



OFFICE OF THE SANGGUNIANG BAYAN

EXCERPT FROM THE MINUTES OF THE 32ND REGULAR SESSION OF THE SANGGUNIANG BAYAN (2022-2025) OF CAVINTI, LAGUNA, HELD ON MARCH 13, 2023, AT THE SANGGUNIANG BARANGAY SESSION HALL, BRGY. INAO-AWAN CAVINTI, LAGUNA.

PRESENT: HON. MILBERT L. OLIVEROS, VICE MAYOR;
Hon. Charles Clifford F. Matta, SB Member;
Hon. Jimmy Jose V. Oliveros, SB Member;
Hon. Romel J. Villanueva, SB Member;
Hon. Stephanie Princess P. De Guzman, SB Member
Hon. Godfrey L. Lubuguin, SB Member;
Hon. Elma P. Flores, SB Member;
Hon. Glenn Haze M. Cabuhat, SB Member;
Hon. Habshan Dave D. Blastique, SB Member;
Hon. Manuel A. Dela Roca, ABC-President; and
Hon. Hyra Jane A. Valdopeñas, SKF President

ABSENT: "NONE"

RESOLUTION NO. 164 – 2023

A RESOLUTION APPROVING THE GUIDELINES ON THE CONDUCT OF COMMITTEE MEETING, COMMITTEE HEARING, PUBLIC HEARING AND SUBMISSION OF LEGISLATIVE PROPOSALS TO BE INCLUDED IN THE ORDER OF BUSINESS OF THE SANGGUNIANG BAYAN OF CAVINTI, LAGUNA

AUTHOR: SB ROMEL J. VILLANUEVA

WHEREAS, the Sanggunian Bayan as a legislative body, approve ordinances and pass resolutions necessary for an efficient and effective municipal governance as provided in Republic Act 7160 otherwise known as the Local Government Code of 1991;

WHEREAS, the same code further provides that the Sanggunian concerned shall adopt and update its existing rules and procedures that includes the conduct of the legislative process, parliamentary procedures and other rules as the Sanggunian may adopt;

WHEREAS, the Sangguniang Bayan of Cavinti, Laguna Resolution No. 03-2022 provides for their Internal Rules and Procedures and further amended by Resolution No. 091-2022;

WHEREAS, in the maintenance of good order in the legislative process, it is necessary that rules be adopted, updated and enforced in the interest of effective discharge of legislative functions;

NOW THEREFORE in view of the foregoing, on motion of SB Romel J. Villanueva it was unanimously approved by all the Sanggunian Members herein present, there having a quorum it was

RESOLVED as it is **HEREBY RESOLVED**, TO APPROVE THE FOLLOWING GUIDELINES ON THE CONDUCT OF COMMITTEE



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MEETING, COMMITTEE HEARING AND PUBLIC HEARING OF THE SANGGUNIANG BAYAN OF CAVINTI, LAGUNA :

A. SCHEDULING.

1. Scheduling of Committee Meeting, Committee Hearing and Public Hearing shall be provided during the session at least one (1) week prior the schedule, except on urgent administrative measure/s that that has to be immediately acted upon;
2. The schedule of the committee meeting/hearing shall be as follows;

Monday – 1:00 to 5:00 PM

- a. Matters referred to the Committee of the Whole;
- b. Administrative Measures' committee meeting only when Executive Agenda was presented during the preceding session; or
- c. Other legislative measure in absence of the topics mentioned in a and b.

Tuesday and Wednesday 9:00AM -12:00NN and 1:00 – 5:00 PM

- a. Legislative Proposals – authored ordinances and resolutions; and
 - b. Committee Hearings;
 - c. Public Hearing; and
 - d. Other matters referred to the Committees
3. No committee meetings/hearings and public hearings shall be scheduled during Thursday and Friday, unless there is an extreme urgency that will require the holding of such. This is to give ample time to the secretariat to prepare the committee report and other documents related to the upcoming session;
 4. No committee hearing shall be conducted immediately following regular sessions held in the Sangguniang Barangay;

B. INTERVAL AND TIME ALLOTMENT. The holding/scheduling of committee meetings/hearings specifically indicated in the invitation shall be strictly followed and allow enough interval to avoid overlapping with other schedules.

Limit or control the time allotted for each committee hearing just enough to have a substantial discussion pertaining to the proposed measure. Avoid prolonged discussion irrelevant to the issue, in due respect to the time of the resource persons.

C. REPORTING. All committee reports that will be read during session has to be printed and signed by the members prior reporting;

D. QUORUM. As provided in Section 91 of Resolution 091-2022, "Amending Internal Rules and Procedure of the Sangguniang Bayan of Cavinti,



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Laguna", a majority of the members of the committee shall constitute a quorum to do business;

E. INVITATION OF RESOURCE SPEAKER. The Chairman of concerned committee shall be responsible to inform the secretariat as to specific resource person/s that will be invited.

F. MISCELLANEOUS REMINDERS:

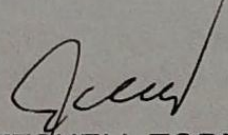
1. The Chairman of each committee shall advise the secretariat for the documents, food and other logistical requirement to be prepared at least three (3) days prior the scheduled meeting/hearing;
2. The Chairman of the lead – committee shall ensure that draft Resolution and/or Ordinances are submitted to the secretariat for printing at least three (3) days prior the scheduled meeting;
3. Review proposed measures prior the scheduled meeting;
4. Submission of signed Legislative Proposals to the Secretariat not later than 5:00 PM every Thursday, to be included in the order of business for the following session.

G. PENALTY. Any member who will be absent during committee meeting/hearing and public hearing shall be **Php100.00 per committee meeting**, to be paid immediately on the following session, that will go to a common fund of the Sangguniang Bayan **except for emergency cases limited to Life and Death situation and Official Business called by higher agencies.**

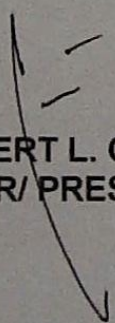
RESOLVED FURTHER, to furnish copies of the Resolution, all concerned departments and agencies for their information and appropriate action.

APPROVED.

I HEREBY CERTIFY that the above-quoted resolution is an excerpt from the minutes of the 32nd Regular Session of the Sangguniang Bayan (2022-2025) of Cavinti, Laguna, held on March 13, 2023.


NITZSHELL TORRES-DELA TORRE
Secretary to the Sangguniang Bayan

ATTESTED:


HON. MILBERT L. OLIVEROS
VICE MAYOR/PRESIDING OFFICER