



"Enhancing Global Competitiveness Through Best Practices"

## **SIMPLIFIED PARLIAMENTARY GUIDE FOR LOCAL LEGISLATIVE BODIES**

---

### **How to Handle Sessions and Meetings the Fast and Easy Way!**

**Tuesday to Friday, August 30, 31 & September 1 & 2, 2022  
9:00am to 12:00nn via ZOOM**

Rationale: Verbal wrangling, chaos and divisiveness often result during sanggunian sessions, conferences, assemblies, due to non-observance of proper procedures. It is observed that many organizations often come out of a meeting with the agenda unfinished. This is mainly due to the lack of the mastery by the members of the rules to observe in order that business may run smoothly and expeditiously.

This special training for deliberative bodies sets the following objectives:

1. To teach participants parliamentary rules and procedures as mandated in the Local Government Code.
2. To enable attendees to be an effective parliamentarian.
3. To enable the sanggunians and other assemblies to have orderly sessions and meetings.
4. To protect the rights of each member of the deliberate bodies.
5. To preserve the spirit of harmony within the sanggunian or organization.
6. To determine, in an orderly manner, the will of the majority.

### **COURSE OUTLINE**

#### **THE MAIN ACTORS IN THE SANGGUNIAN SESSIONS**

The Presiding Chairman  
The Sanggunian Secretary  
The Committee Reporter  
The Sanggunian Members

#### **ORDER OF BUSINESS**

Handling of Motions  
Presentation of Motion  
Statement of Motions by the Chair  
Period of Debate  
Amendments-Modifications of Motions

#### **IMPORTANT PARLIAMENTARY PRINCIPLES TO CONSIDER**

Parliamentary Law: A respect for the dignity of man  
Parliamentary Procedure: Meaning  
Recognized Sources of Parliamentary Information  
Primary rule in Parliamentary Procedure  
Basic Rules in Parliamentary Procedure



"Enhancing Global Competitiveness Through Best Practices"

## **SESSIONS**

Sessions: Meaning  
Sessions vs. Meeting  
Essentials of a Good Session  
Kinds of Sessions under RA 7160 and their Requirements  
Nature and Limitation of Sanggunian Session  
Vote Required for a Valid Ordinance or Resolution

## **PARTICIPANTS**

Main Characters in a Session  
Powers, Duties and Responsibilities of a Presiding Officer  
Uses of Gavel: Meaning of Taps  
The Sanggunian Secretary  
The Sanggunian Members

## **MINUTES OF SESSION**

Definition of Minutes  
Reading of Minutes: Meaning  
Duties and Responsibilities of the Secretary  
Qualifications, Powers and Duties of the Sanggunian Secretary

## **MEMBERS**

Membership in the Sanggunian: Qualifications  
Disqualified from Running Local Elective Positions  
**Term of Office of Local Elective Officials Prohibition against Elective Local Officials, Losing Candidates**

## **LEAVE OF ABSENCE, VACANCIES AND SUCCESSION OF ELECTIVE LOCAL OFFICIALS**

Permanent Vacancies  
Rule in Case of Permanent vacancy in the Office of the Governor, Vice-Governor, Mayor, Vice Mayor  
Rule of Vacancies not covered by Automatic Succession  
Rule of Temporary Vacancy in the Office of Local Chief Executive

## **LOCAL GOVERNMENT LEGISLATIVE BODIES**

Powers, Duties and Functions of Vice-Governors, City and Municipal Vice Mayors  
Powers, Duties and Functions of the Punong Barangay  
Youth Sector Representation in the Local Legislative Council

## **POWERS, DUTIES AND FUNCTIONS OF LOCAL LEGISLATIVE BODIES**

Powers, Duties and Functions of the Sangguniang Panlalawigan  
Powers, Duties and Functions of the Sangguniang Panlungsod  
Powers, Duties and Functions of the Sangguniang Bayan  
Powers, Duties and Functions of the Sangguniang Barangay  
Basic Rules Governing Sessions



"Enhancing Global Competitiveness Through Best Practices"

Order of Business vs. Orders of the Day  
Invocation or Sanggunian Rituals

## **QUORUM**

Determination of a Quorum  
Rule when there is No Quorum  
Reading of Correspondence  
Approval of Agenda  
Reports and Special Orders  
Unfinished Business; New Business or Other Matters; Announcements  
Adjournment  
Motion to Adjourn  
Motion to fix time to which to adjourn  
Parliamentary Don'ts  
Don'ts for the Presiding Officer  
Don'ts for the Sanggunian Members  
Voting: Methods

## **ORDINANCES AND RESOLUTIONS**

Rule in the Approval of Ordinances  
Veto Power of Local Chief Executive  
Consequence of Enforced Disapproved Ordinance  
Ordinances or Resolutions, Effectivity Requirements before an Ordinance  
with Penal Sanctions takes Effect

## **MOTIONS**

Motions: Basic Principles  
Procedural Aspect  
Classification of Motions  
Presentation and Introduction of Motion  
Parliamentary Debate and Discussion(s)  
Various Classifications of Motions According to the Degree of Debates  
Basic Rules in a Debate  
Outline in Presenting a Motion  
Detailed Resolutions  
Classes and Precedence of Motions  
Main Motions  
Subsidiary and Secondary Motions  
Incidental Motions  
Precedence  
Privileged Motions  
Classifications of Motions According to Object  
Motion to Take from the Table  
Motion to Reconsider  
Motion to Rescind or Repeal  
Motion to Make Special Order of Business  
Subsidiary Motions: Purpose, Effect and Characteristics  
Motion to Lay on the Table



"Enhancing Global Competitiveness Through Best Practices"

Motion to Call for the Previous Question  
Motion to Close, Limit or Extend Debate  
Motion to Postpone to a Definite Time  
Motion to Refer to a Committee  
Motion to Amend  
Motion to Postpone Indefinitely  
Incidental Motions; Purpose, Effect and Characteristics  
Motion to Suspend the Rules  
Motion to Withdraw (or Modify) a Motion  
Motion to Object to the Consideration of the Question  
Motion to Raise to a Point of Order  
Parliamentary Inquiry  
Privileged Motions  
To Fix Time to which to Adjourn  
To Adjourn  
To Take a Recess  
Questions of Privilege  
Call for Orders of the Day

## **SAMPLE AGENDA/ MINUTES OF SANGGUNIAN SESSION PRINCIPAL RULES GOVERNING MOTIONS**

### **WHO SHOULD ATTEND:**

- Local Chief Executives
- Vice Governors and Vice Mayors
- LGU Administrators
- LGU Committee Members
- Sanggunian Secretaries

### **A must for Members of:**

- Sangguniang Panlalawigan
- Sangguniang Panglungsod
- Sangguniang Bayan
- Sangguniang Barangay
- Sangguniang Kabataan
- Anyone interested in the topic

**APPLICABILITY:** While the examples to be used in this training are LGU case scenarios, many of the principles and techniques you will learn from this training are applicable to meetings, sessions, assemblies, conferences on the effective and efficient use of parliamentary procedures for deliberative bodies.

**Note:** The lectures and discussions may not necessarily follow the sequence presented in the above course outline. The use of examples are intended to incorporate several principles together to effectively impart knowledge to the audience.

**For query, consulting requirements or request for  
in-house training programs, please contact:**

**Camille Jonas  
Center for Global Best Practices**

Mobile Number: (+63 939) 914-8689  
Manila Lines: (+63 2) 8556-8968 or 69  
Manila Telefax: (+63 2) 8842-7148 or 59

Email: [camille.cgbp@yahoo.com](mailto:camille.cgbp@yahoo.com)  
Website: [www.cgbp.org](http://www.cgbp.org)