

RESOLUTION NO: 01

Series of 20__

A RESOLUTION ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE 2018 -2020 SANGGUNIANG KABATAAN OF (BARANGAY NAME, CITY/MUNICIPALITY, PROVINCE) PHILIPPINES.

WHEREAS, the **Sangguniang Kabataan of (*Barangay Name*)** is a government entity mandated by law to promote and protect the physical, moral, spiritual, intellectual and social well-being of the youths of (*Barangay Name, City/Municipality, Province*) and shall inculcates in them patriotism, nationalism and other desirable values, and encourages their involvement in public and civic affairs;

WHEREAS, pursuant to the provisions of **Republic Act No. 10742, known as the “SK Reform Act of 2015”**, Sangguniang Kabataan have the inherent rights and obligations of adopting its own rules of procedure for the proper discharge of its mandate and functions;

WHEREAS, in the maintenance of good order in the Sanggunian Kabataan deliberations, it is necessary that specific rules should be adopted and enforced in the interest of effective administration; and

WHEREAS, in order to regulate and adjust with the unexpected changes in the local governance, the Sangguniang Kabataan of (*Barangay Name*) recognizes the need for the adoption of its existing an Internal Rules of Procedure;

RESOLVED, as it is hereby resolved, to adopt the **Internal Rules of Procedure for the 2018-2020 Sangguniang Kabataan of (*Barangay Name, City/Municipality, Province*)**

RULE I - MEMBERSHIP

Section 1: **Composition** - The Sangguniang Kabataan of (*Barangay Name*) shall be composed of the SK Chairperson as Presiding Officer, seven (7) SK Kagawads, elected by the registered voters of the Katipunan ng mga Kabataan.

Section 2: **Term of Office** - The term of office by the members of the Sangguniang Kabataan of (*Barangay Name*) shall be three (3) years, which shall commence on such date as may be provided by law except for the appointed SK Secretary and Treasurer.

Section 3: **Oath or Affirmation** - All the members of the Sangguniang Kabataan of (*Barangay Name*) shall upon assumption to office, take an oath or affirmation in the prescribed form, duly subscribed before a person authorized to administer oath.

RULE II - POWERS, DUTIES AND FUNCTIONS OF THE SANGGUNIANG BARANGAY

Section 1: **Sangguniang Kabataan** - The Sangguniang Kabataan shall:

- (a) In consultation and with the concurrence of the Katipunan ng Kabataan, and within three (3) months from assumption to office, formulate a three (3)-year rolling plan, which shall be known as the Comprehensive Barangay Youth Development Plan, which shall serve as basis in the preparation of the Annual Barangay Youth Investment Program. This plan shall be aligned with the Philippine Youth Development Plan (PYDP) and other Local Youth Development Plans in every level, municipal, city and provincial as is relevant;
- (b) Approve the annual budget which is the annual slice of the Annual Barangay Youth Investment Program before the start of the succeeding fiscal year and, if the Sangguniang Kabataan funds allow, a supplemental budget. Any changes in the annual budget shall be in accordance with existing applicable budget rules and procedures;
- (c) Promulgate resolutions necessary to carry out the objectives of the youth in the barangay in accordance with the Comprehensive Barangay Youth Development Plan and the applicable provisions of this Act;
- (d) Initiate and implement, in coordination with any national government agency and/or any private or nongovernment institution, programs and projects designed to promote general welfare, development and empowerment of the youth;
- (e) Hold fund-raising activities which are in line with the Comprehensive Barangay Youth Development Plan, the proceeds of which shall be tax-exempt and shall accrue to the general fund of the Sangguniang Kabataan: *Provided, however,* That in the appropriation thereof, the specific purpose for which such activity has been held shall be first satisfied: *Provided, further,* That any appropriation thereof shall be in accordance with existing applicable budget, accounting and auditing rules and regulations;
- (f) Create regular and special committees and such other bodies whose chairpersons and members of which shall come from among the members of the Sangguniang Kabataan or from among the members of the Katipunan ng Kabataan, as it may deem necessary to effectively carry out its programs and activities;
- (g) Submit the annual and end-of-term program accomplishments and financial reports to the Sangguniang Barangay and present the same during the Katipunan ng Kabataan assembly, copy furnished the Office of the Local Government Operations Officer and Local Youth Development Council (LYDC), all in accordance with the prescribed form by the DILG and the Commission;
- (h) Partner with the LYDC in planning and executing projects and programs of specific advocacies like good governance, climate change adaptation, disaster risk reduction and resiliency, youth employment and livelihood, health and anti-drug abuse, gender sensitivity, and sports development;

(i) Adopt and implement a policy on full public disclosure of all its transactions and documents involving public interest; and

(j) Exercise such other powers and perform such other functions as may be prescribed by law or ordinance, or delegated by the Sangguniang Barangay or the Commission.

Section 2: **SK Chairperson** - The Sangguniang Kabataan chairperson shall exercise such powers and discharge such duties as follows:

(a) Call and preside over all meetings of the Sangguniang Kabataan, and vote in case of a tie, and assemblies of the Katipunan ng Kabataan except when one. (1) of the agenda to be discussed in such assembly involves the disciplinary action against the Sangguniang Kabataan chairperson, in which case, the highest ranking Sangguniang Kabataan member shall preside;

(b) Take the lead in the formulation of the Comprehensive Barangay Youth Development Plan and in the preparation and implementation of the Annual Barangay Youth Investment Program;

(c) Ensure the implementation of policies, programs and projects as contained in the Annual Barangay Youth Investment Programs, in coordination with the Sangguniang Barangay and the Municipal or City Youth Development Council;

(d) Sign all required documents and warrants drawn from the Sangguniang Kabataan funds for all expenditures in the implementation of the Comprehensive Barangay Youth Development Plan and Annual Barangay Youth Investment Program;

(e) Exercise general supervision over the affairs and activities of the Sangguniang Kabataan and the Katipunan ng Kabataan as well as the official conduct of its members;

(f) With the concurrence of the Sangguniang Kabataan, appoint from among the members of the Katipunan ng Kabataan a secretary and a treasurer;

(g) Coordinate with the Sangguniang Barangay and other youth organizations within his or her barangay on youth-related programs and projects that they wish to initiate and implement; and

(h) Exercise such other powers and perform such other duties and functions as may be prescribed by law or ordinance.

Section 3: **Presiding Officer** – The Chairperson shall be the Presiding Officer of every meetings of the Sangguninag Kabataan. However, upon the incapacity of the Chairperson to preside the meetings, the SK Kawagad who obtained the most votes shall preside such session. Provided that, upon the absence of the former, the SK Kagawads, there being in quorum, shall select from among themselves the interim presiding officer.

Section 4: **Powers and Duties of the SK Chairperson as the Presiding Officer** - The Presiding Officer shall:

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

Section 5: **Sangguniang Kabataan Kawagad** – The Sangguniang Kabataan chairperson shall exercise such powers and discharge such duties as follows:

- a) Formulates and enacts youth policies in the form of resolutions;
- b) Assists the SK Chairperson in the exercise of the powers, functions, and duties of SK;
- c) The SK Chairperson and SK Kagawad are referred to as the SK Officials;
- d) Serves as head of different SK committees;
- e) Presides over committee meetings and SK and KK meetings, in the absence of the SK Chairperson;
- f) Performs other duties and functions in exercise of her/his role as SK official and as prescribed by the SK Chairperson

RULE III - APPOINTIVE BARANGAY OFFICIALS

Section 1: **SK Secretary** – Pursuant to the implementing provisions in the RA 10742, the SK Secretary shall exercise the following powers and duties:

- (a) Keep all the records of the Katipunan ng Kabataan, including the list of its qualified members, youth policies, studies, research and registry of youth and youth-serving organizations in the barangay, if any;
- (b) Prepare and keep all the minutes of all assemblies of the Katipunan ng Kabataan and of all the meetings of the Sangguniang Kabataan;
- (c) Cause the posting, in the barangay bulletin board and in at least three (3) conspicuous places within the jurisdiction of the barangay, and if possible including the use of traditional and nontraditional media, and make available for any person with legal purpose, all resolutions approved by the Sangguniang Kabataan, the annual and end-of-term reports of the programs and projects implemented by the Sangguniang Kabataan, the Comprehensive Barangay Youth Development Plan and Annual Barangay Youth Investment Program and the dissemination of the same to the concerned offices, institutions and individuals; and

(d) Perform such other duties and discharge such other functions as the Sangguniang Kabataan chairperson may prescribe or direct

Section 2: SK Treasurer - Pursuant to the implementing provisions in the RA 10742, the SK Secretary shall exercise the following powers and duties:

- (a) Take custody of all Sangguniang Kabataan property and funds;
- (b) Collect and receive contributions, monies, materials, and all other resources intended for the Sangguniang Kabataan and the Katipunan ng Kabataan;
- (c) Serve as cosignatory in all withdrawals from the Sangguniang Kabataan funds and disburse funds in accordance with the approved annual budget and supplemental budget, as the case may be, of the Sangguniang Kabataan,
- (d) Certify to the availability of the Sangguniang Kabataan funds whenever necessary;
- (e) Submit to the Sangguniang Kabataan and to the Sangguniang Barangay certified and detailed statements of actual income and expenditures at the end of every quarter and the posting of the same in the barangay bulletin board and in at least three (3) conspicuous places within the jurisdiction of the barangay, and if possible including the use of traditional and nontraditional media;
- (f) Render report during the regular Katipunan ng Kabataan assembly on the financial status of the Sangguniang Kabataan; and
- (g) Perform such other duties and discharge such other functions as the Sangguniang Kabataan chairperson may prescribe or direct.

RULE IV - SESSIONS

Section 1: Regular Sessions - The regular sessions of the Sangguniang Kabataan (*Barangay Name*) shall be on the (*Name of the day of the week and its interval | Ex. Every second and last Monday of the month*), at such time and place as the formal notice thereof shall stipulate, or as may be decided upon in the immediate preceding session.

Section 2: Special Sessions - As often as necessary, when public interest so demands, special sessions may be called by the SK Chairperson or a majority of the members of the SK Kagawad.

In “Special Sessions”, a written notice to the SK Kagawad, stating the date, time and purpose of the session, shall be served personally or left with a member of the household of the members of the Sangguniang Kabataan at their usual place of residence at least three (3) working days before said special session.. Unless otherwise agreed upon by two-thirds (2/3) votes of the members of

the Sanggunian present, there being a quorum, no other matters may be considered at a special session except that stated in the notice.

Section 3: **Order of Business** - The following is the sequence in an order of business:

- a) Call to Order - Presiding officer raps the gavel once and announces, —The meeting will come to order.¶
- b) Opening Ceremonies (optional)
- c) Roll Call (usually only necessary to establish a quorum and is optional)
- d) Reading and Approval of the Minutes
- e) Reports of Officers and Committees
- f) Standing Committees - are usually called upon in the order in which they are listed. The Chair should know in advance who is prepared to report. If the Report is for information only, no action is taken; if the report brings a recommendation, action may be taken at this time or under New Business. Action on the report is moved by the reporting member.
- g) Special Committees - are usually called in the order in which they were appointed. If the Report is given for information, no action is taken; if the Report brings a recommendation, the reporting member may bring the recommendation for action at this point or under New Business.
- h) Unfinished Business - is business postponed or referred by motion or left unfinished from the previous meeting as recorded in the minutes. (not referred to as —old business¶) i) New Business - may be introduced by the Chair or by member.
- j) Program (If there is a planned program, the schedule should be optional.)
- k) Announcements
- l) Adjournment.

Section 4: **Attendance in Session** - Every member of the Sangguniang Kabataan shall be present in all sessions, unless expressly excluded by it or necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the Barangay through the SK Secretary.

Section 5: **Open Session** – Sanggunian Kabataan sessions or meetings of any committee thereof shall be open to the public unless a closed session is decided or ordered by affirmative votes of the majority Sanggunian members present, there being a quorum, in the public interest or for reasons affecting the dignity of the Sangguniang Kabataan or any of its member, or when confidential matters are being considered.

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

Only persons specifically authorized by the Sangguniang Kabataan shall be admitted to the closed session. They shall preserve the secrecy of whatever may be read or said at the closed session.

Section 6: **Opening and Adjournment** - The exact hour of opening and adjournment of any session shall be entered in the Minutes.

RULE V - ROLL CALL AND DECORUM

Section 1: **Quorum** - A majority of all the members of the Sangguniang Kabataan, including the SK Chairperson shall constitute a quorum to transact official business.

Should a question of quorum be raised during a session, the Presiding Officer shall immediately direct the SK Secretary to call the roll of the members and thereafter announce the results.

Section 2: **Absence of Quorum** - Where there is no quorum in a given session, the Presiding Officer may declare a recess until such time 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.

If there is still no quorum, despite the foregoing, no business shall be transacted. The Presiding Officer, upon motion duly approved by the members present, shall then declare the session adjourned for lack of quorum.

Section 3: **Motion to Adjourn vacates call** - At any time after the roll call has been completed, a motion to adjourn shall be in order, and if approved by a majority of those present, all proceedings shall be vacated.

RULE VI – COMMITTEES

Section 1: **Standing Committees** - The SK Chairperson, in aid of legislation, shall appoint the Chairman of the following committees, the general legislative functions of which shall be as hereunder provided: The following mandatory committees under the IRR of RA 10742 shall be created:

- a) **Committee on Education and Culture** - Responsible for overseeing all SK matters, that is, policy and programs or projects related to education and culture. Mainly, the committee is tasked to ensure that education is a matter of priority and culture is kept alive among the youth and community as a whole; e.g., folk dances.
- b) **Committee on Environmental Protection, Climate Change Adaptation (CCA), and Disaster Risk Reduction and Resiliency (DRRR)**. Responsible for all SK matters related to environment and disaster preparedness. The committee is tasked to ensure that the youth are made aware of and capacitated regarding protection of the environment and preparedness in times of calamities.
- c) **Committee on Youth Employment, and Livelihood**. Responsible for all SK affairs related to promoting employment and livelihood opportunities for the youth.

- d) **Committee on Health, Health Services, and Reproductive Health.** Responsible for all SK matters related to the health of youth.
- e) **Committee on Anti-Drug Abuse and Social Protection.** To safeguard the welfare of the youth, anti-drug and social protection committee should be created.
- f) **Committee on Gender and Development.** This committee manages all SK matters concerned with gender and development (GAD).
- g) **Committee on Sports Development.** This committee is in-charge of managing all SK matters related to sports development among the youth and among community members as a whole.

Section 2: **Functions of Committee** - Committees are created for the purpose of addressing specific issues and concerns of the youth. The following are the functions of the committees:

- a) Conduct deliberations and consultations and the holding of committee report sessions related to the proposed resolutions;
- b) Create policies addressing the issues and concerns of the committees;
- c) Plan, facilitate, and implement programs and activities that SK provides such as: educational workshops and skills trainings; revival of cultural or folk dances; creation of youth task force on DRRR management; employment and livelihood project; anti-drugs campaign; GAD training; and sports development aimed at reviving and strengthening traditional games, to name a few;
- d) Conduct consultations in relation to programs and other activities of SK;
- e) Gather feedback from KK members and other individuals engaged. Feedback will provide suggestions, opinions, and observations from members and other individuals which serve as important bases in decision-making;
- f) Make decisions concerning committee activities;
- g) Promote the SK organization in the community;
- h) Create and maintain communication lines to ensure that members are aware of the organization's programs and activities; and
- i) Raise funds if necessary.

Section 4: **Special Committees** - The Sangguniang Kabataan, through a resolution may organize Special Committees and appoint its Chairman as it may deem necessary. Members of the Special Committees shall be appointed by the Special Committees Chairman.

Section 5: **Vacancy** - Whenever a vacancy occurs or is declared to exist in any of the committees, the same shall be filled-up by the SK Chairperson.

Section 6: **Committee Meeting or Hearing** - The committees shall determine the frequency of their meetings or hearings, provided they meet at least once a month. A majority of all members of the committee concerned shall constitute a quorum.

Section 7: **Committee Membership** – All committee may be headed by elected SK Kagawad or any Katipunan ng Kabataan member. Provided, however, it shall possess a qualified and competitive traits and qualifications.

RULE VII RESOLUTIONS

Section 1: **Resolutions, Defined** - Resolutions are used for executing propriety functions and private concerns. Resolutions may also be used to express ideas, opinions or requests.

Section 2: **Passing a Resolution** – In passing a resolution, the following shall be followed strictly:

- 1) The SK member submits a copy of the proposed resolution for consideration through the SK Secretary. The SK member who drafted the proposed resolution is referred as the “sponsor”. 2) The SK Secretary records it for the next session’s “Reference of Business”.
- 3) During SK session: First Reading. Here, reading of the title of the proposed resolution takes place.
- 4) After reading, the proposed resolution shall be referred to the appropriate committee that shall conduct committee meeting and public hearing.
- 5) The committee holds meeting, public hearing, and deliberates on the proposed resolution.
- 6) During next SK session, the committee reports the result of the meeting and public hearing conducted.
- 7) Second Reading. The entire draft of the proposed resolution is read.
- 8) After reading, the sponsorship speech follows.
- 9) After the speech, the body deliberates for possible amendments.
- 10) Then, voting with quorum for approval or adoption takes place.

RULE IX - DECORUM AND DEBATE

Section 1: **Addressing the Chair** - When an SK Kagawad desires to speak, he/she shall rise and respectfully address the Chair, “Mister/Madam Chairman” or “Mister/Madam Presiding Officer”.

Section 2: **Recognition of Member to Speak** - When two or more members rise at the same time, the Presiding Officer shall determine and recognize the member who is to speak first.

Section 3: **Time Limits for Speeches** - No SK Kagawad shall occupy more than fifteen (15) minutes in debate on any question or speak more than once on any question without leave of the Sangguniang Kabataan, except as hereinafter provided. The period of interpellation shall not be counted against the time of the member speaking.

Section 4: **Decorum to Open and Close Debate** - In all cases, the member who has obtained the floor shall confine himself to the question under debate, avoiding personalities. He/She shall refrain from uttering words or performing acts which are inconsistent with decorum.

If it is requested that a member be called to order for words spoken in debate, the member making such request shall indicate the words accepted to, and they shall be taken down in writing by the SK Secretary and read aloud. The member who uttered such words shall not be held to answer, nor be subject to censure by the Sangguniang Kabataan if further debate or other business has intervened.

Section 5: **Session Conducts** - During any session, the SK Member shall be in proper attire and observe proper decorum. SK Member who is under the influence of liquor shall not be admitted in any regular or special session of the Sanggunian.

While the Presiding Officer is addressing the Sangguniang or putting a question, no member shall walk out or cross the session hall.

Section 6: **Discipline of Members** - The Sangguniang Kabataan, upon the recommendation of its Committee on Rules and Ethics and with the concurrence of two-thirds (2/3) of all Sanggunian Kabataan Members, may punish any Sanggunian member for disorderly behavior and suspend or exclude him/her from the session. If the penalty is suspension, this shall not exceed sixty (60) calendar days without pay. Likewise, the Sangguniang Kabataan, upon the recommendation of its Committee on Rules and Ethics and with the concurrence of two-thirds (2/3) of all Sanggunian Kabataan Members, may automatically expel any of its members from the Sanggunian who has been convicted with finality by any court and/or any government agency for any major criminal offenses committed. The Sangguniang Kabataan, upon the recommendation of its Committee on Rules and Ethics and with the concurrence of two-thirds (2/3) of all Sanggunian Kabataan Members, may further automatically expel any of its members from the Sanggunian who has been absent without official leave (AWOL) for four (4) consecutive regular sessions of the Sanggunian.

RULE X - VOTING AND MOTIONS

Section 1: **A Tie on an Appeal** - A tie vote on an appeal from the ruling of the Chair sustains the decision of the Chair.

Section 2: **Who May Move?** - When a motion, report or proposed measure is adopted or lost, it shall be in order for a member who votes with the majority to move for the reconsideration thereof on the same or succeeding session day. Such motion shall take precedence over all other questions, except a motion to adjourn, to raise a question of privilege and a call to order.

Section 3: **Recording of Motions** - Every motion shall be entered in the Minutes with the name of the members making it, unless it is withdrawn on the same session day.

Section 4: **Reading and Withdrawal of Motions** - When a motion is made, the Presiding Officer shall state it before being debated except as herein otherwise provided, a motion may be withdrawn any time before its approval or amendment.

Section 5: **Precedence of Motions** - When a question is under debate, no motion shall be entertained except to adjourn, raise a question of privilege, declare a recess, lay on the table, or postpone to a certain day (which motions shall be decided without debate), refer, amend or postpone indefinitely (which motions shall be decided subject to the Five-Minutes Rule). Said motions shall have precedence in the foregoing order. No motion to postpone to any day certain, refer or postpone indefinitely, having failed passage, shall again be allowed in the same session day.

Section 6: **Amendments** - When a motion or proposition is under consideration, a motion to amend and a motion to amend that amendment shall be in order. It shall not be voted upon until the original motion or proposition is perfected. Any of said amendments may be withdrawn before a decision is had thereon.

Section 7: **Five-Minute Rule** - A member who desires to speak for or against an amendment shall have only five (5) minutes to do so.

Section 8: **Rider Prohibited** - No motion or proposition on a subject different from that under consideration shall be allowed under color of amendment.

Section 9: **One Motion – One Cover** - No motion shall cover more than one (1) subject matter.

Section 10: **Amendments of Title** - Amendments to the title of a proposed ordinance or resolution shall not be in order until after the text thereof has been perfected. Amendments to the title shall be decided without debate.

Section 11: **Call To Order** - A motion to read any part of the Rules is equivalent to Call to Order and takes precedence over any motion other than to adjourn.

Section 12 **Questions of Privilege** - Questions of privilege are:

- a) Those affecting the rights of the Sangguniang Kabataan; its safety, dignity and the integrity of its members.
- b) Those affecting the rights, reputation and conduct of the members, individually, in their capacity as such members.

Subject to the “Five-Minutes Rule”, question of privilege shall have precedence over all other questions, except a motion to adjourn.

Section 13 **Privileged Questions** - Privileged questions are those motions or subject matters, which under the Rules; take precedence over other motions and subject matters.

RULE XI - SUSPENSION OF THE RULES

Section 1: **Who Can Move?** - Only the Chairman or Vice Chairman of the Committee on Rules can move to suspend the rules for the Members, provided quorum is present.

Section 2: **Interruption of Motion** - When a motion to suspend the Rules is pending, one motion to adjourn may be entertained. If it is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend.

Section 3: **Effect of Suspension.** - If the Sanggunian Kabataan members vote to suspend the Rules, it shall forthwith proceed to consider the measure. A two-thirds (2/3) vote of the members present shall be necessary for the passage of said measure, a quorum being present.

RULE XII - AMENDMENTS

Section 1: **Amendments** - Any portion of these Rules may be amended by a two-thirds (2/3) vote of the Sanggunian Kabataan members.

RULE XIII - REPEALING CLAUSE

Section 1: **Repealing Clause** - All Barangay Ordinances, SK Resolutions, Rules and Regulations or parts thereof in conflict with the provisions of this Ordinance are hereby expressly repealed.

RULE XIV - EFFECTIVITY

Section 1: **Effectivity** - This Ordinance shall take effect immediately upon its passage by the Sangguniang Kabataan of (*Name of Barangay, City/Municipality, Province*)

ENACTED this __ day of (*Month*), 20__, during the (*Number*) Regular Session of the Sangguniang Kabataan of (*Barangay Name*) for Calendar Year 20__ held at the (*Barangay Name, City/Municipality, Province*)