



Republic of the Philippines
OFFICE OF THE PRESIDENT
NATIONAL COMMISSION ON MUSLIM FILIPINOS

Internal Rules of Procedure of the Commission en Banc Meeting

Pursuant to the authority vested in Republic Act. No. 9997, otherwise known as the "National Commission on Muslim Filipinos Act of 2009", the following Internal Rules of Procedure of the Commission en Banc Meeting are hereby prescribed and promulgated:

RULE I MEMBERSHIP

Section 1. Composition. - The Commission en Banc shall be composed of all the Commissioners of the National Commission on Muslim Filipinos with the Secretary/ Chief Executive Officer of the Commission as the Presiding Officer.

Section 2. Term of Office. - The term of office of the Commissioners shall be four years which is subject to reappointment. However, those appointed for unexpired portion of the term shall only be appointed for the remaining term of his/her predecessor.

Section 3. Oath of Affirmation. - The members shall take their oath of affirmation, collectively or individually, before they enter into the discharge of their duties.

Section 4. Nature and Official Station. - A Commissioner may represent a particular sector, tribe or geographic location to the Commission but once sitting as a Commissioner, shall have national functions and responsibilities. The official station of the Secretary/ Presiding Officer and the Commissioners shall be at the main office of the Commission, and shall not hold office or meeting en Banc in any other location, except upon the express approval of the majority of all the Commissioners.

RULE II PRESIDING OFFICER

Section 4. The Presiding Officer. - The Secretary/Chief Executive Officer shall be the Presiding Officer of Commission en Banc meeting. The Presiding Officer shall vote only to break a tie.

In the event of the inability of the Secretary/Chief Executive Officer to act as Presiding Officer, the Commissioners present and constituting a quorum, shall elect from among themselves a temporary presiding officer, immediately after the Executive Director shall have called the session to order and called the roll.

Section 5. Powers and Duties of the Presiding Officer. - The Presiding Officer shall:

- a) Preside over the meeting of the Commission en Banc;

- b) Preserve order and decorum during meetings and, in case of disturbance or disorderly conduct in the conference hall or within the premises, take measures as it may deem advisable or as the Commissioners may direct;
- c) Decide all questions or order, subject to appeal by any Commissioner in accordance with these Rules;
- d) Sign all acts and/or resolutions, memorials, writs, warrants, and subpoena issued by, or upon order of the Commissioners; and
- e) Exercise such other powers and performs such other functions as may be provided by law, this rules or regulation.

RULE III THE EXECUTIVE DIRECTOR

Section 6. Powers and Duties of the Executive Director. - The Executive Director shall have the following powers and duties:

- a) He/she shall be the Head of the Secretariat;
- b) Attend meetings of the Commission en Banc and keep the Minutes of the proceedings;
- c) Call the roll of the Commissioners and read proposed resolutions, messages, communications, memorials, petitions and other documents which should be reported by him/her to the Commission or the reading of which is required by the Commissioners or ordered by the Presiding Officer;
- d) Refer to the proper Bureaus, Regions, Services or other operating unit, as the Presiding Officer may direct, such proposed draft resolutions and other documents as may be presented or endorsed for appropriate action or disposal by the said Bureaus, Regions, Services or other operating unit;
- e) Record in a book kept for the purpose, all actions and resolutions enacted or adopted by the Commissioners with the dates of their enactment and publication;
- f) Certifies to the correctness of all actions and/or resolutions approved by the Commissioners and signed by the Presiding Officer/Secretary;
- g) Upon written request, furnish certified copies of all records and documents in his charge not otherwise classified as confidential;
- h) Keep his office and all records therein which are not of a confidential character open to public inspection during the usual business hours;
- i) Act as custodian of records and annually account for such records; and
- j) Exercise such other powers and performs such other duties and functions as may be prescribed by law or rules or regulations;

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RULE IV MEETINGS

Section 7. Regular Meetings. - The regular meeting of the Commission en Banc shall be the second Thursday of each month at 9:00 am in a place agreed upon in a consensus. The place of the meeting will then later on be announced by the Presiding Officer. Upon direction of the Presiding Officer, the Executive Director or his/her authorized representative will then issue notices to all concerned parties of Commission en Banc meeting at least three (3) calendar days prior to the meeting. The notice of meeting shall specify the agenda and attach whatever papers or documents necessary or relevant to the meeting.

Section 8. Special Meeting. - As often as necessary, when public interest so demands, a special meeting may be called by the Secretary/Chief Executive Officer/Presiding Officer or by two-thirds of all the Commissioners.

In special meeting, a written notice to the Commissioners stating the date, time and purpose of the meeting, shall be served personally or left with the office of the Commissioners. Unless otherwise agreed upon by two-thirds (2/3) vote of the Commissioners present, there being a quorum, no other matter may be considered at a special session except those stated in the notice.

On emergency or urgent cases, texting through Simulated Messaging Service (SMS) and/or calling (via mobile or landline phones) shall be done by the Presiding Officer or his authorized representatives in lieu of written notice notifying the Commissioners about holding a special session.

Section 9. Call to Order. - The Presiding Officer shall open the meeting by calling the Commission en Banc meeting to Order. Before the start of the meeting, an invocation shall be observed.

Section 10. Attendance in Meetings. - Every Commissioner shall be present in all meetings unless expressly excluded by it or necessarily prevented from doing so by sickness or other unavoidable circumstances duly reported to the Secretariat of the Commission by text or by phone. The secretariat will take note of such absence in the Minutes of the Meeting and the reason/s therefore of such absence.

Section 11. Participation in Meetings. - Only Commissioners can participate in the discussions of the En Banc meeting. The Executive Director or any of his/her authorized representative or any resource person or persons may be allowed to speak or participate in the discussion in the En Banc meeting when it is allowed or permitted by the Presiding Officer but only to clarify certain things or some subject matters of discussion. No rules shall be suspended except on urgent measures.

Section 12. Agenda Items. -

- a) The operating/support units of the Commission may recommend items to be discussed and acted upon by the Commissioners by submitting said items and the requisite recommendation, using the principle of completed staff work, to the Office of the Executive Director at least five (5) calendar days prior to the scheduled Commission en Banc meeting. The Executive Director shall submit such recommendation as soon as possible to the Secretary/Presiding Officer for approval and inclusion in the Agenda. Items not submitted within the requisite

timeframe shall be calendared for the next Commission en Banc meeting unless they are of an urgent and time-bound nature that immediate action is required;

- b) The Executive Director through the Secretariat shall prepare the agenda for the regular Commission en Banc meeting upon approval of the Secretary/Presiding Officer; and
- c) Particular items or topics may be brought up during the Commission en Banc meeting by any of the Commissioners or by the Secretary/Presiding Officer, however; action on them, unless of an urgent and time-bound nature, may be deferred until the next regular Commission en Banc meeting, and follows the necessary principle of completed staff work.

Section 13. Voting. - Every Commissioner present in the session shall vote on every question unless he or she inhibits himself/herself on account of personal or pecuniary interest. Any of the Commissioners may manifest that a Commissioner should inhibit for a particular subject on the ground of conflict of interest as he/she has pecuniary or personal interest on the subject under discussion. Voting shall be done by raising of hands.

Section 14. Executive Meeting. - Executive Meetings may be declared by the Presiding Officer by an affirmative vote of a majority of the members present, there being a quorum, if the public interest or for reasons of security, decency or morality, or for reasons affecting the dignity of the Commissioner or any of the personnel of the Commission.

Section 15. Suspension and Adjournment of Meeting. - En Banc meetings of the Commissioners shall not be suspended or adjourned except by direction of the Commissioners themselves, but the Presiding Officer may, in his/her discretion, declare a recess of short intervals.

Section 16. Opening and Adjournment to be entered in the Minutes. - The exact hour of opening and adjournment of a meeting shall be entered in the Minutes.

Section 17. Meeting Outside of the Principal Place of Business. - To bring the Commission closer to its clientele and the people it serves, the En Banc meeting, upon motion by the majority of all the Commissioners, may conduct regular or special sessions in the Regional or Provincial offices of the Commission.

RULE V ROLL CALL AND QUORUM

Section 18. Roll Call. - Upon calling the roll, the names of the Commissioners shall be called alphabetically by surnames except when two or more have the same surname, in which case full name be called based on alphabetical order.

Section 19. Quorum. - A majority of all the Commissioners who have been duly appointed and qualified as such shall constitute a quorum to transact official business. Should a question of quorum be raised during session, the Presiding Officer shall immediately proceed to call the roll of the Commissioners and thereafter announce the results.

Section 20. *Absence of Quorum.* - Where there is no quorum, the Presiding Officer may declare a recess until such time that a quorum is constituted, or a majority of the Commissioners present may adjourn from day to day and may compel the immediate attendance of any Commissioner absent without justifiable cause through a written notice to his/her office or by the use of any other means of communication, whichever is feasible under the circumstances, to make him/her attend the Commission En Banc meeting.

If there is still no quorum in spite of the enforcement of the foregoing, no business shall be transacted. The Presiding Officer shall then declare the meeting adjourned for lack of quorum.

RULE VI ORDER AND CALENDAR OF BUSINESS

Section 21. *Order of Business.* - The Order of Business shall be:

- a) Invocation;
- b) Call to Order;
- c) Roll Call;
- d) Approval of the Minutes of the Previous Session;
- e) Period of Inclusion;
- f) Adoption and Approval of Proposed Measures Introduced During Period of Inclusion;
- g) Calendar of Business:
 - 1) Unfinished Business;
 - 2) Business for the Day:
 - a. Messages and Communications;
 - b. Petitions and Memorials; and
 - c. Proposed Resolutions
 - 3) Unassigned Business; and
- h) Period of Announcement; and
- i) Adjournment.

Section 22. *Administrative Matters.* - The Commissioners may discuss other matters during a regular session but it shall be limited strictly to administrative matters. Introduction of other measures not included in the prepared calendar of business is not allowed.

Section 23. *Approval of the Minutes and Agenda of Each Session.* -The minutes of each session shall be submitted to the Commissioners for approval.

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Section 24. Calendar of Business. - The Calendar of Business shall consist of the following parts:

- a) *Unfinished Business.* - Business being considered by the Commissioners at the time of its last adjournment. Its consideration shall be presumed until such unfinished business is disposed of. Thereafter, the presiding officer shall call for the business for the day;
- b) *Business for the Day.* - Proposed resolutions and other measure set on the Calendar for consideration on that day to be considered in the order in which they are listed in the calendar; and
- c) *Unassigned Business.* - Proposed resolutions and other measures not calendared earlier.

Any business included in this part of the Calendar may be set for consideration on motion of a Commissioner with majority approval of the Commissioners present, there being a quorum.

RULE VII RESOLUTIONS

Section 25. Majority Requirement. - No resolution or other measures passed by the Commissioners shall be valid unless approved by a majority of the Commissioners present, there being a quorum.

Upon the passage of all resolutions or other measures, the Executive Director shall record the *ayes* and *nays*. On all Resolutions/ Other Measures passed, every Commissioner present shall affix their signature for concurrence, with reservation or dissenting. Signing with reservation or with dissent shall specify in writing his/her reservation and/or dissent in a separate paper. The Executive Director shall keep the records of the voting in a book made for the purpose.

Section 26. Publication and/or Posting of Approved Resolutions/Actions.
- All approved resolutions and/or actions in a Commission en Banc Meeting shall be published in the Official Gazette of the NCMF and/or posted in the website of the Commission and/or in the conspicuous place or area of principal place of business of the Commission unless by majority votes of all the members or the Presiding Officer feels that the same is highly of confidential nature or it involves the privacy or personal integrity of the officers and staff of the Commission, in which case, publication and/or posting thereof can be dispensed with.

RULE VIII DECORUM AND DEBATE

Section 27. Manner of Addressing the Chair. - When a Member desires to speak, he shall respectfully address the Chair, "Mr./Madam Presiding Officer."

Section 28. Recognition of Member to Speak. - When two or more Commissioners talk at the same time, the Presiding Officer shall recognize the Commissioner who is to speak first.

Section 29. Conduct During Session. - During the meeting En Banc, the Commissioners shall observe proper decorum. Except for emergency En Banc meetings, the attire of the Commissioners during the meeting en banc shall be a formal attire such as but not limited to barong tagalog (long sleeves), business attire (coat with long sleeves shirt) and long sleeves shirt with neck-tie, and traditional attire. Wearing of jeans pants and/or maong is strongly discouraged. The Presiding Officer may reprimand any Commissioners who violate this rule.

All cellular phones must be placed on silent mode when the meeting en banc is on-going.

RULE IX VOTING AND MOTIONS

Section 30. Manner of Voting. - The Presiding Officer shall put a question, saying "As many as are in favor of (as the question may be), raise your hands."

An abstention shall not be counted as a vote. Unless otherwise provided by law or by these Rules by a majority of those voting, a quorum being present, shall decide the issue.

Section 31. Nominal Voting. - The number of raised hands shall be entered in the Minutes.

Section 32. Explanation of Vote. - A Commissioner may explain his vote in writing.

Section 33. No Interruption During Voting Execution. - The voting shall not be interrupted except on a question of a quorum.

Section 34. Tie Vote. - In case of ties, the Presiding Officer shall vote. A tie on an appeal from the ruling of the Chair sustains the decision of the Chair.

Section 35. Who May Move for Reconsideration. - When a motion, report or proposed measure is adopted or lost, it shall be in order for a Commissioner who voted with the majority to move for the reconsideration thereof on the same or succeeding meeting en banc. Such motion shall take precedence over all other questions, except a motion to adjourn, to raise a question or privilege and a call to order.

Section 36. Recording of Motion. - Every motion shall be entered in the Minutes with the name of the Commissioner making it, unless it is withdrawn on the same day.

Section 37. Reading and Withdrawal of Motions. - When a motion is made, the Presiding Officer shall state it before being deliberated. Except as herein otherwise provided, a motion may be withdrawn anytime before its approval or amendment.

Section 38. Precedence of Motions. -When a question is under debate, no motions shall be entertained except to:

- a) Adjourn;
- b) Raise a question;

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- c) Declare a recess;
- d) Lay on the table;
- e) Postpone to a certain day, which foregoing motions shall be decided without a debate; and
- f) Motions to refer, amend or postpone indefinitely which shall be decided.

The above-mentioned motions shall have precedence in the foregoing order. No motion to postpone to any day certain, or refer, or postpone indefinitely, having failed passage, shall again be allowed on the same day.

Section 39. Motion to Adjourn. - Motion to adjourn shall always be approved by majority of the Commissioners. No debate is entertained in a motion to adjourn

Section 40. 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 also be in order to offer further amendment by substitution, but 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 41. Motion to Cover One Subject Matter. - No motion shall cover more than one subject matter.

Section 42. Amendment to Title. - Amendments to the title of a proposed resolution or other matters shall not be in order until after the text thereof has been perfected.

Amendments to the title shall be decided without debate.

Section 43. Point of Order. - A motion to read any part of the rules is equivalent to a point of order and takes precedence over any motion other than to adjourn.

RULE X SUSPENSION OF THE RULES

Section 44. Who Can Move. - Any Commissioner may move for the suspension of the Rules.

Section 45. Effect of Suspension. - If the Commissioners vote to suspend the Rules, it shall forthwith proceed to consider the measure. A two-thirds (2/3) vote of the Commissioners present shall be necessary for the passage of said measure, a quorum being present.

RULE XI AMENDMENTS

Section 46. Amendments. - Any portion of these Rules may be amended by a two-thirds (2/3) vote of all the Commissioners.

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**RULE XII
EFFECTIVITY**

Section 47. Effectivity. - These Rules shall take effect on the date of their adoption.

ADOPTED this 26th day of May, 2016 in Quezon City.


HON. YASMIN BUSRAN-LAO
Secretary/Commissioner


HON. PAISALIN P. TAGO
Commissioner


HON. JAMEL P. DINIL
Commissioner



HON. ABDULWAHID A. INJU
Commissioner


HON. ANALIZA G. FLORES-MALAYANG
Commissioner


HON. FATMAWATI T. SALAPUDDIN
Commissioner

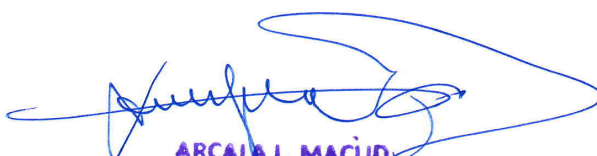

HON. ABDULNAB T. DAGUIT
Commissioner


HON. YUSOPH ROQUE S. MORALES
Commissioner


HON. MOHAMMAD AL-AMIN M. JULKIPLI
Commissioner

Attested to by:


TAHIR S. LIDASAN JR., CESO II
Executive Director


ARCALA L. MACUD
Attorney-111
OFFICE OF THE PRESIDENT
National Commission on Muslim Filipinos