BAGONG PILIPINAS

RESOLUTION NO. 02
(Series of 2025)

Introduced by Honorable Councilor Cesar Ryan G. Nazareno

RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE *SANGGUNIAN BAYAN* OF NAIC, CAVITE FOR THE LEGISLATIVE TERM OF 2025–2028, AND FOR OTHER PURPOSES

WHEREAS, the *Sanggunian Bayan* of Naic, as the duly constituted legislative body of the municipality, is mandated to adopt its own internal rules of procedure for the effective discharge of its functions pursuant to Section 50 of Republic Act No. 7160 and its Implementing Rules and Regulations;

WHEREAS, these Internal Rules of Procedure shall provide, among others:

1. the order and calendar of business for each session, the legislative process,
2. the parliamentary procedures, which include the conduct of members during sessions,
3. the discipline of members for disorderly behavior and unjustified absences,
4. the organization of the *Sanggunian* and the election of its officers, as well as the creation of standing committees.

NOW THEREFORE, BE IT RESOLVED, AS IT IS HEREBY RESOLVED, by the *Sanggunian Bayan* of Naic, in session assembled, to its own Internal Rules of Procedures, to wit:

"RULE I - MEMBERSHIP

SECTION 1. *Composition* - The *Sanggunian Bayan* shall be composed of the Vice Mayor, as Presiding Officer, the members elected at large, the President of the *Liga ng mga Barangay*, the *Sangguniang Kabataan* President of the *Pederasyon ng Sangguniang Kabataan*, and such sectoral representatives as may be elected pursuant to law, as members.

ECTION 2. *Term of Office* - The term of office of the Members of the *Sanggunian Bayan* of Naic shall be three (3) years, except *ex-officio* Members, which shall commence on such date as may be provided by law.

SECTION 3. *Oath or Affirmation* - All the members of the *Sanggunian Bayan* of Naic shall, upon assumption of office, take an oath of office in the prescribed form, duly subscribed before a person authorized to administer an oath.

Copies of the oath of office shall be submitted during the Inaugural Session and shall be filed and kept by the *Secretary to the Sanggunian*, under the safekeeping of the same.

RULE II - PRESIDING OFFICER

SECTION 4. *The Presiding Officer* - The Vice Mayor shall be the Presiding Officer of the *Sanggunian Bayan* of Naic. The Presiding Officer shall vote only to break a tie.

In the inability of the regular Presiding Officer to preside over a *Sanggunian Session*, the members present, thereby constituting a quorum, shall elect among themselves a "Temporary Presiding Officer".

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The Temporary Presiding Officer shall certify within ten (10) days from the passage of ordinances enacted and resolutions adopted by the *Sanggunian* in the session over which he or she temporarily presided.

SECTION 5. ***Powers and Duties of the Presiding Officer*** - The Presiding Officer shall:

(a.) Preside over the sessions of the *Sanggunian Bayan*;
(b.) Preserve order and decorum during sessions, and, in case of disturbance or disorderly conduct in the session hall or within the premises, take measures as he/she may deem advisable or as the *Sanggunian* may direct;
(c.) Decide all questions of order, subject to appeal by any *Sanggunian* member in accordance with these rules;
(d.) Sign all acts, ordinances, resolutions, memorials, writs, warrants, and subpoena issued by, or upon order of the *Sanggunian*; and
(e.) Exercise such other powers and perform such other functions as may be provided by law, ordinance or regulation.

The regular Presiding Officer shall be considered an ex-officio member (automatic member) of any standing committee, with the right to participate in all committee deliberations but with no voting rights. He/she may, however, be elected as Chairperson of any special or *ad hoc* committee which the *Sanggunian* may organize for a specific purpose.

RULE III - SESSIONS

SECTION 6. ***Regular Sessions*** - The regular session/s of the *Sanggunian Bayan* of Naic, shall be held every Monday of each week at 10:00 AM at the Municipal Session Hall of Naic, Cavite.

All *Sanggunian* sessions shall be open to the public unless a closed-door session is ordered by an affirmative vote by a majority of the members present, thereby being a quorum in the public interest or for reasons of security, decency or morality

No two sessions, regular and special, may be held on a single day.

SECTION 7. ***Special Sessions*** - As often as necessary, when public interest so demands, special sessions may be called by the Municipal Mayor or a majority of the members of the *Sanggunian*.

In special sessions, a written notice to the *Sanggunian* members, stating the date, time and purpose of the session, shall be served personally or left with a member of the household of the Member at his/her usual place of residence at least twenty-four (24) hours before the special session. Unless otherwise concurred upon by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

SECTION 8. ***Call to Order*** - The Presiding Officer shall open the session by calling the *Sanggunian* to order.

On the first session day of each week, an invocation shall be delivered by an Sanggunian Member designated by the Presiding Officer, or at his/her discretion, a one-minute silent prayer or meditation shall be observed, followed by the signing of the National Anthem.

SECTION 9. ***Attendance in Session*** - Every Member of the *Sanggunian* shall be present in all sessions, unless expressly excluded by it or necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the *Sanggunian* through the Secretary.

SECTION 10. ***Executive Session*** - *Sanggunian* sessions or meetings of any Committees thereof shall be open to the public unless a closed session is decided or ordered by an affirmative vote of a majority of the Members present, there being a quorum, in the public interest or for reasons of security, decency or morality, or for reasons affecting the dignity of the *Sanggunian* or any of its members, or when confidential matters are being considered.

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On motion to hold a closed session duly approved, the Presiding Officer shall direct the session to be cleared and doors closed.

Only the Secretary and such other persons as are specifically authorized by the *Sanggunian* shall be admitted to the closed session. They shall preserve the secrecy of whatever may be read or said at the session.

Any member or person present during a regular or special session may record any video, audio, or both, unless otherwise prohibited by the Sangguniang Bayan;

SECTION 11. *Suspension and Adjournment of Session* - Sessions of the *Sanggunian* shall not be suspended or adjourned except by direction of the *Sanggunian* itself, but the Presiding Officer may, in his/her discretion, declare a recess of short intervals.

SECTION 12. *Opening and Adjournment to be Entered in Minutes* - The exact hour of opening and adjournment of a session shall be entered in the Minutes.

RULE IV - ROLL CALL & QUORUM

SECTION 13. *Quorum* - A majority of all the members elected and qualified of the *Sanggunian* 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 members and thereafter announce the results.

SECTION 14. *Absence of Quorum* - When there is no quorum, the Presiding Officer may declare a recess until such time as a quorum is constituted, or a majority of the members present may adjourn from day to day and may compel the immediate attendance of any Member absent without justifiable cause by designating a member of the Sanggunian to be assisted by a member of the Philippine National Police assigned in the territorial jurisdiction of Naic, Cavite, arrest the absent member and present him/her at the session.

If there is still no quorum despite the enforcement of the above-mentioned section, no business shall be transacted. The Presiding Officer, upon motion duly approved by the Members present, shall then declare the session adjourned for lack of quorum.

SECTION 15. *Motion to Adjourn Vacates Call* - At any time after the roll call has been completed, a motion to adjourn shall be in order, and if approved by a majority of those present, all proceedings shall be vacated.

RULE V - COMMITTEES

SECTION 16. *Standing Committees* - The *Sanggunian Bayan* shall elect among its members the Chairperson, Vice-Chairperson and Member of the following standing committees. The general jurisdiction which shall be as hereunder provided.

(a.) **COMMITTEE ON ENVIRONMENT, NATURAL RESOURCES, AND AGRICULTURE** – All matters relating to environmental protection, natural resources management, sanitation, agricultural development, fisheries, cooperatives, and waste management.

(b.) **COMMITTEE ON TRADE & INDUSTRY, LIVELIHOOD, AND LABOR & EMPLOYMENT** – All matters related to trade, industrial development, livelihood programs, and the protection and rights of labor.

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(c.) **COMMITTEE ON TOURISM, ARTS AND CULTURE** – All matters relating to local tourism development, cultural preservation, creative industries, and heritage promotion.

(d.) **COMMITTEE ON LAND USE, SETTLEMENTS AND DEVELOPMENT** – Matters concerning land use planning, zoning, subdivision and housing development, urban settlements, and municipal planning.

(e.) **COMMITTEE ON WAYS & MEANS AND ECONOMIC ENTERPRISES** – All matters concerning taxation, fees, surcharges, fines, local revenue generation, and operation of both traditional and non-traditional economic enterprises, including markets and slaughterhouses.

(f.) **COMMITTEE ON YOUTH AND SPORTS DEVELOPMENT** – All matters promoting youth welfare, leadership, participation in governance, and development of sports and physical wellness.

(g.) **COMMITTEE ON EDUCATION** – All matters relating to educational policies, programs, institutions (from ECCD, K-12 to adult education), and the promotion of access to quality education.

(h.) **COMMITTEE ON PUBLIC WORKS AND INFRASTRUCTURE** – All matters concerning the construction, maintenance, and improvement of public infrastructure, including roads, bridges, drainage, and other facilities.

(i.) **COMMITTEE ON TRANSPORTATION AND PUBLIC UTILITIES** – All matters relating to land, water, and air transportation systems; public utility franchises; and regulation of water, electricity, and telecommunications.

(j.) **COMMITTEE ON HEALTH, PUBLIC WELFARE, AND SOCIAL SERVICES** – All matters concerning health services, social welfare, assistance to senior citizens, persons with disabilities, and solo parents.

(k.) **COMMITTEE ON APPROPRIATIONS** – Matters relating to the annual and supplemental budgets, disbursement of public funds, and internal budget processes of the municipality.

(l.) **COMMITTEE ON PEACE, PUBLIC ORDER, AND SAFETY** – All matters relating to public security, law enforcement.

(m.) **COMMITTEE ON LAWS, RULES, AND HUMAN RIGHTS** – All matters involving legislative procedures, interpretation of laws and rules, legal oversight, and the protection of civil and human rights.

(n.) **COMMITTEE ON BARANGAY AFFAIRS** – All matters involving coordination and support to barangay governance and concerns.

(o.) **COMMITTEE ON WOMEN, CHILDREN, AND FAMILY** – All matters concerning the protection, development, and rights of women, children, and families, including gender and development.

(p.) **COMMITTEE ON ACCREDITATION AND CIVIL SOCIETY ORGANIZATIONS** – All matters relating to the registration, accreditation, and engagement of civil society organizations and people's organizations.

(q.) **COMMITTEE ON GOOD GOVERNMENT, ETHICS, AND ACCOUNTABILITY** – All matters concerning ethical conduct, transparency, accountability of public officials, and investigation of misconduct or abuse.

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(r.) **COMMITTEE ON SOLID AND LIQUID WASTE MANAGEMENT** – All matters relating to formulating, reviewing, and overseeing policies, programs, and ordinances related to the proper handling, segregation, collection, transport, storage, treatment, and disposal of solid and liquid waste.

(s) **COMMITTEE ON DISASTER RISK REDUCTION AND MANAGEMENT** – All matters relating to disaster preparedness and risk management; to capacitate the community and all individuals to adapt to and recover from hazards, shocks or stresses without compromising long-term prospects for development.

Whenever a measure covers subject matters falling within the jurisdiction of more than one Committee, said measure shall be referred jointly to the Committees concerned.

SECTION 17. ***Membership, Officers*** - Each standing committee shall have a Chairperson. The Chairperson shall designate any member of the *Sanggunian* to be Vice-Chairperson and at least one (1) member.

SECTION 18. ***Committees*** - No *Sanggunian* member shall be Chairperson of more than two (2) standing committees and not less than one (1), except when justified by the composition or consensus of the body.

No member of a committee shall act upon or participate in any matter in which he/she has a special, direct and substantial interest.

No Sanggunian Member shall deny the chairmanship of a given committee.

SECTION 19. ***Special Committees*** - The *Sanggunian Bayan*, if it deems necessary, may organize special committees. The officers and members of special committees shall likewise be elected by a majority vote of the *Sanggunian* from among its members.

SECTION 20. ***Vacancy*** - Whenever a vacancy occurs or is declared to exist in any of the committees, the same shall be filled by appointment by the Presiding Officer.

SECTION 21. ***Committee Meetings or Hearings*** - The Committee shall determine the frequency of meetings or hearings, provided they meet at least once a month. A majority of all the members of the committee shall constitute a quorum. Committee meetings or hearings shall be held only in a public building.

SECTION 22. ***Committee Reports and Orders*** - Committee reports and/or orders on any ordinance or resolution shall be considered in formal meetings and shall not be submitted to the *Sanggunian* unless accompanied by the Minutes of the meeting or hearing of the Committee which adopted them.

All committee reports must be submitted by Thursday before 5 PM.

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.

RULE VI - ORDER AND CALENDAR OF BUSINESS

SECTION 23. ***Order of Business*** - The Order of Business of the *Sanggunian* for every session shall be:

(a.) Call to Order;
(b.) Roll Call;
(c.) Invocation;
(d.) Reading and Consideration of the Previous Minutes;

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(e.) Privilege Hour/Acknowledgment of Guests
(f.) First Reading and Referral of Measures to Committees of proposed ordinances, resolutions, messages, communications, petitions and memorials;
(g.) Committee Reports
(h.) Calendar of Business;
- Unfinished Business
- Business for the Day
  - 2nd Reading
  - 3rd Reading
- Unassigned Business

(i.) Announcement
(j.) Adjournment

SECTION 24. ***Approval of Minutes*** - The Minutes of each session shall be submitted to the *Sanggunian* for approval.

SECTION 25. ***Calendar of Business*** - The Calendar of Business shall consist of the following parts:

(a.) Unfinished Business - Business being considered by the *Sanggunian* at the time of its adjournment. Its consideration shall be presumed until such unfinished business is disposed of. Thereafter, the Presiding Officer shall call for the Business for the Day.

(b.) Business for the Day - Proposed ordinances, resolutions and other measures with favorable recommendation duly reported out by the Committee concerned,

(c.) Unassigned Business - Proposed ordinances, resolutions and other measures reported out by Committees but not calendared earlier. Any business included in this part of the Calendar may be set for consideration on motion of a member with unanimous approval of the *Sanggunian Members* present at a session, there being a quorum.

SECTION 26. ***Distribution of Calendar*** - The Calendar shall be distributed each day of session, unless there be no addition to the one previously distributed, in which case a note to this effect on the Order of Business shall be sufficient.

RULE VII - ORDINANCES AND RESOLUTIONS

SECTION 27. ***Ordinances and Resolutions, Distinguished*** - Legislative action of general and permanent character shall be enacted in the form of ordinances, while those which are of temporary character shall be passed in the form of resolutions. Matters relating to propriety functions and to private concerns shall also be acted upon by resolution.

SECTION 28. ***Essential Parts of Ordinances and Resolutions*** - Proposed ordinances and resolutions shall be in writing and shall contain an assigned number, a title or caption, an enacting or ordaining clause, and the date of their proposed effectivity. In addition, every proposed ordinance shall be accompanied by a brief explanatory note containing the justification for its approval. It shall be signed by the author or authors and submitted to the Secretary, who shall report the same to the *Sanggunian* at its next session.

SECTION 29. ***First Reading.*** Secretary shall process, receive and provide the necessary assigned number for all proposed ordinances and resolutions for first reading, subject to the requirements of Article 107 IRR of LGC at least three (3) days before a regular or special session.

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The First Reading of a proposed ordinance or resolution shall be by title and thereafter, the same shall be referred to the appropriate committee.

An erroneous referral of a proposed ordinance or resolution may be corrected under the unassigned business under the order of business.

Only the Chairperson of the Committee to which a proposed ordinance or resolution was erroneously referred, as well as the Chairperson of the Committee claiming jurisdiction over the proposed ordinance or resolution, may move that the referral be declared erroneous and ask for its correction. However, the Presiding Officer may *motu propio* rectify an erroneous referral.

SECTION 30. ***Period to Report*** - The Committee shall submit a report on the proposed ordinance or resolution within thirty (30) days after it has been referred to it.

If the Committee Report on a proposed ordinance or resolution is favorable, it shall be included in the Calendar of Business, Business for Day under 2nd Reading

If the Committee's action on the proposed ordinance or resolution is unfavorable, it shall be archived or filed away.

SECTION 31. ***Urgent Measures*** - Any legislative matter duly certified by the Municipal Mayor as urgent, whether or not it is included in the Calendar of Business, may be presented and considered by the *Sanggunian* in the same session without need of suspending the Rules.

The *Sanggunian*, likewise, may, on motion made by the Chairperson of the Committee concerned, consider a proposed ordinance or resolution as urgent and consideration thereof shall be scheduled according to a timetable.

SECTION 32. ***Second Reading and Debate*** - No proposed ordinance or resolution shall be considered on Second Reading in any regular session unless it has been reported out by the proper committee to which it was referred, except when the matter has been certified urgent by the Loca Chief Executive.

On the day set for the consideration of proposed ordinances or resolutions for Second Reading, the same shall be read in full with the amendments proposed by the Committee, if any, unless copies thereof have been distributed earlier and the ordinance or resolution shall be subject to debate and pertinent motions.

SECTION 33. ***Debate and Closure of Members*** - In the discussion of any measure, a motion to close the debate shall be in order after two speeches for the one against, or after only one speech has been delivered and none entered against it.

When several members have been registered or signified their intention to speak on the matter under consideration and when said matter has been sufficiently and thoroughly discussed by the Member speaking, the Presiding Officer, *motu proprio*, or upon motion of a Member, order a Member having the floor desist from speaking further so that other members may not be deprived of their opportunity to speak.

SECTION 34. ***Five-Minute Rule*** - After the close of debate, the *Sanggunian* shall proceed to the consideration of Committee amendments. A member who desires to speak for or against an amendment shall have only five (5) minutes to do so.

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

SECTION 35. ***Approval of Measure on Second Reading*** - the *Sanggunian Secretary* shall prepare copies of the proposed ordinance or resolution in the form it was passed on Second Reading and shall distribute to each *Sanggunian Member* a copy thereof, except that a measure certified by the Municipal Mayor as urgent may be submitted for final voting immediately after debate and/or amendments during the Second Reading.

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RULE VIII - DECORUM AND DEBATE

SECTION 45. ***Manner of Addressing the Chair*** - When a Member desires to speak, he/she shall rise and respectfully address the Chair, "Mr./Madame Presiding Officer".

SECTION 46. ***Recognition of Member to Speak*** - When two or more Members rise at the same time, the Presiding Officer shall determine and recognize the member who is to speak first.

SECTION 47. ***Time Limit for Speeches*** - No member shall occupy more than ten (10) minutes in debate on any question or speak for more than once on any question without leave of the *Sanggunian*, except hereafter provided. The period of interpolation shall not be counted against the time of the Member speaking.

SECTION 48. ***Sponsor to Open and Close Debate*** - The Member reporting a measure under consideration from a Committee may open and close the debate thereon. If the debate should extend beyond one session day, he/she shall be entitled to an additional fifteen (15) minutes to close.

SECTION 49. ***Decorum to Open/Close Debate*** - In all cases, the Member who has obtained the floor shall confine himself/herself to the question under debate, avoiding personalities. He/she shall refrain from uttering words or performing acts which are inconsistent with decorum.

If it is requested that a Member be called to order for words spoken in debate, the member making such a request shall indicate the words accepted to, and they shall be taken down in writing by the Secretary and read aloud. The Member who uttered such words shall be held to answer, not be subject to censure by the *Sanggunian* if further debate or other business has intervened.

SECTION 50. ***Conduct/Attire During Session*** - During the session, the Members shall be in proper attire and shall observe proper decorum. Every First Monday of the month, male members shall wear the prescribed polo barong while female members shall wear semi-formal attire. During the regular Monday sessions, male members shall wear short polo barong, while female members shall wear smart casual attire.

While the Presiding Officer is addressing the *Sanggunian* or putting a question, no Member shall walk out or cross the session hall. All cellular phones shall be switched off during the session.

SECTION 51. ***Disciplinary Actions.***

a) *Smoking , Vaping, Eating and Littering* inside the session hall are strictly prohibited.
b) *Use of cellular phones during sessions is not allowed.*

SECTION 52. ***Discipline of Members*** - The *Sanggunian* may punish its members for disorderly behavior and, with the concurrence of two-thirds (2/3) vote of all its Members, suspend or exclude from the session a Member, but if the penalty is suspension, this shall not exceed sixty (60) days.

(a.) Any member of the *Sanggunian* who is absent from attending regular (or special) sessions without prior notice of his/her intended absence, either in writing or a text message sent to the Presiding Officer or the SB Secretary, shall be penalized as follows

i. For the first unexcused absence – explanation of the absent member;

ii. For two (2) consecutive absences – resolution or reprimand by the *Sanggunian*;

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iii. For four (4) consecutive unexcused absences without justifiable reason or cause - exclusion of the erring member from succeeding sessions and suspension for not more than sixty (60) days or be expelled, in which case a concurrence of at least two-thirds (2/3) vote of all the *Sanggunian* members is needed;

(b.) Any member who is late for thirty (30) minutes without a valid excuse after the Presiding Officer shall have called the session to order, shall be punished as follows:

i. First tardiness – Admonition from the Chairperson;
ii. Second tardiness - Written resolution of warning;
iii. Third tardiness – Member shall automatically be considered absent;
iv. Subsequent tardiness incurred by the member concerned shall merit a resolution condemning said practice without prejudice to allowable sanctions as provided by the Local Government Code and other related laws to be determined by the *Sanggunian*;

RULE IX - VOTING AND MOTIONS

SECTION 53. ***A Tie on an Appeal*** - A tie vote on an appeal from the ruling of the Chair sustains the decision of the Chair.

SECTION 54. ***Who May Move*** - When a motion, report or proposed measure is adopted or lost, it shall be in order for a Member who votes with the majority to move for the reconsideration thereof on the same or succeeding session day. Such motion shall take precedence over all other questions, except a motion to adjourn to raise a question of privilege and a call to order.

SECTION 55. ***Recording of Motions*** - Every motion shall be entered in the Minutes with the name of the Member making it, unless it is withdrawn on the same day.

SECTION 56. ***Reading and Withdrawal of Motions*** - When a motion is made, the Presiding Officer shall state it before being debated. Except as herein otherwise provided, a motion may be withdrawn at any time before its approval or amendment.

SECTION 57. ***Precedence of Motions*** - When a question is under debate, no motion shall be entertained except to adjourn, raise a question of privilege, declare a recess, lay on the table or postpone to a certain day (which motions shall be decided without debate), refer, amend or postpone indefinitely (which motion shall be decided subject to the five-minute rule). No motion to postpone to any day certain, or refer or postpone indefinitely, having failed passage, shall again be allowed on the same day.

SECTION 58. ***Amendments*** - When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order. It shall also be in order to offer further amendment by substitution, but as shall not be vetoed upon until the original motion or proposition is perfected. Any of said amendments may be withdrawn before a decision is had thereon.

SECTION 59. ***Rider Prohibited*** - No motion or proposition on a subject different from that other consideration shall be allowed under the color of amendment.

SECTION 60. ***Motion to Cover One Subject Matter*** - No motion shall cover more than one subject matter.

SECTION 61. ***Amendment of Title*** - Amendments to the title of a proposed ordinance or resolution shall not be in order until after the text thereof has been perfected. Amendments to the title shall be decided without debate.

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SECTION 62. ***Call to Order*** - A motion to read any part of the Rules is equivalent to a call to order and takes precedence over any motion other than to adjourn.

SECTION 63. ***Questions of Privilege*** - Questions of privilege are:

(a.) Those affecting the rights of the *Sanggunian*; its safety, dignity and the integrity of its Members.
(b.) Those affecting the rights, reputation and conduct of the Members, individuality, in their capacity as such Members.

Subject to the five-minute rule, questions of privilege shall have precedence over all other questions, except a motion to adjourn.

SECTION 64. ***Privileged Question*** - Privileged questions are those motions or subject matters which, under the Rules, take precedence over other motions and subject matters.

SECTION 64-a. ***Privilege Hour*** - During the regular session, any member of the *Sanggunian Bayan* may rise on a matter or question of public interest during the privilege hour. Said member shall be allotted a period of at least ten (10) minutes to ventilate his/her official views, opinions, comments, or position on various affairs and issues of public interest and/or to express the sentiments of their constituents. If necessary, such a member can request an extension of time upon approval by a majority vote of all the members present, provided, such privileged speech shall observe the limitations imposed by libel and laws on defamation.

SECTION 64-b. ***Acknowledgement of Guests*** - The presence of guests from other agencies and institutions, either private or public, shall be acknowledged during the session.

SECTION 64-c. ***Abstention and Inhibition*** – Any member may abstain from voting or inhibit from participating in deliberations if the matter under consideration involves a conflict of interest or raises ethical concerns, among other matters. A member who abstains shall be marked as such in the minutes and shall not be counted in the affirmative or negative vote. A member who inhibits shall also state, for the record, the reason for such inhibition. The reason for inhibition shall likewise be recorded in the minutes of the session.

RULE X - SUSPENSION OF THE RULES

SECTION 65. ***Who Can Move*** - The Chairperson, the Vice-Chairperson or any member of the Committee on Rules can move for the suspension of the Rules.

SECTION 66. ***Vote Required*** - No Rule shall be suspended except by a vote of two-thirds (2/3) of the Members, a quorum being present.

SECTION 67. ***Interruption of Motion*** - When a motion to suspend the Rules is pending, one motion to adjourn may be entertained. If it is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

SECTION 68. ***Effect of Suspension*** - If the *Sangguinan* votes to suspend the Rules, it shall forthwith proceed to consider the measure. A two-thirds (2/3) vote of the Members present shall be necessary for the passage of said measure, a quorum being present.

RULE XI - OFFICIAL SEAL

Section 69. *Official Seal* - The seal of the *Sanggunian Bayan* shall be:

(1.) Outer and Inner Circles (lines)
(2.) Inside the outer and inner lines are the:

Sanggunian Bayan (upper portion)
Naic, Cavite (base)

(3.) Inner Circle (Gavel and Base)

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RULE XII - AMENDMENTS

SECTION 70. ***Amendments*** - Any portion of these Rules may be amended by a majority of all the *Sanggunian Members*

SECTION 71. Effectivity - These Rules shall take effect on the date of their adoption."

RESOLVED FURTHER, that copies of this resolution be furnished to all concerned persons and entities for their information and guidance.

ADOPTED by the *Sanggunian Bayan* at its Inaugural Session this 7th day of July 2025.

SANGGUNIAN BAYAN **MEMBERS:**

CESAR RYAN G. NAZARENO
Councilor

RYAN O. FLORES
Councilor

RODRIGO A. CASTILLO
Councilor

BONIFACIO M. ATIENZA JR.
Councilor

GLENNON I. PEGOLLO
Councilor

JERRY C. BARRERA
Councilor

ARNEL G. MILAY
Councilor

RAYMOND P. SENIA
Councilor

ROGER N. CAMILO
ABC President

DARLAINE MAE A. BENESEN
SK Fed. President

CERTIFIED CORRECT AND DULY ADOPTED:

JACINTA D. REMULLA
Vice Mayor/Pres. Officer

ATTESTED:

MARY ANNE T. BAUTISTA
Secretary to the Sanggunian

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