

Republic of the Philippines  
REGIONAL ASSEMBLY  
Autonomous Region in Muslim Mindanao  
Cotabato City

**RULES OF THE REGIONAL ASSEMBLY**

By virtue of Section 13, of Article VI of Republic Act No. 9054 providing for an Organic Act for the Autonomous Region in Muslim Mindanao, the following Rules are hereby adopted and shall be known as the "Rules of the Regional Assembly".

**RULE I  
MEMBERSHIP**

SECTION 1. Membership of the Regional Assembly shall be the assemblymen elected by popular vote from the different legislative districts.

SEC. 2. The term of office of the Members shall be three years which shall commence, unless otherwise provided by law, at noon on the thirty first day of March next following their election. No member shall serve for more than three consecutive terms.

SEC. 3. The members shall take their oath or affirmation of allegiance to the Republic of the Philippines, collectively or individually, before they enter into the discharge of their duties.

**RULE II  
ORGANIZATION OF ASSEMBLY**

SEC. 4. In the first session following every periodic election of Assemblymen, the Assembly shall proceed with its organization. If in such organizational session, there be neither Speaker nor Speaker Pro Tempore, the Secretary shall proceed in accordance with the provision of sub-paragraph (b), Section 12 of Rule VII.

**RULE III  
ELECTION OF OFFICERS**

SEC. 5. The Assembly shall elect a Speaker, a Speaker Pro Tempore, a Secretary, and a Sergeant-at-Arms. Such officers shall be elected by a majority vote of all the Members of the Regional Assembly who are elected and qualified in the immediately preceding election called for the purpose.

Should there be more than one (1) candidate for the same office, a secret vote shall be taken; otherwise, the election shall be by viva voce.

These officers shall take their oath before entering into the discharge of their duties.

**RULE IV  
TERM OF OFFICE**

SEC. 6. The term of office of the Speaker, the Speaker Pro Tempore, the Secretary and the Sergeant-at-Arms shall begin upon their election and end when their successors shall have been elected and end when their successors shall have been elected: Provided, that Sec. 2, Rule 1, hereof shall apply to the Speaker and the Speaker Pro Tempore.

SEC. 7. Any vacancy in the office of the Secretary or office of the Sergeant-at-Arms shall be filled in accordance with Sec. 5 hereof: Provided, that when the vacancy occurs during recess, the Speaker may designate an acting Secretary and an acting Sergeant-at-Arms.

**RULE V  
THE SPEAKER, HIS DUTIES AND POWERS**

SEC. 8. The Speaker is the Chief Executive Officer and Administrative Head of the Assembly. His duties and powers are:

(a) To preside over the sessions of the Assembly on the days and at the hours designated by it; to call the Assembly to order and, if there is a quorum, to order the reading of the Journal of the preceding session and, after the Assembly shall have acted upon it, to dispose of the matters appearing in the Order of Business in accordance with the Rules;

(b) To decide all questions of order, subject to appeal by any Member who may explain his appeal in not more than five minutes, but the appeal shall not be debatable nor subject to the three minute rule under Section 106 hereof;

(c) To preserve order and decorum during the sessions and, in case of disturbance or disorderly conduct in the Session Hall, in the lobby or in the galleries, take such measures as he may deem advisable or as the Assembly may direct;

(d) To constitute special committees and designate their members with the approval of the Assembly;

(e) To see to it that all resolutions of the Assembly are complied with;

(f) To sign all measures, memorials, resolutions, and issue warrants, orders of arrest, subpoenas and subpoenas duces tecum;

(g) To suspend, dismiss or otherwise discipline Assembly personnel in accordance with Civil Service rules and regulations, provided that the suspension or dismissal of the Secretary or the Sergeant-at-Arms shall require the concurrence of the majority of all the Members;

(h) To prepare and submit the annual budget of the Assembly with the assistance of the Committee on Accounts and the Committee on Appropriations;

(i) To appoint subordinate personnel of the Assembly in conformity with the provisions of the Appropriation Act and the Civil Service Law; and

(j) To reduce or increase the number of authorized personnel by consolidating or separating positions or items whenever the Appropriations Act so authorizes, provided that the total amount involved shall not exceed the amount appropriated therein.

SEC. 9. The Speaker, after informing the Speaker Pro Tempore, may designate a Member as temporary presiding officer but such designation shall not exceed four days each time without the consent of the Assembly.

SEC. 10. The Speaker or the presiding officer shall not be compelled to vote except in case of tie.

**RULE VI  
THE SPEAKER PRO TEMPORE, HIS DUTIES AND POWERS**

SEC. 11. The duties and powers of the Speaker Pro Tempore shall be the following:

(a) To assume the duties and powers of the Speaker including his prerogative under section 9 hereof, when he is absent or incapacitated, In the event of the Speaker's death or resignation, he shall likewise assume the duties and powers of the Speaker until a new Speaker is elected and qualified;

(b) To preside over the session when, even if present, the speaker does not preside, subject to Section 9 hereof; and

(c) To appoint personnel of the Assembly when so authorized by the Speaker.

## **RULE VII THE SECRETARY, HIS DUTIES AND POWERS**

SEC. 12. The duties and powers of the Secretary shall be the following:

(a) For the inaugural session of the Assembly, to prepare the Order of Business of the Assembly which shall include:

(1) A Resolution informing the President of the Philippines, the Senate President, the Speaker of the House, and the Regional Governor that the Assembly has been organized and has elected its Speaker and other officers;

(2) A Resolution of the Assembly providing for a special session in an appropriate place within the seat of government to hear the message of the Regional Governor; and

(3) A Resolution creating an ad hoc committee of the Assembly to inform the Regional Governor that the Assembly is ready to receive his message;

(b) At the commencement of each Assembly, except the first, to call the Members to order, to call in alphabetical order the roll of the Members and, pending the election of the Speaker, to preserve order and decorum and decide all questions of order, subject to appeal to the Assembly by any Member, and to announce that the business in order is the designation of the Temporary Presiding Officer;

(c) To be personally present in all sessions of the Assembly and personally or through his subordinate, in all meetings of the Committees;

(d) To keep the Journal of each session which shall comprise a clear and succinct account of the business transacted and action taken thereon, provided that Journals of Executive Sessions shall be kept in a separate book and maintained in confidence;

(e) To be custodian of the property and records of the Assembly and all other government property within its premises, and at the beginning and end of each session to make an inventory of all the furnitures, books, and other government properties of the Assembly;

(f) To certify all measures, orders and resolutions approved by the Assembly and to stamp them with its official seal which shall also be under his custody;

(g) To appoint, whenever expressly authorized by the Assembly, the necessary subordinate personnel thereof;

(h) To be responsible for the strict compliance by the Assembly personnel with their duties, upon whom he may impose, for just cause, corrective or disciplinary measures including a recommendation to the Speaker to the Speaker for their dismissal;

(i) To complete within three months after the close of the session the printing and distribution to the Members of the Record of the Assembly for said session and of

the laws and resolutions passed and adopted during the same, all properly indexed, each Member being entitled to one copy thereof;

(j) To retain in the library and/or in his office for the use of the Members and the general public sufficient copies of books and printed documents;

(k) To administer oath as a Notary ex-officio of the Assembly;

(l) To send at the close of each session or soon thereafter printed copies of the record of the Assembly to the President of the Philippines, the Senate President, the Speaker of the House, the Regional Governor, and such other persons or entities as the Assembly may authorize; and

(m) To perform other duties as provided for by law and these rules.

### **RULE VIII THE SERGEANT-AT-ARMS, HIS DUTIES AND POWERS**

SEC. 13. The duties and powers of the Sergeant-at-Arms are:

(a) To be personally present in all sessions of the Assembly and personally or through his subordinate, in all meetings of the Committees;

(b) To strictly enforce the Rules relating to admission to the session hall, the galleries, corridors, and premises of the Assembly building;

(c) To be responsible for the security and maintenance of order in the session hall, antechambers, corridors and offices of the Assembly, whether in session or not, in accordance with the orders of the Speaker or the Secretary;

(d) To execute or serve, personally or through his delegates, the summons which may be issued by the Assembly or by the permanent or specially committees or by the Speaker himself;

(e) To be responsible for the strict compliance by his subordinates of their respective duties. He may impose upon them corrective or disciplinary measures for just cause, including a recommendation to the Speaker through the Secretary for their dismissal;

(f) To be responsible for the personal safety of the Members while in the Assembly premises or, as the Speaker may direct, in any other place; and

(g) To recommend to the Speaker through the Secretary approval of the uniform to be worn by the personnel assigned to serve under him in the Session Hall.

SEC. 14. The Mace shall be the symbol of authority of the Assembly and shall be displayed at the Speaker's rostrum when the Assembly is in session. It shall serve as the warrant for the Sergeant-at-Arms in enforcing order in the Assembly.

### **RULE IX THE STANDING COMMITTEES**

SEC. 15. After the organization of the Assembly in the manner provided in Rule II, the Assembly shall have the following standing committees organized, except for the Committee on Rules, on the basis of proportional representation of the Majority and the Minority, the membership and general jurisdiction of which shall be as hereinafter stated:

(1) Committee on Rules. - 7 members. - All matters affecting the Rules of the Regional Assembly; the calendar as well as parliamentary rules and the order the manner of transacting business, and the creation of committees. The Chairman of the Committee shall be the Majority Floor Leader while the vice-Chairman shall be the Assistant Majority Floor Leader.

(2) Committee on Appropriation. - 11 members. - All matters relating to funds for the expenditures of the Regional Government and for the payment of public indebtedness; claims against the Regional Government; inter-governmental revenue sharing; and in general, all matters relating to public expenditures.

(3) Committee on Ways and Means. - 9 members. - All matters relating to revenues; bonded indebtedness of the Regional Government; taxes and fees; loans and other sources and forms of revenues.

(4) Committee on Accounts. - 5 members. - All matters relating to auditing and adjustment of all accounts chargeable against the funds for the expenses and activities of the Assembly.

(5) Committee on Ethics and Privileges. - 5 members. - All matters relating to the conduct, rights, privileges, safety dignity, integrity, and reputation of the Assembly and its Members.

(6) Committee on Accountability of Public Officers and Investigations (Blue Ribbon) - 11 members. - All matters relating to, including investigation of, malfeasance, misfeasance and non-feasance in office by officers and employees of the regional government, its political subdivisions and instrumentalities; implementation of the provisions of the Constitution and Republic Act No. 9054 on nepotism and investigation of any matter of public interest on its own initiative or brought to its attention by any member of the Assembly.

(7) Committee on Agriculture and Food. - 9 members. - All matters relating to agriculture, food production and agri-business, including agricultural experimental and nursery stations, economics and research; soil survey and conservation; agricultural education; extension services; animal husbandry; livestock quarantine; farm credit and farm security; agricultural support prices; and fisheries and aquatic resources.

(8) Committee on Natural Resources and Ecology. - 9 members. - All matters relating to natural resources, indigenous sources of energy and their conservation, exploitation, management, exploration or utilization; lands of public domain; mines and minerals; forest; parks and wildlife; and the development of industries based on these resources.

(9) Committee on Education, Arts, Culture and Sports. - 11 members. - All matters relating to education, schools, colleges, madrasahs and universities, libraries and museums, shrines, monuments and other public edifices of historical interest; non-formal and community adult education; the preservation, enrichment and dynamic evolution of Filipino-Muslim arts and culture; and all matters relating to amateur sports development.

(10) Committee on Public Order and Security. - 11 members. - All matters relating to regional civil defense and security; peace and order; the regional police, forces; pension plans and fringe benefits of regional military retirees, citizens army and selective service; forts, arsenals within the region including military reservations; private security agencies; and military research and development within the region.

(11) Committee on Public Works and Highways. - 11 members. - All matters relating to planning, construction, maintenance, improvement and repair of public

building, highways, bridges roads, ports, airports, harbors, parks, drainage, flood control and protection; and irrigation and water utilities.

(12) Committee on Local Government. - 7 members. - All matters relating to provinces, cities, municipalities and barangays within the Autonomous Region.

(13) Committee on Labor and Human Resource Development. - 9 members. - All matters relating to labor, employment and human resources development; maintenance of industrial peace; promotion of employer-employee cooperation; labor education, standards and statistics; and promotion of the labor market including training and development of employment-intensive technology.

(14) Committee on Economic Affairs. - 11 members. - All matters relating to economic planning and programming; the planning of foreign public indebtedness; general economic development and coordination; and regulation and diversification of industry and investments.

(15) Committee on Trade and Industry. - 9 members. - All matters relating to domestic and foreign trade and private corporations; standards, weights, measures and design; quality control; control of prices of commodities; consumer protection; handicraft and cottage industries; and stabilization of prices of commodities.

(16) Committee on Urban & Rural Planning, and Housing and Resettlement. - 7 members. - All matters relating to urban land reform, planning, housing, resettlement and urban community development including rural areas, upliftment of the conditions of their inhabitants and delivery of basic services.

(17) Committee on Health and Social Services. - 7 members. - All matters relating to public health in general; medical, hospital and quarantine services; social problems which affect the stability and adjustment of the individual and community to the environment; and social services which uplift and develop human life.

(18) Committee on Transportation and Communication. - 7 members. - All matters relating to land, sea and public utilities connected therewith, ports, air transportaion and all lighthouse; postal, telegraph, radio, telephone and other communication services.

(19) Committee on Women, Youth and Family Relations. - 7 members. - All matters relating to youth and the implementation of the provisions in R.A. No. 9054 regarding women and family relations.

(20) Committee on Justice and Human Rights. - 7 members. - All matters relating to the organization and administration of Shariah and Tribal Courts; Jurisconsult in Islamic Laws and other civil courts; proceedings for removal of regional officers; registration of land titles including ancestral domain; and the implementation of the provisions of the Constitution and R.A. 9054 on human rights and social justice.

(21) Committee on Agrarian Reform. - 5 members. - All matters relating to agrarian reform, landed estates, and implementation of agrarian reform law enacted by the Regional Assembly pursuant to Article XI, Section 8 of R.A. No. 9054.

(22) Committee on Tourism. - 5 members. - All matters relating to tourism and the tourist industry.

(23) Committee on Public Information. - 5 members. - all matters relating to public information including the implementation of the provisions of the Constitution regarding ownership and management of mass media and advertising industry.

(24) Committee on Games and Amusement. - 5 members. - All matters relating to amusement and professional games, such as professional basketball, horse racing, boxing, cockfighting and lotteries.

(25) Committee on Amendments, Revision and Codification of Laws. - 5 members. - All matters proposing amendments to Republic Act No. 9054 and revision and codification of existing codes and laws.

(26) Committee on Science and Technology. - 5 members. - All matters relating to science and technology, including scientific and technological research, development and advancement.

(27) Committee on Tribal Communities. - 5 members. - All matters relating to tribal communities.

(28) Committee on Power and Energy – 5 members. (Created under RLA Resolution No. 145.)

(29) Committee on Government Reorganization and Civil Service – 5 members. (Created under RLA Resolution No. 151.)

The Assembly may organize Special Committees as it deems necessary on the basis of proportional representation of the Majority and the Minority, and shall determine their membership and general jurisdiction. Their membership shall be elected in the same manner as a Standing Committee upon recommendation of the Committee on Rules.

Although a measure covers subject matters falling within the jurisdiction of more than one committee, it shall be referred to not more than two committees which have primary jurisdiction over the principal subject matter. However, measures involving the appropriation of funds or embodying tax or revenue proposal shall respectively be referred also to the Committee on Appropriation for the appropriation aspect or to the Committee on Ways and Means for the tax or revenue aspect. The Committee which acquires original jurisdiction on any measure shall be mainly responsible to submit a report to the Assembly incorporating therein the appropriate recommendations of the secondary committee and the Committee on Appropriations or the Committee on Ways and Means, as the case may be.

Whenever the Committees submit conflicting reports, both reports shall be referred to the Committee on Rules for disposition.

SEC. 16. Membership in the different committees including their respective Chairmen shall be chosen by the Assembly. The Chairman of each committee may be authorized by the assembly to designate the Vice-Chairman.

Every Assemblyman is entitled to be a member of as many standing committees provided that, as far as practicable, each province shall be represented in every Committee.

SEC. 17. The Chairman and the members of the standing committee shall commence in the exercise of their duties upon their election. They shall cease when their successors shall have been elected.

SEC. 18. The Speaker, the Speaker Pro Tempore, the Majority Floor Leader, and the Minority Floor Leader shall be ex-officio members of all committees with the right to vote.

SEC. 19. The transmittal of matters to the committee may be done with instructions through motion approved by a majority of the Assemblymen present.

SEC. 20. Committees shall have the power to vote subcommittees and delegate to the latter such functions as may be necessary.

No member of a Committee shall vote in any matter regarding which he has substantial pecuniary interest whether direct or indirect.

**RULE X**  
**MEETING AND REPORTS OF THE COMMITTEES**

SEC. 21. The committees shall determine the frequency of their regular meetings. Special meetings may be called by their respective Chairmen or by one-third of their members; but notice, including the agenda of the meetings, shall be given three days in advance to every members of the committee.

One-third of all the regular and ex-officio members of the committee shall constitute a quorum but in no case shall it be less than two. However, the committee may authorize a fewer number of members to conduct public hearings on bill pending before it or to gather facts in aid of legislation.

SEC. 22. Unexplained absence in five successive committee meetings may operate to relinquish regular membership therein.

SEC. 23. The standing and special committees shall hold sessions to discuss, decide and submit a report on all matters transmitted to them. The report must be signed by the majority of all regular and ex-officio members thereof.

A member of a committee shall be presumed to have concurred in the report and shall be precluded from opposing the same unless he enters his objection thereto or files with the Secretary of the Assembly his dissenting vote within two session days after the Committee Report is included in the Order of Business or unless, upon satisfactory explanation made by the member concerned, the Speaker should allow otherwise.

SEC. 24. Reports on privileged subjects shall be submitted to the Assembly while in session, either by the Chairman of the Committee or a duly authorized member thereof, and the same may not be withdrawn on petition of the Chairman or the committee itself without the consent of the Assembly.

SEC. 25. If the reports submitted are unfavorable, they shall be transmitted to the archives together with the matters to which they refer, unless five Assemblymen shall in the following session move for their inclusion in the Calendar for Ordinary Business, in which case the Speaker shall so order.

SEC. 26. Should any committee fail to render a report on any bill or resolution referred to it within forty (40) session days after such reference, if the assembly is in regular session, or within ten (10) session days in case of special sessions, five Assemblymen may move, in writing, for its inclusion in the Calendar for Ordinary Business and the Speaker shall so order it.

SEC. 27. The following committees are authorized to submit at any time their reports on any matter within their jurisdiction: The Committee on Rules, the Committee on Ethics and Privileges, the Committee on Appropriations, and the Committee on Accounts.

SEC. 28. The motion for the study of any report submitted by the Committee on Rules shall always be in order, and while the report is pending consideration, no motion may be entertained unless it is a motion to adjourn. If this latter motion is disapproved, no dilatory motion on the aforesaid report shall be admitted.

SEC. 29. When a report is returned to a committee or is transmitted to another, all previous proceedings in connection therein shall be deemed to be void and that matter in question shall revert to its original status.

### **RULE XI SPECIAL ORDERS**

SEC. 30. By means of a motion approved by the majority of the Assemblymen present, the Speaker shall assign for consideration, as a special order, any matter which has been reported by the corresponding committee or which does not require such report.

SEC. 31. Whenever two or more matters shall have been designated for consideration, as a special order, they shall be considered successively, unless a majority of the Assemblymen present decides otherwise.

SEC. 32. If, after a matter has been assigned for consideration, the Assembly is unable to consider it on the appointed day said matter shall retain the corresponding place in the Calendar of Special Orders, unless a majority of the Assemblymen present decides otherwise.

SEC. 33. Matters which the Assembly has already begun to discuss and whose consideration has been suspended without prior motion expressly requesting their postponement to a certain date shall occupy a place of preference in the Calendar for Special Orders of the next session, in the order in which they were called.

### **RULE XII ASSEMBLY SESSIONS**

SEC. 34. The Assembly shall meet in open session at 1:00 o'clock in the afternoon on Mondays to Wednesdays, and at nine o'clock in the morning on Thursdays, in order to allow enough time for Committee Meetings, except when the Assembly decides otherwise.

SEC. 35. The Assembly shall convene every year for its regular session. It shall commence on the 4th Monday of April and shall continue to be in session for such number of days as may be determined by the Assembly until thirty (30) days before the opening of its next regular session exclusive of Saturdays, Sundays and legal holidays.

SEC. 36. The Assembly may meet in special session at the request of one-third (1/3) of all its Members or by call of the Regional Governor. Such special session must be convened with a specific agenda.

SEC. 37. On the first session day of each week, the National Anthem and the Regional Hymn shall be sung after a prayer by reciting the "Fatihah" or, at the discretion of the Speaker, an invocation by any Member designated by him. On every session day thereafter, the prayer or invocation, as the case may be, shall immediately follow the opening of the session.

### **RULE XIII QUORUM**

SEC. 38. A majority of all the Members of the Assembly shall constitute a quorum and in its absence, a smaller number may adjourn from day to day and the attendance of absent Members may be compelled in the manner provided in Section 87 hereof.

SEC. 39. Should question of a lack of quorum be raised, the Speaker, without debate, shall immediately proceed to verification thereof by causing the reading of the roll of Assemblymen and announcing forthwith the result.

**RULE XIV  
CALENDARS**

SEC. 40. The Assembly shall have three calendars, to wit;

A "Calendar for Ordinary Business", in which shall be included the bills reported by the committees in the order in which they were received, the bills whose reconsideration has been agreed by the assembly without setting the date on which to effect it; and also the bills whose consideration has been postponed indefinitely;

A "Calendar for Special Orders", in which the bills shall be arranged successively and chronologically, according to the order in which they were arranged for consideration; and

A "Calendar for Bills Pending Third Reading", in which shall be included all bills approved on second reading.

**RULE X  
ORDER OF BUSINESS**

SEC. 41. The Secretary shall prepare for each session an Order of Business in which shall be listed:

- (a) Prayer (Invocation).
- (b) National Anthem and Regional Hymn (every Monday only).
- (c) Roll Call.
- (d) Reading and approval of the Journal of the previous session.
- (e) Reference of Business:
  - (1) Message of the Regional Governor.
  - (2) First reading and reference to committee of bills or proposed resolutions.
  - (3) Communications, petitions and memorials.
  - (4) Committee Reports.
- (f) Unfinished Business.
- (g) Business for the day.
- (h) Business for a certain date.
- (i) Unassigned business.
- (j) Bills and Resolutions on third reading.

SEC. 42. The matters mentioned in the preceding section which have to be acted upon by the Assembly shall be referred to the proper committees, otherwise they shall be transmitted to the archives.

**RULE XVI  
JOURNAL**

SEC. 43. The Assembly shall keep a Journal of its proceedings which shall contain a succinct and accurate account of what has taken place in every session.

SEC. 44. The following shall in full be inserted in the Journal:

- (a) The proclamation issued by the Regional Governor to convene the Assembly.
- (b) The titles of the bills by the Regional Governor to convene the Assembly.
- (c) The objection to the legislative measure vetoed by the Regional Governor together with the yeas and nays of the Assemblymen on each vetoed measure.
- (d) All nominal votings.

And in condensed form:

- (a) Message of the Regional Governor.
- (b) Petitions.
- (c) Communications.
- (d) Memorials.

It shall also include a list of Members who responded to roll call, those who arrived at the session hall after the roll call, and those who are on official business/mission authorized by the Speaker. Those who are absent likewise shall be so recorded.

SEC. 45. The reading of the Journal shall not be interrupted or suspended except by unanimous consent of the Assembly, and no motion to correct it shall be entertained once it has been read and approved.

SEC. 46. The reading of the Journal may be dispensed with by unanimous consent, in which case, the Journal shall be deemed to have been approved.

SEC. 47. If an Assemblyman finds any error in the Journal, the reading of which was dispensed with, he shall, verbally in open session, call the attention of the Assembly to this fact and move for its correction not later than three session days subsequent to that in which the reading of said Journal was dispensed with.

SEC. 48. The Journal of the Assembly shall from time to time be printed and published under the direction of the Secretary, and its distribution and the number of copies to be printed shall be determined by the Assembly in a resolution to that effect.

**RULE XVII  
RECORD OF THE ASSEMBLY**

SEC. 49. The Assembly shall keep and preserve a Record of its session which shall be printed and published.

The said record shall reflect in detail everything that has been said, done and read in the sessions of the Assembly, in such manner as to express faithfully everything that takes place therein. In all cases, the messages of the Regional Governor shall be inserted in toto in the said record.

SEC. 50. Notwithstanding the provision of the preceding section, the speeches of the Assemblyman shall be revised in style and form prior to their publication. To this end, the Editorial and Publication Division shall transmit to their respective authors copies of their speeches for correction within a period of seven (7) session days counted from the date of receipt thereof. If the author of the aforementioned speeches failed to make the correction or revision within the period stated, it shall be understood that he delegates the said revision or correction to the Editorial and Publication Division. Persons soliciting copies of these speeches shall be furnished only after such revision has been accomplished.

### **RULE XVIII REQUISITES OF BILLS**

SEC. 51. Every bill or resolution must be signed by one or more Members of the Assembly.

If the author is the committee called to study it and recommendations relative thereto are made in accordance with Rule X, the measure should be signed by the Chairman of said Committee or by the member who takes his place and should be submitted with the corresponding report attached thereto.

SEC. 52. Consolidated and Substitute Bills. A consolidated or substitute bill made by a committee shall have as authors every member who has signed any of the bills or resolutions consolidated or substituted for, in the order their names appear in the latter and according to the date of the filing thereof. In case the Chairman or any member of the committee desires to be an author of the consolidated or substitute bill, his name shall be added after the name of the last author listed in accordance with the order provided herein.

### **RULE XIX FILING AND CONSIDERATION OF BILLS AND RESOLUTIONS**

SEC. 53. All bills and resolutions shall be filed with the Office of the Secretary whether the Assembly is in session or not.

SEC. 54. No bill or resolution reported by the corresponding committee within ten days prior to the closing of the regular session shall be considered, unless it be with the express consent of a majority of the Assemblymen present. This Rule may not be suspended impliedly.

SEC. 55. Simple resolutions shall be presented at least one day before their consideration, unless a majority of the

### **RULE XX READING OF BILLS AND RESOLUTIONS**

SEC. 56. Prior to their final approval, bills and resolutions shall be read at least three times in accordance with Section 17, Article VII of R.A. No. 9054.

SEC. 57. For the purpose of the Rule, bills shall be considered as read:

On first reading, when they are read for transmittal to the corresponding committee.

This provision to the contrary notwithstanding, when a committee bill is presented with a report, the reading of the same, together with the title of the bill, shall be considered as first reading.

On second reading, when they are submitted for the consideration of and amendment by the Assembly, after having been sponsored.

On third reading, when after having been approved on second reading, they are submitted with or without amendments for the approval of the Assembly.

SEC. 58. The first reading shall be confined to its title; the second shall consist in the reading of the bill in the form recommended by the corresponding committee; and the third, in the form it will be after approval on second reading.

SEC. 59. Notwithstanding the preceding section, the second and third reading may be limited only to the title of the bill or resolution if a motion to that effect is approved by a majority of the Assemblymen present.

### **RULE XXI CONSIDERATION OF AND DEBATES ON BILLS**

SEC. 60. The Assembly shall adopt the following procedure in the consideration of its bills and resolutions:

- (a) Second reading of the bill;
- (b) Sponsorship by the Committee Chairman, or by any member designated by the corresponding committee;
- (c) If a debate ensues, turns for any against the bill shall be taken alternately: Provided, That any committee member who fails to enter his objection or to take on record his dissenting vote after it shall have been included in the Order of Business and read to the Assembly in accordance with the second paragraph of Section 23 hereof, shall not be allowed to speak against the bill during the period of general debate although he may propose and speak or vote on amendments thereto.
- (d) The sponsor of the bill or author of the measure shall have the right to close the debate;
- (e) The debate closed, the consideration of amendments, if any, shall be in order;
- (f) After the period of amendments, the voting of the bill on second reading;
- (g) Bills shall be submitted to final vote by ayes and nays after printed copies thereof in final form have been distributed to the Members at least three days prior to their passage, except when the Regional Governor certifies to the necessity of their immediate enactment to meet a public calamity or emergency, in which case the voting on third reading may take place immediately after second reading.

SEC. 61. Simple resolution shall not be subject to the procedure for "second" and "third" readings prescribed in Section 58 hereof.

### **RULE XXI MANNER OF HAVING THE FLOOR**

SEC. 62. Whenever a Member of the Assembly wishes to speak, he shall rise and request the Speaker or Presiding Officer to allow him to have the floor which consent shall be necessary before he may proceed. If various Assemblymen wish to have the floor, the Speaker or Presiding Officer shall recognize the one who first made the request.

SEC. 63. No Member of the Assembly shall interrupt another without the latter's consent, which may not be obtained except through the Speaker or Presiding Officer.

**RULE XXIII  
DURATION OF DEBATES**

SEC. 64. The sponsor may consume as much time as he deems necessary to express the contents and purpose of the bill. Subsequent speakers for or against a bill may consume two hours for debates on bills or other matters, provided they are not on amendments.

SEC. 65. On amendments, not more than thirty minutes may be consumed by each speaker.

SEC. 66. The time spent in the reading of documents and in parliamentary interpellations shall be discounted from the period allowed for debates.

SEC. 67. Notwithstanding the provisions of this Rule regarding the time that each speaker may consume, the Assembly may reduce it with the consent of a majority of the Members of the Assembly present when by reason of the nature or urgency of the bill the public interest so requires.

**RULE XXIV  
BILLS WITH PREAMBLE**

SEC. 68. When a bill or resolution with a preamble is submitted to a vote, the body of the measure shall first be voted on, and, afterwards, the preamble. Its author or the committee which reported the said bill or resolution may withdraw the preamble at any time before nominal voting thereon. Thereafter, upon motion duly made, the preamble may be placed on the table and such act shall not affect the status of the bill itself.

**RULE XXV  
AMENDMENTS**

SEC. 69. All bills and resolutions shall be subject to amendments; but in order that the amendments may be considered, they should be presented concretely and specifically in the course of the debate, indicating therein the page and line in which the amendments are proposed to be made, and in writing, if a majority of the Members of the Assembly present so decides.

SEC. 70. Whenever a Member of the Assembly wishes to retain in a measure some words or phrases which have been substituted or deleted by the committee that reported it, an amendment to that effect must be presented as if such words or phrases have never appeared on the bill.

SEC. 71. Not more than one amendment to the original amendment shall be considered. No amendment by substitution shall be entertained unless the text thereof is submitted in writing. Any of said amendments may be withdrawn before a vote is taken thereon.

SEC. 72. No amendment which seeks the inclusion of a legislative provision foreign to the subject matter of a bill (rider) shall be entertained.

SEC. 73. No amendment setting aside sums of money for the payment of a claim shall be entertained in an appropriation bill, unless it be to comply with the provisions of a certain law, or with the terms of an agreement duly entered into by the regional government, and all these shall be set forth in the proposed amendments.

SEC. 74. A bill or resolution shall not be amended by substituting it with another which covers a subject distinct from that proposed in the original bill or resolution.

SEC. 75. Amendments to the title of a bill or resolution shall be in order after the text thereof has been perfected.

**RULE XXVI  
MANNER OF PRESENTING MOTIONS**

SEC. 76. Motions other than those subject of Section 69 in the preceding Rule may be presented orally, but a majority of the Assemblymen present may required that they be done in writing and read by the Secretary before proceeding to their consideration.

SEC. 77. The sponsor of any motion or measure may withdraw or modify it before its amendments or resolution or before a nominal vote is ordered on the same; but a motion to reconsider duly seconded may not be withdrawn without the consent of the one who seconded the said motion.

**RULE XXVII  
PRECEDENCE OF MOTIONS**

SEC. 78. While a motion or bill or resolution is being discussed, 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 set date for the resumption of the session.
- (c) Motion to suspend session.
- (d) Motion to call an executive session.
- (e) Motion to lay on the table any business.
- (f) Motion to postpone indefinitely the consideration of any business.
- (g) Motion to postpone the consideration of any business to another date.
- (h) Motion to transfer a principal motion to the corresponding committee.
- (i) Motion to amend.

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

**RULE XXVIII  
PRIVILEGED MOTIONS**

SEC. 79. The following shall be considered privileged motions:

(a) Motion to adjourn.

(b) Motion to consider appropriation or revenue bills.

(c) Motion to consider a bill appearing on the calendar, which motion may not be amended.

(d) Motion to postpone the consideration of a pending measure, without prejudice to the status of the bill or its place in the calendar.

(e) Motion to transpose any matter appearing on the Calendar.

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

**RULE XXIX  
MOTION TO RECONSIDER AND ITS REQUISITES**

SEC. 80. Any member of the Assembly who voted with the majority may move for the reconsideration of a measure on the same day it was decided by the Assembly or within the next two session days. If the Assembly disapproves the motion, no other motion to reconsider shall be entertained unless it be by unanimous consent.

**RULE XXX  
UNPARLIAMENTARY ACTS AND LANGUAGE**

SEC. 81. Acts and language which offend a Member of the Assembly or any public institution shall be deemed unparliamentary.

SEC. 82. No Member, under any circumstance, shall use offensive or improper language against another Assemblyman or against any public institution.

SEC. 83. When a Member, by word or deed, violates any Rule of the Assembly, the Speaker, motu proprio or at the instance of another Member, may call him to order. The Member concerned shall immediately take his seat if he happens to have the floor and, in case the point of order raised has been sustained by the Speaker or Presiding Officer, said Member shall not continue speaking without the consent of the Assembly. The motion permitting the Member concerned to continue speaking shall be resolved without debate.

SEC. 84. When a Member is called to order for using unparliamentary language, any other Member may ask that the objectionable words be read for the information and decision of the Assembly.

SEC. 85. Upon the recommendation of the Committee on Ethics and Privileges, the Assembly may punish any member for disorderly behavior and, with the concurrence of two-thirds of the entire membership, suspend or expel a member. A Penalty of suspension shall not exceed sixty (60) calendar days.

**RULE XXXI  
SUSPENSION AND ADJOURNMENT OF THE SESSION**

SEC. 86. The Speaker cannot adjourn a session of the Assembly without a previous motion or resolution to that effect, which should be approved by a majority vote of the Members of the Assembly present.

SEC. 87. Notwithstanding the provision of the preceding section, the lack of quorum shall compel the Speaker to adjourn the session, unless, by means of motion, which shall not be subject to debate, a majority of the Members of the Assembly present agree to its suspension and ask the speaker or Presiding Officer to order the Sergeant-at-Arms to require the appearance of the absent Member or, if it is deemed necessary, to order their arrest so as to form the necessary quorum.

SEC. 88. The Assembly adjourns for recess:

- (a) In compliance with its legislative calendar;
- (b) At the end of the regular session, thirty days before the next regular session, exclusive of Saturdays, Sundays and Holidays;
- (c) At the end of special session of the Assembly; or
- (d) Upon the termination of the term of the Assembly.

Recess includes:

- (a) The period of the time between the adjournment of the regular session and the convening of the next regular session of the same Assembly;
- (b) The intervening period of time between the adjournment of a regular session, and the convening of a special session of the same Assembly;
- (c) The intervening period of time between the adjournment of a special session, and the convening of the next regular session of the same Assembly; and
- (d) The intervening period of time between the end of a session and its resumption on a fixed date as provided in the legislative calendar other than the adjournment of the annual regular session.

**RULE XXXII  
READING AND INCLUSION OF CERTAIN DOCUMENTS**

SEC. 89. The reading and inclusion of any document in the Journal may be ordered upon request of an Assemblyman after his brief explanation of the object of his request, but, if objected to, the motion shall be submitted to a vote without debate.

SEC. 90. The reading and inclusion of documents that are not of public interest shall not be allowed.

**RULE XXXIII  
POINT OF ORDER**

SEC. 91. All point or order may be raised at any time during the session and the Speaker shall resolve them. The decision of the Speaker may be appealed to the Assembly upon motion of any Assemblyman.

The motion to lay on the table an appeal shall always be in order, and if the Assembly resolves the motion in the affirmative, the decision of the Speaker or Presiding Officer shall be deemed to have been sustained.

SEC. 92. It shall be discretionary for the Speaker or Presiding Officer to submit to the Assembly for resolution any point of order which may be raised.

#### **RULE XXXIV QUESTION OF PRIVILEGE**

SEC. 93. Questions of privilege are those affecting the rights, privileges, reputation, conduct, decorum, and dignity of the Assembly or of its Members as well as the integrity of its proceedings.

SEC. 94. When there is no quorum or when the roll is being called, no question of privilege may be raised unless it relates to the procedure of ascertaining the existence of said quorum.

SEC. 95. Only the motion to adjourn shall have precedence over questions of privileged motions.

#### **RULE XXXV PRIVILEGE HOUR**

SEC. 96. On Mondays, after the Order of Business has been read and the matters included therein have been taken up, an Assemblyman may forthwith request for and avail of the privilege to speak for one hour on any matters of public interest. If other Members of the Assembly wish to avail of the same privilege, the Member who first announce his intension shall be given priority. The Period of time allowed in this section may upon motion of the Member on the floor be extended for such time as may be necessary for him to finish his speech unless a majority of all the Members shall vote against such extension.

#### **RULE XXXVI VOTING**

SEC. 97. Voting shall be:

- (a) By "viva voce"
- (b) Nominal

SEC. 98. In voting by "viva voce" the affirmative vote shall be taken first, and then the negative vote.

SEC. 99. If there is any doubt as to the result, the Speaker, on his own initiative or upon petition of any Member of the Assembly, shall proceed to the counting of the affirmative and the negative votes. In this case, the Speaker or Presiding Officer shall request the Assemblyman who voted in the affirmative to raise the hands and, after taking note of their number, he shall request those who voted in the negative to do the same. After counting the votes, he shall announce the final result.

SEC. 100. In nominal voting, the Secretary shall call alphabetically the names of the Members present and each Member shall answer "yes" or "no" upon being called. Immediately thereafter, the Secretary shall inform the Speaker or the Presiding Officer about the result of the voting, and the latter forthwith shall in turn announce it to the Assembly.

SEC. 101. The voting shall always be nominal whenever it concerns:

(a) Bills or resolutions;

(b) Bills or resolutions vetoed by the Regional Governor; or

(c) Any other matter, if one-fifth of the Members present request it.

SEC. 102. The Speaker or Presiding Officer shall not be obliged to vote except when his vote is decisive.

SEC. 103. The vote of a Member absent from the session at the moment he is called to vote shall not be counted.

SEC. 104. No Member shall be permitted to vote on any measure after the Speaker has announced the result of the voting.

SEC. 105. Voting shall not be interrupted except on a question of quorum.

SEC. 106. A Member may explain his vote in not more than three minutes.

#### **RULE XXXVII UNANIMOUS CONSENT**

SEC. 107. The unanimous consent to any action or proceeding may be given expressly or impliedly.

#### **RULE XXXVIII SUSPENSION OF THE RULES**

SEC. 108. The Rules shall be suspended only when a motion presented by the Committee on Rules to that effect is approved by the Majority of the Members of the Assembly present, there being a quorum.

SEC. 109. When a motion to suspend the Rules is pending, one motion to adjourn may be entertained. If the latter is lost, no similar motion shall be entertained until the vote is taken on the motion to suspend. If the Assembly votes to suspend the Rules, it shall forthwith proceed to consider the measure.

#### **RULE XXXIX UNFINISHED BUSINESS**

SEC. 110. Unfinished business at the end of the session shall be taken up at the next session in the same status. All pending matters and proceedings shall terminate upon the expiration of one Assembly but may be taken up by the succeeding Assembly as if presented for the first time.

#### **RULE XL PETITION AND MEMORIALS OF PRIVATE PERSONS AND OF FOREIGN STATES**

SEC. 111. The petitions and memorials of private persons shall be considered by the Assembly only when clearly and duly signed by their authors. Those coming from a foreign national or state should furthermore be transmitted to the Office of the president of the Philippines through the Regional Governor.

**RULE XLI**  
**APPEARANCE OF CABINET MEMBERS**

SEC. 112. Any Department Head, Cabinet Member or Head of a government financial institution in the Autonomous Region in Muslim Mindanao may be summoned by the Assembly, or upon his own initiative, with the consent of the Regional Governor, appear before the Assembly, for information on any matter pertaining to his department.

The resolution approved by the Assembly shall state specifically and clearly the questions to be answered and the date and hour when the Department Head, Cabinet Member, or Head of a government financial institution shall appear and give the information desired.

Within three days from receipt of said resolution, the Department Head, Cabinet Member, or Head of a government financial institution shall appear and answer the questions therein unless the Assembly requires him to comply therewith within a shorter period.

Interpellation shall not be limited to written questions, but may cover matters related thereto.

The appearance of a Department Head, Cabinet Member, or Head of a government financial institution shall be conducted in executive session when the security of the Region or public interest so requires and the Regional Governor so states in writing.

When a Member of the Cabinet desires to be heard by the Assembly on any matter pertaining to his department which is pending consideration in the Assembly, a request to that effect thru the Regional Governor shall be sent to the speaker of the Assembly.

**RULE XLII**  
**EXECUTIVE SESSION**

SEC. 113. The executive session of the Assembly shall be held always behind closed doors. In such sessions, the Secretary, the Sergeant-at-Arms, and/or such other persons as may be authorized by the Assembly may be admitted to the session hall.

SEC. 114. Executive sessions shall be held whenever an Assemblyman so requests it and his petition has been duly seconded, or when the interest of the public so requires. Thereupon, the Speaker shall order that the public be excluded from the gallery and the doors of the session hall be closed.

The Assemblyman who presented the motion shall then explain the reasons for submitting the same.

The minutes of the executive sessions shall be recorded in a separate book.

SEC. 115. The Speaker as well as the Members of the Assembly and the officials and employees of the Assembly shall absolutely refrain from divulging any of the confidential matters taken up by the Assembly, and all proceedings which might have taken place in the assembly in connection with the said matter shall be held likewise strictly confidential until the Assembly, by two-thirds vote of all its Members, decides to lift the ban on secrecy.

SEC. 116. Any Member of the Assembly who violates the provisions contained in the preceding section may, by two-thirds vote of all the Members be suspended or expelled from the Assembly and if the violator is an official or employee of the Assembly, he/she shall be dismissed.

SEC. 117. Whenever, upon the request of the Assembly or any of its committees, the Regional Governor or Department Secretary sends to the Assembly or to any of its committees certain confidential documents in connection with any matter pending therein, all proceedings relative to said documents shall be held behind closed doors and shall not be published without the consent of a majority of the Members of the assembly present in the session.

**RULE XLIII  
DOCUMENTS FILED WITH THE ASSEMBLY**

SEC. 118. No memorial, petition or any other document confidential in nature may be copied, withdrawn or taken away from the Archives of the Assembly or the Office of the Secretary or of any committee without the permission of the Secretary, by authority of the Speaker.

SEC. 119. However, when the document sought to be copied or withdrawn are in the opinion of the Speaker not confidential in nature, the Secretary may issue certified copies thereof.

**RULE XLIV  
AMENDMENTS TO OR REVISION OF THE RULES**

SEC. 121. At the start of each session in which the Members of the Assembly elected in the preceding elections shall begin their term of office, the Speaker may endorse the Rules to the appropriate committee for amendment or revision.

The Rules may also be amended by means of a motion which should be presented at least one day before its consideration, and the vote of the majority of all Members of the Assembly shall be required for its approval.

**RULES XLVI  
PROPOSALS TO AMEND THE ORGANIC ACT**

SEC. 122. Proposals to amend the Organic Act shall be by Resolution which may be filed at any time by a Member.

SEC. 123. The adoption of Resolution proposing amendments to the Organic Act shall follow the procedure for the enactment of bills. The amendment or revision shall require the approval of the Congress of the Philippines.

**RULE XLVII  
PROCEDURE ON VETOED BILLS**

SEC. 124. If the Regional Governor vetoes a bill or any part thereof, he shall return the bill with his objection to the Assembly. The Assembly shall enter the objection at large in the Journal, and proceed to reconsider the bill or item or items vetoed.

During reconsideration, the Assembly shall proceed to vote on the bill or vetoed item or items thereof with the names of the Members voting recorded in the Journal.

**RULE XLVIII  
SESSION HALL**

SEC. 125. The Session Hall shall be used only for sessions, caucuses, and meetings of Members, except when the Assembly directs otherwise.

SEC. 126. The space set aside in the Session Hall for Members and the Assembly personnel needed therein while the Assembly is in session shall be reserved

exclusively for them. The Sergeant-at-Arms shall not permit any other persons to enter or stay within the said space. Fifteen minutes before every session, the Sergeant-at-Arms shall clear said space of all other persons and it shall be so kept until recess or adjournment.

This section shall not be suspended, except with respect to a consultant or a technical assistant needed by the reporting Committee or by the movant of a motion under consideration.

**RULE XLIX  
SEATS AND ROOMS**

SEC. 127. Except those assigned to the Speaker, the seats in the Session Hall and rooms in the Assembly Building shall be assigned by lot among the Members.

**RULE L  
OFFICIAL SEAL**

SEC. 128. The Assembly shall adopt its own official seal.

**RULE LI  
DATE OF TAKING EFFECT**

SEC. 129. These Rules shall take effect on the date of their adoption and shall remain in force until they are amended or repealed.