

Republic of the Philippines
Quezon City
23rd City Council

AGENDA

1st Regular Session
Monday, July 14, 2025
2:00 P.M.

- I. **OPENING PRAYER** - Coun. TANY JOE "TJ" L. CALALAY
- II. **NATIONAL ANTHEM**
- III. **PHILIPPINE COUNCILORS' CREED** - Coun. BERNARD R. HERRERA
- IV. **CALL TO ORDER**
- V. **ROLL CALL**
- VI. **CALENDAR OF BUSINESS**
- A. BUSINESS FOR THE DAY**
1. **ADOPTION OF THE INTERNAL RULES OF PROCEDURE OF THE 23rd QUEZON CITY COUNCIL**
 - PR23CC-001 - RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE 23RD SANGGUNIANG PANLUNGSOD OF QUEZON CITY. (*Introduced by Councilors ALY MEDALLA, ALBERT ALVIN "Chuckie" L. ANTONIO III, VOLTAIRE GODOFREDO L. LIBAN III, CHARM M. FERRER, BERNARD R. HERRERA, DOROTHY A. DELARMENTE, M.D., DON S. DE LEON and TANY JOE "TJ" L. CALALAY*)
 2. **DECLARATION OF AFFILIATION (Majority or Minority)**
 3. **ELECTION OF OFFICERS AND COMMITTEE CHAIRPERSONS**
 4. **OATH TAKING OF ELECTED OFFICERS AND COMMITTEE CHAIRPERSONS**
- VII. **CLOSING PRAYER** - Coun. DOROTHY A. DELARMENTE, M.D.
- VIII. **ADJOURNMENT**



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Republic of the Philippines

23rd City Council
Quezon City

PR 23 CC-001

PROPOSED RESOLUTION NO. _____, S-2025

**A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE
23rd SANGGUNIANG PANLUNGSOD OF QUEZON CITY**

Introduced by: ALY MEDALLA, ALBERT ALVIN "CHUCKIE" ANTONIO III,
ATTY. BONG LIBAN, CHARM M. FERRER, BERNARD R. HERRERA, DOROTHY
A. DELARMENTE, JOSE MARIO DON S. DE LEON, TANY JOE "TJ" L. CALALAY

WHEREAS, the 21st Sangguniang Panlungsod of Quezon City previously adopted its Internal Rules of Procedure through Resolution No. SP-7934, S-2019, which was subsequently amended by Resolution Nos. SP-8018, S-2019, SP-8375, S-2020, SP-9000, S-2022 and SP-9529, S-2023;

WHEREAS, Section 50 of Republic Act No. 7160, otherwise known as the Local Government Code of 1991, mandates that the Sanggunian shall adopt its internal rules of procedure on the first day of regular session, following the election of its members and within ninety (90) days thereafter;

WHEREAS, the Members of the 23rd Sangguniang Panlungsod of Quezon City elected during the May 9, 2025 Local Elections formally assumed office on June 30, 2025;

WHEREAS, there is a need to update the existing Internal Rules of Procedure to remain responsive to evolving governance needs and to incorporate revisions proposed by the newly elected members of the 23rd Sangguniang Panlungsod of Quezon City.

WHEREAS, the Members of the 23rd Sangguniang Panlungsod of Quezon City elected during the May 9, 2025 Local Elections formally assumed office on June 30, 2025;

NOW, THEREFORE:


BE IT RESOLVED BY THE SANGGUNIANG PANLUNGSOD OF QUEZON CITY IN REGULAR SESSION ASSEMBLED, to adopt, as it does hereby adopt the Internal Rules of Procedure of the 23rd Sangguniang Panlungsod of Quezon City.

RESOLVED FURTHER, that the Internal Rules of Procedure of the 23rd Sangguniang Panlungsod of Quezon City be made integral part of this Resolution.

Adopted _____ 2025.


Submitted by:


ALY MEDALLA
City Councilor, District 2



ALBERT ALVIN "CHUCKIE" L. ANTONIO III
City Councilor, District 3



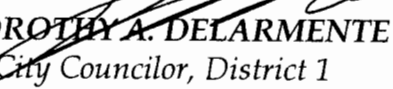
ATTY. BONG LIBAN
City Councilor, District 2



CHARM M. FERRER
City Councilor, District 1



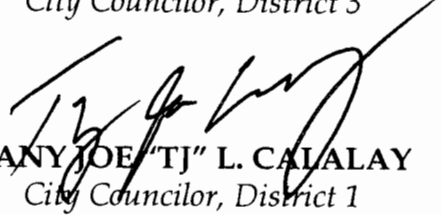
BERNARD R. HERRERA
City Councilor, District 1



DOROTHY A. DELARMENTE
City Councilor, District 1



JOSE MARIO DON S. DE LEON
City Councilor, District 3



TANY JOE "TJ" L. CALALAY
City Councilor, District 1

INTERNAL RULES OF THE
23rd SANGGUNIANG PANLUNGSOD
OF QUEZON CITY

RULE I - COMPOSITION

SECTION 1. The 23rd Sangguniang Panlungsod of Quezon City, the legislative body of the City, shall be composed of the following:

- a. The City Vice Mayor as the Presiding Officer;
- b. The Thirty-Six (36) regular City Councilors from the six (6) Congressional Districts of Quezon City¹.
- c. The President of the Liga ng mga Barangay, Quezon City Chapter and the President of the Pederasyon ng Sangguniang Kabataan² who shall sit as ex-officio members of the City Council.

RULE II - PRIMARY DUTIES AND RESPONSIBILITIES
OF INDIVIDUAL MEMBERS

SECTION 2. PRIMARY DUTIES AND RESPONSIBILITIES OF INDIVIDUAL MEMBERS. - The following are the primary duties and responsibilities of the Sanggunian members:

1. Identify, aggregate, and articulate the needs, problems, and aspirations of their constituents in the Sanggunian and in other public decision-making fora. This implies productive, sustained interaction with that part of the community which they represent in the Sanggunian;
2. Ensure that what is finally decided by the Sanggunian matches the needs and expectations of their constituencies;
3. Communicate to the constituency local decisions and actions that ultimately affect their lives and destinies;
4. Monitor the performance of every legislative measure enacted, and ensure that legislative intent is given full meaning;
5. Initiate amendments to a local policy, when necessary, towards the promotion of effective local governance and general welfare;
6. Provide a proactive role in bringing about a more enlightened citizenry within the community they represent to encourage more active citizen participation in local governance; and

¹ Republic Act 10170 otherwise known as “ *An Act Reapportioning the Second (2nd) Legislative District of Quezon City, thereby Creating Two (2) Additional Legislative Districts and Twelve (12) Sangguniang Panlungsod seats from such Reapportionment*”.

² Section 22 of Republic Act No. 10742 otherwise known as the “*Sangguniang Kabataan Reform Act of 2015*”.

7. Mobilize support systems within the Sanggunian, the local administrative bureaucracy and the community for purposes beneficial to their constituency.

RULE III - OFFICERS AND THEIR DUTIES

SECTION 3. OFFICERS OF THE SANGGUNIANG PANLUNGSOD. - The following are the Officers of the Sangguniang Panlungsod:

- a. Presiding Officer
- b. President Pro-Tempore
- c. Majority Floor Leader
- d. 1st Assistant Majority Floor Leader
- e. 2nd Assistant Majority Floor Leader
- f. 3rd Assistant Majority Floor Leader
- g. Minority Floor Leader
- h. 1st Assistant Minority Floor Leader
- i. 2nd Assistant Minority Floor Leader

Except for the Presiding Officer, the other officers shall be elected as provided by this Rule.

SECTION 4. ELECTION OF OFFICERS AND COMMITTEE CHAIRPERSONSHIP. - The Sangguniang Panlungsod members, in its first regular session, shall organize their membership into majority or minority group, by the conduct of open declaration of each individual member in open session.

Immediately following the open declaration of its membership, the Majority shall elect via viva voce, a President Pro-Tempore, Majority Floor Leader and three (3) Assistant Majority Floor Leaders.

After the Majority group has elected their Officers, those belonging to the Minority shall elect via viva voce, a Minority Floor Leader and two (2) Assistant Minority Floor Leaders.

Chairpersons of the regular committees shall be elected by the members of the Sangguniang Panlungsod unless otherwise provided by the Local Government Code and its implementing rules and regulations

A Member may transfer from the Majority to the Minority, or vice versa, at any time. Provided, That:

- a. The concerned Member submits a written request to transfer to the Majority or Minority, through the Majority or Minority Leaders, as the case may be. The Secretary to the Sanggunian shall be furnished a copy of the request to transfer;
- b. The Majority or Minority leader, as the case may be, shall accept the the written request of the concerned member, in writing, subject to the approval of 2/3 votes of all its respective members; and

- c. The Presiding Officer shall be furnished by the Majority or the Minority Leaders, as the case may be, a copy of the acceptance in writing of the concerned Member.

In case the Majority or the Minority declines such a request to transfer, the concerned Member shall be considered as **non-affiliated**.

The non-affiliated member may re-apply for membership in his or her previous affiliation subject to the approval of 2/3 votes of all its respective members.

SECTION 5. TERM OF OFFICE. - The Officers of the Sangguniang Panlungsod shall serve until they resign or are removed by two-thirds (2/3) vote of the members of the corresponding majority or minority group pertaining to the officers' position.

The Chairperson and the members of the regular Committees, except the Presiding Officer, Liga President and SK Federation President, shall continue to serve during their term unless he or she resigns or is removed by a majority vote of all the members of the Sangguniang Panlungsod.

SECTION 6. DUTIES OF OFFICERS. -

A. THE PRESIDING OFFICER. - The Vice Mayor shall be the Presiding Officer of the Sangguniang Panlungsod and shall perform the following powers and duties, to wit:

1. To preside over all regular and special sessions of the Sangguniang Panlungsod and, in a ministerial capacity, to sign all ordinances and resolutions approved during such sessions within ten (10) working days from receipt thereof from the Office of the City Secretary; **Provided**, that if the measure remains unsigned after the lapse of the ten (10) working days, the Secretary to the Sanggunian shall attest to this fact and act in accordance with existing laws and procedures; **Provided further**, that the ten (10) working day period shall commence only upon the submission and/or compliance with any additional requirements set by the Presiding Officer during the session, in cases where the measure was conditionally approved subject to such requirements.
2. To call the meeting of the Sanggunian to order and, upon the determination of a quorum, to direct the reading of the Minutes of the previous session. Once the Sanggunian has acted upon the said Minutes, the Presiding Officer shall proceed, in accordance with these rules, to the discussion and disposition of matters listed in the Order of Business as outlined in the Agenda.
3. To decide all points of order;
4. To appoint, with the approval of the Sanggunian, the Chairperson and members of the Ad Hoc Committees that may be created or authorized by the Sanggunian;
5. To enforce and compel compliance with all orders, rules, resolutions and ordinances affecting the internal affairs of the Sanggunian;
6. To appoint the Sergeant-At-Arms and three (3) Deputy Sergeant-At-Arms as the exigency of the service requires;

7. To be responsible for the strict compliance of the Sergeant-At-Arms and his Deputies of their respective duties. He may impose upon them corrective or disciplinary measures for just cause, including their dismissal;
8. To exercise such duties and perform such other functions which the law and or rules of the Sangguniang Panlungsod may grant or entrust. During a particular session, the Presiding Officer may designate any member to temporarily perform the duties of the Chair; such designation shall cease upon adjournment unless the Presiding Officer takes back the Chair before that time. In the event of the inability of the regular presiding officer, the president pro-tempore shall assume the duties of the presiding officer.
9. To declare the session adjourned to another date, time, and place or adjourned *sine die* – either upon the motion of the Majority Floor Leader or *motu proprio* – in cases of extreme emergencies, serious and uncontrollable disorder, public disturbances, or other unavoidable circumstances.
10. To have general control over the session hall, the committee rooms, corridors and offices of the Sangguniang Panlungsod;
11. To declare a recess during sessions anytime when deems it necessary;
12. To make brief remarks, comments, or clarificatory questions on any measure pending deliberation by the body. However, the Presiding Officer shall not engage in debate while presiding, except when yielding the chair in accordance with the rules.
13. Ensure annual publication/report of the accomplishment of the Sanggunian Panlungsod; and
14. To vote only in case of a tie.

B. PRESIDENT PRO-TEMPORE. – The President Pro-Tempore shall exercise, discharge and perform the following functions, responsibilities and duties:

1. Shall preside the Sanggunian session, in the event of the inability of the Presiding Officer to preside over such session;
2. Assist the Presiding Officer in performing the duties and functions as Presiding Officer of the Sangguniang Panlungsod; and
3. Shall be an ex-officio member of all the regular committees of the Sangguniang Panlungsod;

C. MAJORITY FLOOR LEADER. – The duly elected Majority Floor Leader shall have the following powers and duties, to wit:

1. Shall be an ex-officio member of all the regular committees of the Sangguniang Panlungsod and shall be the Chairperson of the Committee on Laws, Rules and Internal Government;

2. In the event of the temporary incapacity or inability of the President Pro-Tempore to perform the duties herein provided, the Majority Floor Leader shall assume the powers and responsibilities of the President Pro-Tempore. Likewise, in the event of the incapacity or inability of both the Chairperson and Vice-Chairperson of any regular committee of the Sangguniang Panlungsod to fulfill their duties, the Majority Floor Leader shall assume the functions of the Chairperson of the concerned committee.
 3. To read, or cause to be read—either personally or through a designated representative—all proposed ordinances, resolutions, motions, memorials, petitions, and other documents reported to the Sanggunian.
 4. The Majority Floor Leader shall consider matters for inclusion in the Agenda in the order in which they were transmitted, subject to the provisions of Rule III, Section 7(d). **Provided, however,** that any other proposed measure or matter may be calendared upon written petition of at least one (1) member, with the concurrence of at least three (3) other members of the Sanggunian.
The City Secretary shall inform the Majority Floor Leader of any measures with subject matter similar to those previously filed and currently under consideration by the Sangguniang Panlungsod. The Majority Floor Leader may then decide to consolidate such measures, archive them, or take such other action as may be deemed appropriate.
 5. To exercise such duties and perform such other functions as may, from time to time, be required by the Sanggunian through a proper resolution or ordinance.
- D. THREE (3) ASSISTANT MAJORITY FLOOR LEADERS** - There shall be three (3) Assistant Majority Floor Leaders who shall exercise, discharge, and perform the following functions, responsibilities, and duties:
1. To act temporarily as the Majority Floor Leader in the absence, incapacity or inability of the Majority Floor Leader to act as such or upon request of the latter;
 2. Assist the Majority Floor Leader in performing the duties and functions of the office; and
 3. Perform such other duties as the Presiding Officer and President Pro-Tempore may assign in the exigency of the service, with the concurrence of the Majority Floor Leader;

The Three (3) Assistant Majority Floor Leaders shall be elected separately.

- E. MINORITY FLOOR LEADER** - The Minority Floor Leader shall have the following powers and duties, to wit:
1. Shall be an ex-officio member of all regular committees; and
 2. Shall perform such other functions and duties as may from time to time be entrusted to the Minority Floor Leader by the Sangguniang Panlungsod.

F. TWO (2) ASSISTANT MINORITY FLOOR LEADER – There shall be two (2) Assistant Minority Floor Leaders who shall exercise, discharge, and perform the following functions, responsibilities, and duties:

1. To act temporarily as the Minority Floor Leader in the absence, incapacity or inability of the Minority Floor Leader to act as such or upon request of the latter;
2. Assist the Majority Floor Leader in performing the duties and functions of the office; and
3. Perform such other duties as the Presiding Officer may assign in the exigency of the service, with the concurrence of the Minority Floor Leader;

The two (2) Assistant Minority Floor Leaders shall be elected separately.

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

- a. Attend all sessions, committee meetings, and public consultations or hearings with different sectors of society of the Sanggunian;
- b. Receive, record and if needed, include in the Agenda, all documents, such as communications, proposed ordinances and resolutions and committee reports which are reported to the Sanggunian;
- c. Ensure that proposed measures that requires copy of Contracts, Deeds and Agreements are attached;
- d. Prepare the Agenda, subject to Sec. 6 (C) (4) of Rule III and Section 23 of Rule V of the rules; and shall certify and submit the Minutes of the Sanggunian and the Committee Meetings not later than one (1) day before the next scheduled session or meeting of the approving body;
- e. Notify the members of the Sanggunian of the creation of regular, special and ad hoc committees and their appointments to such committees;
- f. Transmit to the proper committee all matters referred to it by the Sanggunian; and shall send out notices of all sessions, other meetings and public hearings;
- g. Carry out, enforce, or cause to be enforced orders of the Sanggunian when such functions have been delegated to the Secretary;
- h. Keep a compilation in an orderly manner of all ordinances, resolutions, memorials and such other papers which have been approved by the Sanggunian, and issue copies or certified true copies thereof upon request of any member of the Sanggunian.
- i. Submit to the Presiding Officer for signature all ordinances and resolutions passed by the Sanggunian within ten (10) days after the Third and Final Reading or confirmation as the case may be. Provided, that the ten (10) working day period shall only begin upon submission and/or compliance of additional requirements that were given by the presiding officer during session and that the

measure was only conditionally approved subject to the satisfaction of the said additional requirements.

- j. Notify and inform the introducer/s of a certain measure that a particular resolution or ordinance containing a similar subject matter had been filed earlier or the same is under consideration of the Sangguniang Panlungsod.

Proposed measures containing similar subjects which are already under consideration of the Sangguniang Panlungsod shall not be included in the Agenda for First Reading.

Proposed measures with similar subject but not yet under consideration of the Sangguniang Panlungsod shall be docketed by the Secretary to the Sanggunian appropriately and forward the same to the Majority Floor Leader for consideration.

Those who signed the proposed measure upon filing with the Secretary to the Sanggunian shall be considered as introducer/s and those who manifest through a Motion in the committee meetings and/or sessions shall be considered as co-introducer/s.

- k. Keep records of the profile of the Members of the Sangguniang Panlungsod, which shall include the training, seminars, legislative awards or recognition received by each member of the Sanggunian.
- l. Translate the approved Ordinances into Filipino upon recommendation of the Presiding Officer or upon the motion of the Principal Author/s of the proposed ordinance.
- m. Act as the Vice-Chairperson of the Special Review Committee on Barangay Ordinances (SRCBO) pursuant to Ordinance no. SP-2192, S-2012, creating the SRCBO.

SECTION 8. SERGEANT-AT-ARMS and (3) DEPUTY SERGEANT-AT-ARMS.

A. Functions and duties:

- 1. Shall be present personally in all sessions, committee meetings, public hearings and other similar activities of the Sangguniang Panlungsod;
- 2. Shall be responsible for the security and maintenance of order in the session hall, corridors and offices of the Sanggunian, whether in session or not, in accordance with the orders of the Sangguniang Panlungsod thru the Presiding Officer;
- 3. Shall execute or serve personally notices which may be issued by the Regular or Special Committee of the Sangguniang Panlungsod, the Sangguniang Panlungsod and/or the Presiding Officer; and
- 4. Perform such other duties inherent in the office of the Sergeant-At-Arms

- B. Those to be appointed as Sergeant-At-Arms and the three (3) Deputy Sergeant-At-Arms shall be taken preferably from the retired policemen of the Central Police District Command.

RULE IV - COMMITTEES - COMPOSITION, DUTIES, FUNCTIONS AND PROCEDURES

SECTION 9. COMMITTEES OF THE SANGGUNIAN

The Sangguniang Panlungsod shall establish regular committees responsible for considering, investigating, holding public hearings or taking action on matters within the scope of their functions and on other matters referred to them. Each committee shall determine the frequency of its regular meetings, and the scheduled of these meetings shall be indicated in their respective Committee Rules of Procedure. Committees may opt to hold joint hearings or meetings with other committees with a maximum of three (3) committees conducting joint sessions at any one time. If desired, a committee may hold its meeting or hearing on weekends; however, no meetings shall occur on Thursday between One (1) p.m. and Five (5) p.m., or any time that coincides with with the scheduled meeting of the Committee on Laws, Rules and Internal Government.

The Chairperson of the Committee shall issue written notice of hearings and meetings at least two (2) days prior to the scheduled date, with copies furnished to the Office of the Secretary to the Sanggunian and the Office of the Vice Mayor. It is the duty of the Chairperson to post the scheduled date of the hearing along with the attached agenda on the Official Website.

In addition to Rule III, Section 7 (e), The Secretary to the Sanggunian, in cooperation with the Office of the Vice Mayor, shall ensure that all committee hearings and meetings are posted in the Lotus Notes and in the official website of the Sangguniang Panlungsod at least two (2) days prior to the said hearing/meeting.

A. COMMITTEE COMPOSITION - A regular committee shall be composed of the Chairperson, Vice Chairperson/s the Ex-Officio members and an additional member of at least three (3) but not exceeding seven (7) regular members, except the Committee on Laws, Rules and Internal Government and the Committee on Appropriations which shall be composed of the Chairperson, Vice Chairperson/s the Ex-Officio members and an additional member of at least three (3) but not exceeding eleven (11) members. The members of each committee shall be nominated by the Chairperson thereof in consultation with the Majority Floor Leader and Minority Floor Leader and confirmed by the Sanggunian.

B. COMMITTEE DUTIES AND FUNCTIONS -Committee Chairpersons shall from time to time, convene the committee to a meeting; study, deliberate on and act upon all measures referred to them inclusive of ordinances, resolutions, petitions and communications, and shall recommend for approval or adoption by the Sangguniang Panlungsod those that, in their judgment, advance the interests and promote the welfare of the people.

In furtherance thereof, committees shall establish appropriate systems and procedures to ensure that constituencies, sectors and groups whose interests are affected by

any pending measure are given sufficient opportunities to be heard. Committees shall pursue dialogues and consultations with affected sectors and constituencies, conduct research, and engage the services and assistance of experts and professionals from the public or private sectors as may be needed in the performance of their functions.

Committees shall have oversight responsibilities to determine whether ordinances and programs addressing subjects within their jurisdictions are being implemented and carried out in accordance with the intent of the Sangguniang Panlungsod and whether they should be continued, curtailed, or eliminated. In the performance of these responsibilities, committees shall review and study on a continuing basis, or upon order of the Sangguniang Panlungsod:

- a. The application, administration, execution, and effectiveness of ordinances and programs addressing subjects within their respective jurisdictions; and
- b. Any conditions or circumstances that may indicate the necessity or desirability of enacting new or additional legislation addressing subjects within their respective jurisdictions.

Each committee may establish an oversight subcommittee, or require its subcommittees to conduct oversight within their respective jurisdictions, to assist in carrying out its oversight function.

The Presiding Officer, with the approval of the Sangguniang Panlungsod, may create ad hoc oversight committees for the purpose of reviewing specific matters within the jurisdictions of more than two (2) committees.

Committees may also, *motu proprio*, upon a majority vote of all their Members, conduct hearings and inquiries on issues and concerns within their respective jurisdictions.

SECTION 10. COMMITTEE PROCEDURE – The Committee shall function in the following manner:

1. The Committee shall, during its first hearing, adopt its Rules of Procedure by a majority vote of its members. These rules shall govern the conduct of its meetings, deliberations, decision-making processes, and any other matters necessary for the effective performance of its functions. Until such rules are adopted, the Committee may operate under interim procedures agreed upon by a majority of its members.

2. The Chairperson of the Committee shall convene committee hearing/s duly scheduled with the Secretary to the Sanggunian, to discuss the Agenda containing all matters referred to them for study, comment, and recommendation within thirty (30) days from the receipt thereof.

Provided, that if the Chairperson fails or refuses or neglects to convene such meetings, the Committee may, upon written request of a majority of the members thereof, call for and convene such meetings; Provided more, that if a proposed legislative measure has been included in the Agenda of a committee for three times and such measure has not been acted upon by the committee for one reason or another, except the non-appearance of the author, the same shall be considered as approved by the committee concerned;

Provided further, that if the author of a proposed measure has failed to appear for three consecutive meetings set by the committee and has been marked absent in the

attendance sheet passed after each committee meeting, the measure introduced, shall be archived.

Provided lastly, that no committee shall approve a Committee Report on any resolution or ordinance without discussing the said measure or the subject matter in a Committee Meeting.

3. When a proposed resolution or ordinance is referred to more than one committee, the Majority Floor Leader shall move for the designation of the main committee.

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

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

SECTION 11. POSTING IN THE OFFICIAL WEBSITE - The Office of the Vice Mayor must ensure that all proposed measures read on first reading and referred to the committee/s must be posted in the official website of the Sangguniang Panlungsod for transparency and people's participation. The general public can participate in the crafting of the Resolution or Ordinance through this online platform where they can give their opinion and suggestions that is relevant on the proposed measure, this can only be viewed by the introducer/s for its consideration.

SECTION 12. COMMITTEE REPORT - It shall be mandatory for all committees to submit a Committee Report to the Secretary to the Sanggunian within fifteen (15) days from the conduct of the committee meeting any matter referred to them for study, comment, or recommendation. It shall be submitted with a letter of transmittal or endorsement in order that it can be considered or deliberated by the Committee on Laws, Rules and Internal Government and the Sanggunian Panlungsod.

The Committee Report must be duly approved and signed by the majority of all its members and shall contain a summary of the deliberation taken up in the Committee including but not limited to:

- a. Brief description of the matter or measure;
- b. Result and process of the public consultation, if any;
- c. Objections stated on record;
- d. Discussions;
- e. Recommended amendments;
- f. Indicate whether the measure is approved, disapproved, archived, referred, or any other findings; and
- g. other recommendations and actions taken by the committee.

When a matter is referred to two or more regular committees, they may submit a joint or separate report thereon subject to the provisions of the preceding Section.

SECTION 13. FAILURE TO SUBMIT REPORT - In case a committee fails to submit a Committee Report, a majority of the members of the Sangguniang Panlungsod may file a

written petition to discharge the committee from further consideration of the matter— unless the committee provides a valid, legal, and reasonable justification for the delay and/or a request for extension. Upon discharge, the matter shall be submitted to the plenary for appropriate disposition.

If a majority of the members of a committee dissent from or object to the proposed measure, the same shall be considered as laid on the table. **Provided**, that upon written petition of a majority of the members of the Sangguniang Panlungsod, the matter laid on the table may be resubmitted to the plenary for final action.

An inexcusable or willful delay, or failure to submit a committee report, may subject the responsible committee members to disciplinary action by the Sangguniang Panlungsod.

SECTION 14. PUBLIC HEARINGS AND NOTICE TO THE PUBLIC. - In all cases where a public hearing is required prior to the enactment of any legislative measure, such hearing shall be conducted by the committee concerned.

However, public hearings for the passage of tax ordinances and other revenue measures shall be conducted jointly by the Committee on Laws, Rules and Internal Government, the Committee on Appropriations, and the Committee on Ways and Means.

The committee concerned shall take appropriate steps to ensure that public notices and/or announcements regarding the conduct of public hearings are issued at least three (3) days prior to the scheduled date. It shall also adopt measures and/or establish systems to ensure that constituencies, sectors, or groups whose welfare and interests are directly affected by the proposed measure are able to meaningfully participate. Public hearings shall be open to the public, subject to reasonable regulations in the interest of security, order, and the safety of all persons in attendance.

The committee shall ensure that attendance sheets are circulated during the hearing and properly accomplished by all attendees, which shall form part of the official records.

After the public hearing, the committee concerned shall transmit all records and documents—including attendance sheets, minutes, position papers, and other relevant materials—to the Secretary to the Sanggunian, for inclusion in the official records of the measure.

Provided, that there shall be at least one (1) public hearing per proposed ordinance that requires such under the Local Government Code, including but not limited to: Section 11, paragraphs (b) and (c); Section 20; Section 33; Section 186; Section 187; and Section 242 thereof.

SECTION 15. REGULAR COMMITTEES OF THE COUNCIL. - The City Council shall have the following regular committees:

1. **COMMITTEE ON LAWS, RULES AND INTERNAL GOVERNMENT.** - All matters relating to the legal aspect of an action taken up by or submitted to the Sangguniang Panlungsod; legality of contracts entered into by the City Government; all matters affecting the organization and reorganization, functions and interrelations of department or offices of the City and Barangay governments, and the codification of ordinances, review and updating of the Rules of the Sangguniang Panlungsod; all matters relating to revision of existing

City ordinances and the harmonization and consolidation of related, similar, analogous, suppletory or complementary proposed legislative measures; all matters relating to form and style of proposed legislative measures; and conduct Public Hearings on proposed measures as it may be deemed necessary.

2. **COMMITTEE ON APPROPRIATIONS³** - All matters relating to the appropriation of funds for expenditures of the City Government; the payment of public indebtedness, auditing and adjustment of accounts and expenditures; claims against the City Government; and in general, all matters relating to the disbursement of the City funds. Review and approve jointly with the Committee on Laws, Rules, and Internal Government and the Committee on Barangay Affairs, the Annual and Supplemental Budget of all the Barangays and the Sangguniang Kabataan, subject to the confirmation by the majority of Members of the Sangguniang Panlungsod in plenary sessions.
3. **COMMITTEE ON WAYS AND MEANS** - All matters relating to the collection of revenues, taxes and fees, loans, sales and other sources of revenues for the City, and all matters relating to the appraisal, evaluation, and determination of the value of real and personal property for purposes of taxation, expropriation or for other purposes requiring the valuation of any property and other related revenue-raising matters.
4. **COMMITTEE ON BARANGAY AFFAIRS** - All matters relating to the affairs of local government units known as Barangays, including the welfare of its officials and employees, with the objective of bringing the government closer to the people, especially those residing in small communities such as subdivisions, etc., and conduct investigations and hearings involving Barangay officials and review and approve jointly with the Committee on Laws, Rules and Internal Government and Committee on Appropriations, the Annual and Supplemental Budget of the barangays, subject to the confirmation by the majority of the Members of the Sangguniang Panlungsod in plenary session.
5. **COMMITTEE ON BLUE RIBBON AND ETHICS⁴**- All matters relating to the conduct, rights and privileges, safety, dignity, integrity, and reputation of the members of the Sangguniang Panlungsod, including the conduct of investigation or inquiries designed to promote and ensure accountability in case of reported irregularities or complaints of all matters that may be referred to it by the Sangguniang Panlungsod, in aid of legislation.
6. **COMMITTEE ON CHILDREN'S WELFARE** - All matters involving the rights, protection, development, welfare and affairs of children including abandoned, dependent or neglected children.
7. **COMMITTEE ON CITY PLANNING, BUILDING AND ZONING** - All matters pertaining to the preparation and development of an integrated and comprehensive master plan for the physical, economic, socio-cultural, religious and other aspects of the present and future development of the City and all matters relating to zoning, permissible and non-permissible use of constructions and activities in said zones, the proper enforcement of regulations thereon, construction of buildings and other structures and all matters pertaining to the proper implementation and observance of the National Building Code.

³ As amended by Resolution No. SP-7536, S-2018

⁴ As provided in Ordinance No. SP-3139, S-2022

This includes all matters related to the assessment, determination, and official demarcation of boundaries between barangays that ensures clarity in governance and service delivery, and resolving boundary disputes, updating official maps and records, and aiding in the accurate determination of each barangay's territorial jurisdiction.

8. **COMMITTEE ON CIVIL SERVICE, APPOINTMENTS AND REORGANIZATION** – All matters relating to the operation and rules of the Civil Service; the status of officers and employees of the City Government, including their retirement, pension, and gratuity; and the regulation of professions and professionals. In addition, it shall determine and recommend to the Sangguniang Panlungsod the confirmation of the appointments by the City Mayor of all Department Heads, Heads of Offices, and those government agencies whose appointment or selection power is with the City Mayor.
9. **COMMITTEE ON COMMUNICATIONS** – All matters relating to the conduct and operation of public and private communication including telephone, cable and internet facilities, its enforcement and regulatory measures, rules and regulations, relative thereto as they affect public welfare and interest including the granting of permits and other licenses not in contravention with the local government code, constitution and other laws.
10. **COMMITTEE ON CULTURAL COMMUNITIES AND RELIGIOUS AFFAIRS⁵** – All matters pertaining to the protection and the rights of cultural communities and the sanctity of religious freedom, including all matters promoting respect for their beliefs and practices and against discrimination and harassment.
11. **COMMITTEE ON DANGEROUS DRUGS⁶**– All matters relating to rehabilitation of drug users and dependents, including the formulation of drug-related policies. Coordinate and collaborate with other institutions for monitoring and policy making on drug abuse prevention within the City. Monitor and evaluate the performance of the different Barangay Anti-Drug Abuse Council and the Quezon City Anti-Drug Abuse and Advisory Council in aid of legislation.
12. **COMMITTEE ON DISASTER RISK REDUCTION⁷** – All matters relating to the concept and practice of reducing disaster risks through systematic efforts to analyze and manage the causal factors of disasters through reduced exposure to hazards, lessened vulnerability of people and property, wise management of land and the environment, and improved preparedness for adverse events.
13. **COMMITTEE ON EDUCATION, SCIENCE AND TECHNOLOGY** – All matters relating to education, schools, colleges, and universities, libraries, adult education, out-of-school training, scholarships, lifelong learning and science and technology.
14. **COMMITTEE ON ENERGY, WATER AND OTHER NATURAL RESOURCES** – All matters relating to the use, distribution, development and conservation of energy, water and other natural resources.

⁵ As provided in Ordinance No. SP-3139, S-2022

⁶ As provided in Ordinance No. SP-3139, S-2022

⁷ As provided in Ordinance No. SP-3139, S-2022

15. **COMMITTEE ON ENVIRONMENT AND CLIMATE CHANGE ADAPTATION**⁸- All matters relating to the protection and preservation of the environment, such as pollution control and maintenance of a balanced and healthy environment, proper collection, and the proper hauling and disposal of garbage, including the beautification, promotion and maintenance of parks and other open spaces and its establishment, improvement, and preservation. It shall ensure the City's policies, plans, programs and projects are founded upon sound environmental considerations and the principle of sustainable development, and systematically integrate the concept of climate change in various phases of policy formulation, development plans, poverty reduction strategies and other development tools and techniques by all departments/offices of the City government.
16. **COMMITTEE ON FOOD SECURITY AND URBAN AGRICULTURE**⁹ - All matters relating to the promotion and protection of food security in Quezon City including programs and services intended to address the threat of hunger or malnutrition in the city. This also includes the promotion of edible gardening to residential and commercial spaces in all available open spaces and the study of various techniques to encourage sustainable urban agriculture in the city.
17. **COMMITTEE ON GAMES AND AMUSEMENTS** - All matters relating to the proper supervision and enforcement of regulatory measures, rules and regulations pertinent to the conduct and operation of games and amusements and other places of entertainment, as well as the granting of franchises for the operation of said establishments.
18. **COMMITTEE ON GENERAL SERVICES AND PATRIMONIAL AND PROPRIETARY PROPERTY**¹⁰ - All matters pertaining to maintenance, supervision, and inventory of all city properties, including the review of their janitorial, security, landscaping contracts, whether owned or leased. This includes all matters involving the archival and record management with respect to the records of the City's offices and departments and the supply management, records/inventory creation, maintenance and disposal of such supplies pursuant to the Local Government Code (RA 7160), particularly Section 490 (b) (3) (v, vi, vii) (4).
- Also included are in depth studies for the maximum utilization of city public properties to assess or determine their present market value. It shall likewise determine the reasonableness of lease rental being charged by the city, taking into consideration the assessed value and location of property and thereafter, submit a recommendation relative thereto. It shall study the advisability of disposing certain properties of the city and recommend the terms and conditions thereto.
19. **COMMITTEE ON HEALTH AND SANITATION** - All matters pertaining to promotion and advancement of public health and sanitation, which includes ensuring that our city is compliant with the standards set by the Department of Health. It also includes all matters promoting responsible pet parenting and ensuring that local laws and programs are adapting to changing policies in animal welfare, including those related to farming and breeding for personal and commercial purposes.

⁸ As provided in Ordinance No. SP-3139, S-2022

⁹ As provided in Ordinance No. SP-3139, S-2022

¹⁰ As provided in Ordinance No. SP-3139, S-2022

20. **COMMITTEE ON INFORMATION AND COMMUNICATIONS TECHNOLOGY OR CYBER TECHNOLOGY** - All matters relating to the use and regulation of Information and Communications Technology or the integration of telecommunications, computer, facilities and software which can enable access, storage, transmission and manipulation of data and information in relation to its development, and measures preventing or prohibiting its abuses.
21. **COMMITTEE ON JUSTICE AND HUMAN RIGHTS¹¹** - All matters related to the promotion of a fair and accessible justice system and protection of individual rights and interests, including the study and review of existing programs for crime prevention, rehabilitation, and restorative justice, anchored to the primordial purpose that no man shall be deprived of his rights and interests without due process of law. This also includes the promotion and study of alternative forms of dispute resolutions that are customized to the needs of different communities.
22. **COMMITTEE ON INTERNATIONAL AFFAIRS** - All matters related to fostering and maintaining collaborative relationships with sister cities and municipalities. This committee serves as the primary liaison for intermunicipal cooperation, cultural exchange, and strategic dialogue, promoting mutual understanding and shared development goals.
23. **COMMITTEE ON LABOR, EMPLOYMENT AND OVERSEAS FILIPINO WORKERS** - All matters relating to labor disputes and conciliation and labor employment and manpower development, the maintenance of industrial peace and promotion of employer/employee cooperation, labor education, standard and statistics, organization of labor market including recruitment, training and placement of workers and employment, manpower promotion and development of employment intensive technology and all matters pertaining to welfare, employment, and recruitment of Overseas Filipino Workers.
24. **COMMITTEE ON MARKETS AND SLAUGHTERHOUSES** - All matters pertaining to public and private markets, slaughterhouses and other related franchises including the supervision, administration and enforcement of the pertinent rules relative thereto.
25. **COMMITTEE ON MICRO, SMALL AND MEDIUM BUSINESS & ENTREPRENEURSHIP DEVELOPMENT AND COOPERATIVES¹²** - All matters concerning and related to local regulations, policies, programs and support on entrepreneurship promotions and development, and all matters concerning and related to local regulations, policies, programs and support to the establishment and growth of micro, small and medium- scale business and enterprises in Quezon City, particularly those covered under Republic Act No. 6977, the Magna Carta for Small Enterprises and Republic Act No. 9178, the Barangay Micro Business Enterprises. It also includes all matters relating to the organization, development and support to cooperatives within the City.
26. **COMMITTEE ON PEOPLE WITH DISABILITIES¹³** - all matters involving People with Special Challenges for the purpose of developing their skills and human resourcefulness, with the end view of uplifting their socio-economic

¹¹ As provided in Ordinance No. SP-3139, S-2022

¹² As provided in Ordinance No. SP-3139, S-2022

¹³ As provided in Ordinance No. SP-3139, S-2022

condition or standard of living and for them to gain self-confidence, respect and dignity.

27. **COMMITTEE ON PUBLIC AFFAIRS, SOCIAL AND MASS MEDIA INFORMATION, AND PEOPLE'S PARTICIPATION** – All matters relating to the relationship of the Sanggunian Panlungsod with other government offices and agencies and the general public; all matters relating to the exercise of the roles, rights and responsibilities of the people of Quezon City with regard to the institution of more responsible mechanisms of consultation and participation in the affairs of the City government; and all matters related to the dissemination of information regarding official activities of the Sanggunian Panlungsod to the social and mass media, including the establishment of rules and regulations thereof.
28. **COMMITTEE ON PUBLIC ORDER AND SECURITY** – All matters relating to the Police and Fire Department, and Jail Management, regulations affecting the welfare and safety of the public, general order, enforcement of public order, prevention and abatement of public nuisances, the enforcement of existing laws and local ordinances within the jurisdiction of the City as they affect public interest and the general welfare.
29. **COMMITTEE ON PUBLIC WORKS AND INFRASTRUCTURE** – All matters relating to public works, construction, maintenance, improvement and repair of public infrastructure, inclusive of buildings, city streets, roads, drainage, flood control, highways and bridges, shrines, monuments and other public edifices and structures.
30. **COMMITTEE ON SENIOR CITIZENS AFFAIRS**– All matters involving protection, development and welfare of the Senior Citizens. This include protection from abuse and neglect, promoting their development through education; and community programs, and enhancing their overall welfare by ensuring access to health services, social support, and opportunities for active engagement in society.
31. **COMMITTEE ON SOCIAL SERVICES**– All matters directly and principally related to the social development and social welfare of the community in general, including social services and interventions that develop and enhance the quality of individual and community life.
32. **COMMITTEE ON SUBDIVISION PLANNING AND REAL ESTATE** – All matters relating to subdivisions planning and real estate, the distribution, acquisition and expropriation of landed estates within the territorial jurisdiction of Quezon City, determination and definition of extent and boundaries of landed estates within the territorial limits of the city.
33. **COMMITTEE ON TOURISM, CULTURAL AFFAIRS AND HERITAGE** – All matters relating to promotion and development of tourism; promotion, development and preservation of arts and culture, and heritage and all matters relating to museums and national language.
34. **COMMITTEE ON TRADE, COMMERCE AND INDUSTRY** – All matters relating to the promotion, development and regulation of dynamic business climate in the City, promotion of commerce, trade, industry and manpower training and other economic activities which will improve the livelihood of the people of the City, the proper supervision and enforcement of regulatory

measures, rules and regulations pertinent to the conduct and operation of trade, commerce and industry, prices of prime commodities sold within Quezon City; and such other matters that would provide protection to consumers from manipulation and other illegal practices of sellers and businessmen.

35. **COMMITTEE ON TRANSPORTATION** - All matters relating to the conduct and operation of public and private vehicles and its facilities, the enforcement of regulatory measures, rules and regulations relative thereto as they affect public welfare and interest including the granting of franchises for the operation of said public utility.
36. **COMMITTEE ON URBAN DEVELOPMENT AND HUMAN SETTLEMENT** - All matters relating to the process of enhancing the quality of life in urban areas while ensuring inclusive growth that benefits all residents, particularly the underserved and marginalized through infrastructure and housing.
37. **COMMITTEE ON WOMEN, FAMILY RELATIONS AND GENDER EQUALITY** - All matters directly and principally relating to the rights and welfare of women and family, inclusive of their education, employment, working conditions, and their role in nation building, and all concerns relating to gender equality.
38. **COMMITTEE ON YOUTH AND SPORTS** - All matters relating to the enhancement of the welfare of the youth and their development into responsible citizens, promotion and development of sports.

SECTION 16. CONCURRENT APPROVAL - Certain matters, proposed ordinances and resolutions referred to the proper committee shall require the concurrent approval of the Committee on Laws, Rules, and Internal Government and the Committee on Appropriations in the following cases:

- a. All matters pertaining to the creation, conversion or abolition of any position in the City Government;
- b. All matters in connection with the standardization, adjustments and increase of salaries or other form of compensation;
- c. All matters related to the purchase, sale or lease of equipment, materials and supplies;
- d. All matters relating to the opening, construction, or repair of all public streets which should have the concurrent approval of the Committee on Public Works and Infrastructure;
- e. All matters relating to the expropriation of private property;
- f. All matters affecting the general welfare and safety of the public, general orders, enforcement of ordinance and regulations which also be concurrently approved by the Committee on Public Order and Security, and Committee on Dangerous Drugs;
- g. All matters affecting the legality of any report, recommendations, contract, resolution or ordinance; and

- h. All matters relating to the transfer, sale or acquisition of City government property and all contracts affecting the City government.

SECTION 17. AD-HOC COMMITTEES – The Sangguniang Panlungsod may, from time to time create ad-hoc committees for special purposes and which shall cease to exist as soon as their reports have been submitted to the Sangguniang Panlungsod. An ad-hoc committee created shall be independent of the regular committees but the procedure thereof shall be determined by the same rules governing committees.

SECTION 18. SPECIAL COMMITTEES – The Sangguniang Panlungsod may organize Special Committees on the basis of proportional representation of the Majority and Minority groups, and shall determine the general jurisdiction thereof taking into consideration the preservation of the general welfare, urgency of the matter or lack of material time in passing a particular measure. Their officers and members shall be elected in the same manner as the regular committees upon the recommendation of the Committee on Laws, Rules and Internal Government.

SECTION 19. SUB-COMMITTEES – Committees shall have the power to create sub-committees and delegate to the latter such functions as may be necessary.

SECTION 20. CONFERENCE COMMITTEES- In the event that the Local Chief Executive does not agree with the Sangguniang Panlungsod on the provision of any measure, the differences shall be settled by a Conference Committee of the Executive Department and the Sangguniang Panlungsod which shall meet within ten (10) days after composition.

The conference committee report shall contain a detailed and explicit statement of the proposed changes in, or amendments to the subject measure, and shall be signed by a majority of the members of each panel, filed with the office of the Secretary to the Sangguniang Panlungsod and copies thereof shall be distributed to the members of the Sangguniang Panlungsod.

The presentation of the reports of the conference committee shall be in order when available, the question of proceeding to the consideration of the report shall be determined without debate.

SECTION 21. COMPOSITION OF CONFERENCE COMMITTEE - in line with the preceding section, the conference committee shall be composed of the following offices:

1. Office of the Mayor or its duly authorized representative;
2. City Legal Department;
3. Executive Department involved;
4. Office of the Vice Mayor being the presiding officer;
5. Majority floor leader;
6. Minority floor leader;
7. President Pro-Tempore
8. Principal author/Proponent of the subject measure;
9. Chairperson of the lead committee involved;

SECTION 22. OVERSIGHT COMMITTEE - The Sangguniang Panlungsod may organize oversight committees on the basis of proportional representation of the majority and minority for the purpose of conducting formal inquiries of investigation in aid of legislation in accordance with these rules. Such inquiries may refer to the implementation or re-examination of any ordinance or appropriation, or will aid in the review or

formulation of new legislation. The Oversight Committee shall be chaired by the Vice-Mayor as the Presiding Officer.

RULE V - SESSION OF THE SANGGUNIAN AND PROCEDURE

SECTION 23. REGULAR AND SPECIAL SESSIONS - Following the election of the members of the Sangguniang Panlungsod, the regular sessions shall be held **every Monday and Wednesday at 2:00 P.M.** at the **Carlos Albert Hall** or such other place designated by the Sangguniang Panlungsod. In case the regular session day falls on a legal or special holiday, the session shall automatically be calendared on the next business day; Provided, that in case of a fortuitous event causing the cancellation of a regular session day, the session shall automatically be calendared on the following Monday.¹⁴

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

Wednesday sessions and Special sessions may be held through the use of video or teleconference, or other appropriate information and communications technology systems, in order to accommodate the members who are unable to physically attend. However, the proponent of the measure that is subject of the special session must be physically present to ensure a productive and comprehensive deliberation of the measure.¹⁵

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

English and Filipino may be used as a medium of communication during the sessions and in the month of August the medium of communication must be in Filipino in celebration of Buwan ng Wika.

SECTION 24. QUORUM -

(a) More than half of all the members of the Sangguniang Panlungsod 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.

(b) Where 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 Sangguniang Panlungsod, to be assisted by a member or members of the police force assigned in the territorial jurisdiction of the local government unit concerned, to arrest the absent member and present him at the session.

¹⁴ As amended by Resolution No. SP-9964, S-2025

¹⁵ As amended by Resolution No. SP-9641, S-2024

(c) If there is still no quorum despite the enforcement of the immediately preceding subsection, no business shall be transacted. The presiding officer, upon proper motion or *motu proprio*, shall then declare the session adjourned for lack of quorum.

SECTION 25. AGENDA AND ORDER OF BUSINESS - The Order of Business of the City Council shall be as follows:

- I. Opening Prayer;
- II. National Anthem;
- III. Recitation of the Philippine Councilor's Creed;
- IV. Call to Order;
- V. Roll Call;
- VI. Reading of the Minutes of the preceding session and approval of the same; Provided, however, that the reading may be dispensed with upon the approval of a majority of the members present;
- VII. Informational Matters;
- VIII. Privilege Hour;
- IX. Question and Answer Hour;
- X. Calendar of Business;
 - A. Third/Final Reading of Ordinances and Confirmation of Resolutions
 - a. Ordinances for third and final Reading
 - b. Resolutions for Confirmation
 - B. Approval of Barangay Budgets
 - C. Business for the Day
 - a. For First Reading/Referral to Committees -
Proposed Resolutions
Proposed Ordinances
 - b. For Second Reading -
Proposed Resolutions
Proposed Ordinances;
 - D. Review and Consideration of Barangay Matters
 - a. Barangay Ordinances, Resolutions
 - b. Barangay Cases
 - c. Approval and/or confirmation of Committee Reports
 1. Committee Report of the Special Review Committee
 2. Committee Report of the Special Investigative Committee
 - d. Other Barangay Concern
 - E. Other Matters (Unassigned Business)
- XI. Closing Prayer; and
- XII. Adjournment.

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

SECTION 26. QUESTION AND ANSWER HOUR - The Question and Answer Hour shall be held as deemed necessary by the Sangguniang Panlungsod. The subject matter shall be limited only to those matters pertaining to a privileged speech delivered by a Sanggunian Member, or relating to an ordinance or resolution or other measure pending before the Sangguniang Panlungsod. The item shall not in any manner be so interpreted as to pre-empt any committee in the exercise of its powers and functions.

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

SECTION 27. MINUTES OF THE MEETING - The records of the proceedings of the Sangguniang Panlungsod shall be referred to as "Minutes." It shall contain a clear, concise and orderly account of the business for that session and the actions taken thereon. It shall contain the following:

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

SECTION 28. FILING, CONSIDERATION AND APPROVAL OF RESOLUTIONS AND ORDINANCE. -

- a. **FILING** - Proposed resolutions and ordinances shall be signed by the introducer/s and shall have the nomenclature of introducer/s together with the electronic copy thereof and filed with the Office of the Secretary to the Sanggunian who shall transmit the same to the Majority Floor Leader for inclusion in the agenda subject to the provisions of Section 6 (C)(4), Rules III and Section 7(D), Rules III. Only those who signed as authors and introducer/s shall be considered as such; Provided, that those who wish to be main proponent of a measure that has already been filed may manifest it through a motion during a committee hearing or

through the filing of an amended version of the pending measure reflecting the updated names of all the proponents; Provided further, that other members may be considered only as co-introducer/s if they manifest on the floor through a motion during second reading.

All matters endorsed by the Mayor to the Sangguniang Panlungsod and petitions and other communication received from the City residents shall likewise be transmitted by the Secretary of the Sanggunian to the Majority Floor Leader and furnish the same to the Presiding Officer for the same purpose.

- b. FIRST READING** - All proposed measures shall be calendared for the first time and shall consist only in the reading of its title. After the reading thereof it shall be referred to the proper committees for study, comment and recommendation. No debate shall be allowed at this stage.

Exceptions to this are measures which are congratulatory in nature or those which gives recognition to and/or acknowledges achievements, accomplishments and the like, or those which express sympathy and/or appropriates certain amount of any specific or created projects for victims of calamities and natural disaster, in which case, the said measure shall be referred automatically to the Committee on Laws, Rules and Internal Government and shall jointly be heard by the latter and the designated Committee for the measure, or the Committee on Laws, Rules and Internal Government solely in the absence of the head of the designated Committee.

- c. SECOND READING** - After a proposed measure is reported favorably by the Committee concerned and approved in the Committee on Laws, it shall be calendared for Second Reading; Provided, that the same shall have been posted in the bulletin boards of the Sangguniang Panlungsod and to the official website of the Sangguniang Panlungsod (www.quezoncitycouncil.ph) for three (3) consecutive days prior thereto.

During the Second Reading the introducer/s of the proposed measure shall deliver their sponsorship speech and then make the necessary motion.

After the motion has been duly seconded the Presiding Officer shall restate the motion and open the period for debate or discussion. Motion to close debate require 2/3 vote of the members present there being a quorum.

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

After the period for amendments has been closed, the Sangguniang Panlungsod shall take final action on the proposed measure.

- d. THIRD READING** - All ordinances and resolutions which have been approved by the Sangguniang Panlungsod shall be returned to the Secretary to the Sanggunian for finalization and then forwarded to the Committee on Laws, Rules and Internal Government for review. The approved ordinances and resolutions shall be included in the calendar of proposed ordinances or resolutions for Third Reading by the Secretary to the Sanggunian in their final form for purposes of confirmation by the Sangguniang Panlungsod not later than the second session day immediately following the day of their approval. However, in cases of ordinances or resolutions approved on third/final readings

under suspended rules, copies of their final form marked "Approved on Third/Final Reading under Suspended Rules on (date)" on the upper right portion shall be attached to the last portion of the materials of the Agenda not later than the 2nd session day immediately following the day of their approval.

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

SECTION 29. PROCEDURE IN THE DELIBERATION AND ENACTMENT OF ANNUAL EXECUTIVE AND SUPPLEMENTAL BUDGETS OF THE CITY - Upon the start of the Budget Process, during the preparation of the Department or Office budgets, prior to its submission to the City Budget Officer, the Department or Office Head concerned shall coordinate with the City Councilor who is the Committee Chairperson in-charge of the legislative portion of their respective departments to pre-evaluate the proposed budget.

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

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

SECTION 30. DEBATES, RULES AND PROCEDURES - For purposes of decorum and to maintain a system of orderly proceedings, the following rules shall be observed:

- a. During debates, a member shall be confined to the question before the Sanggunian. Proper decorum must be observed and personalities shall be avoided during the entire proceedings.
- b. In referring to another member, the latter shall always be referred to by official title.
- c. In the event of a force majeure or the occurrence of a national or local emergency which may prevent the physical attendance of the members of the Sangguniang Panlungsod, the special session may be held through the use of video or teleconference, or other appropriate information and communications technology systems, in order to accommodate the members who are unable to physically.
- d. Attend by reason of serious risk to their health and safety. However, the physical presence of the officers of the Sangguniang Panlungsod shall be highly encouraged except when it is determined that such physical attendance may result in serious injury to health and safety of the said officer.
- e. The Presiding Officer shall be the only authority to recognize any member by announcing the latter's name as a sign of recognition that such member has the floor.

- f. When two (2) or more members rise or raise their hands at the same time, the member whose name is called first by the Presiding Officer is recognized and shall be entitled to the floor. The Presiding Officer may simultaneously recognize the members who wishes to speak in order to provide for the order of entitlement to the floor;
- g. Any member sponsoring any measure under consideration may open and close debate where a general debate has been ordered thereon;
- h. Words desired to be excepted and stricken from the records by any member shall be stated aloud by the Presiding Officer; and the member who uttered the same shall not be held to answer for nor be subject to censure by the Sanggunian if further debate or another business intervened except that when such words desired to be excepted were used repeatedly by the member uttering the same and such words are offensive to a member or other person's sensibilities, the member who uttered the same shall be subject to censure by the Sanggunian.
- i. When the Sanggunian is in session no member shall pass between another who has the floor and the Presiding Officer.
- j. No member shall walk out or cross the session hall when the Presiding Officer is addressing the Sanggunian.

SECTION 31. VOTING – If the question is not debatable or the debate and period for amendments have been properly closed, the Presiding Officer shall put the same to a vote, allowing only such time for members to rise if they wish to state a motion of higher rank.

- a. The Presiding Officer shall put the question into a vote in the following manner; "As many as are in favor, say **"aye"** after which he shall call for those who are opposed by stating "As many as are opposed, say **"nay."** If he entertains a doubt as to the result of a division the Sanggunian shall divide and those in the affirmative shall raise their right hand and then followed by those in the negative.
- b. No member can vote on a question in which he/she has a direct or personal pecuniary interest. This does not, however, preclude any member from voting for himself or herself as candidate for any position in the Sanggunian.
- c. A member can change his or her vote only before the Presiding Officer announces the results of the voting. After the announcement, a member can change his or her vote by unanimous consent of the Members of the Sanggunian.
- d. Any member may be allowed to explain his or her vote in not exceeding five (5) minutes.
- e. No member may be compelled to vote.
- f. No motion or question shall be entertained during the voting.

SECTION 32. RECONSIDERATION. – After a motion, resolution or proposed ordinance has been adopted or lost, only a member who voted with the majority may present a motion for reconsideration of the matter. A member who voted with the minority may only present a motion for reconsideration if he is seconded by a member who voted with the majority. A member who abstained from voting shall have no right to ask for reconsideration or second such motion.

Motion for reconsideration must be made on the same session or on the same or succeeding session, in which case the motion for reconsideration shall be made in writing. Only one (1) motion for reconsideration shall be allowed.

SECTION 33. MOTIONS AND THEIR ORDER OF PREFERENCE. – While a motion or a proposed ordinance or resolution is being considered, no other motion shall be entertained except the following and in the order in which they appear below:

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

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

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

Unfinished business at the end of the session shall be taken up at the next session in the same status.

SECTION 34. PRIVILEGED MOTIONS OR PRIVILEGED QUESTIONS. – The following shall be considered as privileged motions.

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

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

RULE VI - INTERNAL GOVERNMENT

SECTION 35. UNPARLIAMENTARY ACTS AND WORDS, SANCTIONS. - All acts, words and declarations which personally offend any person or public institution shall be declared unparliamentary upon proper motion duly seconded, in which case the matter shall be referred to the Committee on Blue Ribbon and Ethics. No member of the Sanggunian, under any circumstance and during any debate, shall use offensive or improper language or innuendoes against other members of the Sanggunian or against any public officer or institution. Any member of the Sanggunian who utters any unparliamentary words or commits an unparliamentary deed, notwithstanding the decision of the Committee on Blue Ribbon and Ethics, shall immediately be sanctioned as follows:

- a. The Presiding Officer of the Sanggunian shall, *motu proprio*, or at the instance of another member, call him to order. The erring member shall immediately take his seat, if he has the floor. In case a point of order is raised and sustained by the Presiding Officer, said member shall not continue speaking without the consent of the Sanggunian upon motion made and duly seconded;
- b. When a member is called to order for using improper or offensive words during a debate upon motion made by another member, such words shall be ordered stricken from the records;

In addition to the foregoing, depending on the seriousness of the violation committed by a member, upon proper motion duly seconded, the Committee on Blue Ribbon and Ethics may recommend:

1. The reprimand of the erring member and such reprimand shall be inserted into the records;
2. That in case of very serious or grave offense, the Sanggunian by a two-thirds (2/3) vote, may impose such penalty as may be warranted by the offense committed, without prejudice to the institution of the proper administrative and/or criminal action as the circumstances may warrant.

The Sangguniang Panlungsod, upon recommendation of the Committee on Blue Ribbon and Ethics in cases of very serious or grave offense, by two-thirds (2/3) vote, may impose such penalty as may be warranted by the offense committed, without prejudice to the institution of the proper administrative and/or criminal action as the circumstances may merit.

SECTION 36. DISORDERLY BEHAVIOR, TARDINESS AND ABSENCES WITHOUT JUSTIFIABLE CAUSE. - Members who may be found guilty of disorderly behavior, incurring absences without justifiable cause or for being tardy for four (4) consecutive sessions may be censured, reprimanded, excluded from the session or suspended for not more than sixty (60) days, or expelled; PROVIDED, that the penalty of suspension or expulsion shall require the concurrence of at least two-thirds (2/3) of all the members; PROVIDED, FURTHER, that a member convicted by final judgment to imprisonment of six (6) years and one (1) day shall be automatically expelled from the Sangguniang Panlungsod.

Members who arrived after the roll call shall be considered tardy. The Secretary to the Sanggunian shall record the names of the member/s who arrived after the roll call.

SECTION 37. PROPER ATTIRE. - Members of the Sangguniang Panlungsod shall wear proper attire during sessions, whether in physical or virtual attendance. As a general rule, members may dress in business suits, professional attire or the prescribed uniforms.

Specifically, men may wear corporate attire or *Filipiniana* (with undershirt or Camisa de Chino) and Shorts Sleeves Barong with formal slacks or preferred comfortable shoes. Wearing of short sleeved shirts, denim pants, jackets, and use of sandals shall not be allowed.

Women shall wear *filipiniana*, dresses, skirts, blazers and sweaters or blouses, and coordinated slacks or top combination. Wearing sleeveless clothes without a blazer, plunging neckline, mini-skirts, sheer (see-through) clothing, shorts, denim pants, jackets, t-shirts and use of sandals shall not be allowed.

Furthermore, the members of the Sangguniang Panlungsod shall observe an Asian-inspired dress code on the first Monday of each month, in recognition and celebration of the region's rich cultural heritage.

Members of the Quezon City Council are hereby required to wear Barong Tagalog or traditional Filipino Attire during the Council Session for the month of August in observance of the "Buwan ng Wikang Pambansa."¹⁶

Members who are not in proper attire shall be noted in the minutes. Officers and members of the Secretary to the Sanggunian and the Sergeants-at-Arms shall also wear proper attire which is the prescribed official uniform during sessions and committee meetings.

The Presiding Officer may call for the suspension of this provision in case of extraordinary circumstances wherein proper attire may be excused in order to give way to more important matters of the Sanggunian.

SECTION 38. QUESTIONS OF PRIVILEGE. - Questions relating to the rights and privileges of the Sanggunian or any of its members shall take precedence over all motions except those relating to adjournment and recess. The following shall constitute questions of privilege;

- a. Any member may interrupt another member's speech when required by urgency and immediate action is called for as when a speech which is being read cannot be heard;
- b. Questions of personal privilege relating to a member of the Sanggunian or relating to charges against his or her character which, if true; will disqualify him from becoming a member of the Sanggunian;
- c. Those relating to matters pertinent to the comfort and convenience of the members of the Sanggunian;
- d. Those relating to freedom from noise, interference and conduct of officers or other employees;

¹⁶ Quezon City Ordinance No. SP-3141, S-2022

- e. Those relating to the organization of the Sanggunian;
- f. Those relating to the punishment of a member for disorderly conduct or other offense;
- g. Those relating to the accuracy of published reports.

SECTION 39. POINT OF ORDER. – All points of order may be raised at any time and such questions shall be resolved by the Presiding Officer immediately. The decision of the Presiding Officer may be appealed to the Sanggunian and a majority vote shall be sufficient to confirm or reverse the decision made.

The Presiding Officer may decide to deny the request of the councilor or stop an ongoing point of order if it is found that the subject raised is better discussed during a privilege speech or in another forum and that the continuation is disrupting the order of the proceeding.

SECTION 40. PRIVILEGED SPEECH. – Any member desiring to deliver a privilege speech shall inform the Presiding Officer and the Majority Floor Leader through a written notice three (3) days before the session and the speech shall be not more than one hour; Provided, privilege speech shall be not more than an hour but if more than one member registers their desire to deliver a privilege speech, each speaker shall be limited to only thirty (30) minutes and not more than two privilege speeches may be delivered in one session. In case more than two members register their intention to deliver a privilege speech, the same may be taken up in the next succeeding session of the Council. No motions may be presented and/or entertained in connection with the subject matter touched upon in the privilege speech.

SECTION 41. APPEARANCE OR REPORT OF DEPARTMENT HEADS AND OTHER OFFICIALS. – Any Department head or any City official or employee, when the public interest so requires or in aid of the legislative function of the Sanggunian, may be summoned or asked to report by the Sanggunian or by any of the regular special or ad-hoc committee to appear and/or report on any matter pertaining to his or her department or office. The Department head or public official or employee called to appear or report may answer verbally or in writing the questions propounded to him. The Sanggunian or the committee concerned may take such action provided for under Republic Act 6713, otherwise known as the Code of Conduct and Ethical Standards for Public Officials and Employees in case of failure by the City official or employee to comply with the summons or request within a reasonable time without proper justification.

SECTION 42. LEGISLATIVE CALENDAR. The Sangguniang Panlungsod may adopt its own legislative calendar identifying its number of session days, recess and adjournment, subject to the approval of the majority of its members constituting a quorum.

RULE VII - EXECUTIVE SESSIONS

SECTION 43. The executive sessions of the Sanggunian shall be held behind closed doors. An executive session may be held when requested by a member who shall explain his or her reasons for the request and the same is duly seconded. The public shall be

excluded from the gallery and the doors of the session hall shall be closed. The minutes of the proceedings in an executive session shall be recorded by the Secretary to the Sanggunian in a separate book and shall be treated as confidential.

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

RULE VIII- VETO POWER

SECTION 44. VETO POWER OF THE CITY MAYOR. - If the City Mayor vetoes any ordinance of the Sangguniang Panlungsod on the ground that it is ultra vires or prejudicial to the public welfare, the reason must be stated and communicated in writing to the Sanggunian.

The City Mayor may veto an ordinance only once.

SECTION 45. OVERRIDING THE VETO - The Sangguniang Panlungsod may override the veto by two-thirds (2/3) votes of all its members viva voce. The vote of all members shall be recorded and counted by the Secretary of the Sangguniang Panlungsod. Upon getting the 2/3 votes, the veto shall be declared overridden and the ordinance effective even without the approval of the City Mayor.

RULE IX - SUSPENSION OF THE RULES

SECTION 46. SUSPENSION OF RULES; PROCESS - The Internal Rules of the Sangguniang Panlungsod may be suspended upon motion for the purpose, duly seconded and the number of votes required is attained.

SECTION 47. SUSPENSION OF RULES; GROUNDS - When making said motion, the specific purpose shall be stated and no other matter shall be considered other than that for which the rules were suspended. The presence of any of the following grounds may justify the suspension of the rules:

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

The motion to suspend the rules may also be based on a certificate of urgency from the Office of the City Mayor that is requesting for the immediate passing of a specific measure, as long as any of the above-mentioned circumstances is present.

SECTION 48. SUSPENSION OF RULES; VOTES REQUIRED - The number of votes required in order to suspend the Rules of the Sangguniang Panlungsod shall be three-fourths (3/4) vote of the members present there being a quorum. If no objection is raised, it shall be presumed that a unanimous vote/consent of the members was taken. Otherwise, the number of votes required in this section shall be strictly complied with.

SECTION 49. It shall be understood that once a particular rule is suspended for a specific purpose, only such particular rule is suspended and the other rules of the City Council shall remain in force.

RULE X - SUPPLEMENTARY RULES

SECTION 50. In the absence of specific provisions in these rules applicable to a given situation, the pertinent provisions of the rules governing the proceedings of the Senate of the Philippines and House of representatives shall be made applicable which shall be deemed suppletory to these rules. In the absence of specific rules or provisions in the Rules of both the City Council, Senate and House of Representative, the Robert's Rules of Order will govern; however, the Council may adopt such rules to govern the situation not herein contemplated consistent with the provisions of the 1991 Local Government Code and in keeping with the tenets of fair play and justice.

RULE XI - AMENDMENT OF THE RULES

SECTION 51. Any amendment to these rules may be made by the filing of a resolution which shall contain the proposed amendment and the reasons therefore. The resolution shall undergo the regular legislative process and shall need two-thirds (2/3) vote of all the members of the Sanggunian for its approval, unless otherwise specifically provided in these rules.

RULE XII - REVIEW OF RULES OF THE SANGGUNIANG PANLUNGSOD

SECTION 52. The Committee on Laws, Rules and Internal Government assisted by the Secretary to the Sanggunian, shall conduct a continuing study, review and evaluation of the existing Rules of the Sangguniang Panlungsod and prepare an updated set of rules which shall be attuned with the needs of the Sangguniang Panlungsod.

RULE XIII- THE MACE AND THE OFFICIAL SEAL

SECTION 53. The Mace shall be the symbol of authority of the Sangguniang Panlungsod and shall be displayed at the Presiding Officer's rostrum when the Sangguniang Panlungsod is in session. It shall serve as the warrant of the Presiding Officer in enforcing order in the Sangguniang Panlungsod

RULE XIV - REPEALING CLAUSE

SECTION 54. The provisions of any resolutions or portions thereof which are inconsistent herewith are hereby repealed, modified or amended accordingly.

RULE XV - EFFECTIVITY

SECTION 55. These rules shall take effect on the date of their adoption and shall remain in full force and effect until the end of the term of the 23rd Sangguniang Panlungsod or until amended, modified or repealed.

ADOPTED: _____