none, the Presiding Officer shall call for a recess of at least fifteen (15) minutes. If there is still no quorum, a Provincial Board Member may move for adjournment of the session on the ground that there is no quorum.

A Provincial Board Member is considered present when he is around at the time that the roll is called. If he arrives after the roll call, he can be considered present only after the proper recognition of the Presiding Officer.

While the session is in progress, after the roll call, a Board Member who wishes to leave the session shall ask permission from the Presiding Officer.

Section 19. When there is no quorum, the Presiding Officer may declare a recess until such time a quorum is constituted, or majority of the Provincial Board Members present may adjourn from day to day and may compel the immediate attendance of any Provincial Board Member absent without justifiable cause by designating a Provincial Board Member of the Sanggunian, to be assisted by a member or members of the police force assigned in the territorial jurisdiction of the LGU concerned, to arrest the absent Provincial Board Member and present him at the session.

Section 20. When public interest so requires, special sessions may be called by the Local Chief Executive or by majority of the members of the Sanggunian.

Section 21. All Sanggunian sessions shall be open to the public, unless a closed-door session is ordered by an affirmative vote of the majority of the Provincial Board Members present, there being a quorum, in the public interest or for any reasons of security, decency or morality.

Section 22. No two (2) sessions, regular or special, shall be held in a single day.

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Republic of the Philippines
 Province of Cavite
OFFICE OF THE SANGGUNIANG PANLALAWIGAN
 Trece Martires City



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Section 23. In the case of special sessions of the Sanggunian, a written notice to the Provincial Board Members shall be served personally at the member's usual place of residence or office at least twenty-four (24) hours before the special session is held.

4-9-13
 Unless otherwise concurred in by two-thirds (2/3) of the Provincial Board Members present, there being a quorum, no other matters may be considered at a special session, except those stated in the notice.

Section 24. The Sanggunian shall keep a journal and record of its proceedings that may be published upon resolution of the Sanggunian.

Section 25. During session, the Vice Governor and all Provincial Board Members shall wear coat and tie, *barong tagalog/filipiniana* or *polo barong*.

RULE VIII: Section 26. QUORUM. – A majority of all the Members of the Sanggunian who have been elected and qualified shall constitute a quorum to transact official business. Should a question of quorum be raised during a session, the Presiding Officer shall immediately proceed to call the roll of the Provincial Board Members and thereafter announce the result.

Section 27. In computing the presence of a quorum, the term "majority" shall be based on the actual membership and incumbents of the Sanggunian, which includes the Vice Governor. Thus, ten (10) members shall constitute majority in the Sanggunian.

RULE IX. Section 28. ORDER OF BUSINESS/AGENDA FOR EACH SESSION. – For every session, the following order of business shall be followed:

- I. Call to Order
- II. Invocation
- III. Quality Policy
- IV. National Anthem (will only be sung if the session is not on Monday)
- V. Roll Call
- VI. Reading and Consideration of the Minutes of the Previous Session
- VII. Privilege/Question Hour
- VIII. First Reading and Referral
- IX. Committee Reports
- X. Calendar of Business
 - a. Unfinished Business
 - b. Business for the Day
 - c. Unassigned Business
- XI. Announcements
- XII. Adjournment

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